



MINUTE OF THE BOARD MEETING

28 August 2019

Present: N Hicks (Chair); R Hutton (Vice-Chair)
S Brydon; D McEwan; S McPhee; S Mills;
F Roslewski; C Tait; M Trant
C Hughes (Secretary)

In attendance: A Hay

Apologies: A Clark; A Scott

The Chair welcomed John Ness to the Board as an observer.

The Chair advised members that K McLeod had submitted her resignation from the Board.

ACTION

1 Apologies for Absence

Apologies were received from A Clark and A Scott.

2 Declarations of Interest

N Hicks – Board member and treasurer of The Action Group, and member of SHAPS Pensions Employers Committee

R Hutton – Employee of Port of Leith Housing Association. Through work, also has relationship with Lothian Gas, Mears and Greenfingers.

S Brydon – Employee of Home in Scotland, who also employ Novus as reactive maintenance contractor

D McEwan and C Tait – tenants of Manor Estates Housing Association

F Roslewski – receives factoring services from the Association

S Mills – employee of Changeworks

3 Risk Management Issues / Health & Safety Issues / Notifiable Events

New notifiable event:

Ref 1003264 - citation re court action, referred to insurer

Outstanding notifiable event

Ref 1003028 - resignation of CEO – being held open until new CEO in post

4 Minutes of the Board meeting held on 26 June 2019

The minutes of the meeting held on 26 June 2019 were approved as a true record, subject to the following minor amendment:

Agenda Item 7(ii) Audit Committee – paragraphs 2 and 3 of this item to clarify that references are to the Chair of the Audit Committee.

CH

5 Matters Arising

▪ Agenda Item 7(ii) Audit Committee

Members noted that the rules require that any decisions taken by the Audit Committee must be reported to the next meeting of the Board, however this does not necessarily require that draft minutes are circulated.

▪ Agenda Item 7(iii) MEAL Board Meeting

Sam Mills agreed to join the MEAL Board.

6 Board Actions

▪ Review of Code of Conduct

Noted that this is due April 2020, action to be amended to reflect that there is no longer a Staff & Policy Sub Committee and that the code will be referred to the full Board.

CH

▪ Actions from Board Strategy Day

Members noted that it had previously been agreed to hold a joint meeting with the MEAL Board prior to their meeting on 19 September. Following discussion, it was agreed to postpone this and give further consideration as to how this could best be taken forward.

7 Minutes of Sub Committee or Subsidiary Meetings

7(i) None

8 Matters for Approval / Decision

8(i) Regulatory Self-Assessment Review Process

The Chair invited Alex Cameron (Quinn Internal Auditor) to introduce the report that had been circulated previously. Mr Cameron asked members to note that the quality of information provided and the format of how it was presented was the best approach amongst all his clients.

Members discussed the recommendations made by Mr Cameron in his report and agreed that these were not material or significant in accordance with the SHR guidance. Members noted that a Settlement Policy was being presented for approval later in the meeting.

Members agreed, therefore, that the Chair should sign the self-assurance statement confirming compliance with the regulatory standards. Members also asked that this should include a further comment as follows:

NH

“We have identified some areas for improvement that are not significant or material and have developed an action plan to address these”.

CH

Members noted that further guidance had been published recently in the SFHA toolkit and that this can be used to further develop work in this area in the coming year.

Alex Cameron left the meeting after consideration of this item.

8(ii) Reactive Maintenance Contract

A Hay introduced the report that had been circulated previously.

Some members were concerned at the approach taken to seeking approval prior to the meeting, however this had been discussed and agreed at the June Board meeting and most members had been given the opportunity to comment on the report, prior to approval by the Chair being sought.

Following discussion, members homologated the Chair’s approval of the report.

8(iii) Procurement of Kitchen Replacement Contract

A Hay introduced the report that had been circulated previously.

Following discussion, members homologated the Chair’s approval of the report.

Following discussion of Agenda Items 8(ii) and 8(iii), members noted the particular circumstances that had led to Chair approval being sought prior to the Board meeting. It was agreed that such action should only be taken in exceptional circumstances and clearly communicated to members.

8(iv) Policy Approval

C Hughes introduced the report that had been circulated previously.

- **Tackling Domestic Abuse**

Following discussion, C Hughes agreed to further review the draft policy in light of the guidance that had been published on 26 August 2019 and also to review the Equalities Impact Assessment.

CH

- **Settlement Policy**

Members noted that the policy was based on a template produced by EVH and that the Association would require to take legal advice, should any settlement be considered in the future.

Following discussion, members approved the policy.

- **Freedom of Information**

Members noted that the Association will be subject to Freedom of Information legislation from November 2019. During discussion of this item, members requested that Appendix 1 (Roles and Responsibilities) include reference to all staff being able to offer advice and assistance to anyone seeking to make a Freedom of Information request.

CH

Following discussion, members approved the policy.

8(v) Confirmation of Association Registers

C Hughes introduced the report that had been circulated previously, asking members to note that this was an annual report.

Following discussion, members approved the report.

8(vi) ICT Strategy Update

C Hughes introduced the report that had been circulated previously.

Following discussion, members approved the proposed increase in budget in respect of IT development.

KM

9 Matters for Information

9(i) Key Performance Indicators

Members were happy with the new format of the report and requested that a key be included in respect of the symbols included.

CH

Members noted the report.

9(ii) Quarterly Finance Update

Members noted the report.

9(iii) Planned & Cyclical Maintenance Update

A Hay introduced the report that had been circulated previously, noting that the new format was intended to give members more meaningful information regarding progress with the planned and cyclical maintenance programmes. One member commented that it was a very helpful report.

Members noted the report.

9(iv) Complaints Monitoring Report

Members noted the report.

9(v) Treasury Management Review

Members noted the report.

10 Any Other Competent Business

i) Annual General Meeting

The Chair confirmed that the AGM will be held on 11 September 2019. He further confirmed that there will not now be a Board meeting immediately thereafter, election of office bearers to take place at the Board meeting on 30 October 2019.

ii) Procurement of Kitchen Replacement Contract

A Hay circulated a report advising members of the outcome of the procurement exercise that had been undertaken in respect of the kitchen replacement contract.

Members noted the report.

iii) Membership Application – Ref 411

C Hughes advised members that a membership application had been submitted by a new tenant at Sutherland Street, this was duly approved.

11 Date and time of next meetings:

AGM - Wednesday 11 September 2019 at 6.30 p.m.

Board meeting – Wednesday 30 October 2019 at 5.30 p.m.

The meeting closed at: 7.15 p.m.

Signed: _____, Chair