



## **MINUTE OF THE BOARD MEETING**

**26 April 2023**

**Present in person: R Hutton (Chair); I Crawford (Vice-Chair)**

**A Clark; A Groat; N Hicks; G Kitchener; W Raeburn;  
P Rowsby**

**Via Zoom: C Jayne**

**C Ironside (Secretary)**

**In attendance: C Hughes, A Hay, K Miller**

**Apologies: None**

### **ACTION**

#### **1 Apologies for Absence**

There were no apologies.

#### **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 Harbour Homes

G Kitchener – tenant of the Association

C Jayne – Employee of City of Edinburgh Council

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

C Ironside advised there had been one minor data breach, this was dealt with in accordance with our procedures and action approved by our Data Protection Officer.

#### **4 Minutes of the Board meeting held on 22 February 2023**

The minutes of the meeting held on 22 February 2023 were approved as a true record, proposed by N Hicks and seconded by G Kitchener..

#### **5 Matters Arising**

None.

## **6 Board Actions**

N Hicks questioned the outstanding action regarding staff training on the management of the reactive maintenance contract. A Hay confirmed that this had not been completed at the time of preparation of the Board papers, however it has now been carried out.

Members noted the Board Actions.

## **7 Minutes of Sub Committee or Subsidiary Meetings**

### **7(i) MEAL Minute 23 February 2023**

Members noted the draft minute that still requires approval of the MEAL Board.

## **8 Matters for Approval / Decision**

### **8(i) Impairment Review**

K Miller introduced the report that had been circulated previously. She drew members' attention to paragraph 2.2 that highlights the significant increase in the value of housing stock since the previous valuation. K Miller advised that A Hay had raised this with the consultant; they confirmed that they are confident that the figures are robust. K Miller advised that there no need for any impairment of the Housing Stock.

K Miller then highlighted that this year we need to consider the impairment of the new office that was purchased in 2022/23. A Clark initiated discussion on the period over which the property will be depreciated .If we continue to depreciate the office over 50 years (as detailed in the report) we will have to annually consider whether an impairment review is necessary. If however we revert to depreciating the property over 25 years, this is unnecessary It was noted that the 25 year depreciation period was in keeping with the remaining life of the original built asset.

Subject to the agreement to depreciate the new office property over a 25-year period, members approved the Impairment Review, proposed by A Clark and seconded by N Hicks.

### **8(ii) Preventing Bribery and Fraud Policy Review**

K Miller introduced the report that had been circulated previously, noting that only minor changes were proposed.

A Groat referred to paragraph 2.3, suggesting that this should include reference to the conditions of the Tenancy Agreement being the means by which the Association would deal with any tenancy fraud matters. K Miller agreed that this paragraph would be amended to reflect this.

**CH**

A Groat questioned reference to the Whistleblowing Policy, noting that this should be clear about a tenant's right to refer matters to the Scottish Housing Regulator as a significant performance failure. C Hughes confirmed that there is information regarding referral of significant performance failures on the website. C Ironside confirmed that the Whistleblowing Policy is due for review later in the year and undertook to ensure that this issue is considered and clarified then.

CI

A Groat questioned reference to unannounced tenant visits. C Hughes confirmed that these are targeted at tenants where we have had no contact with us for a considerable period of time, including those who have not reported repairs. C Hughes agreed to clarify this in the policy.

CH

Following discussion, C Hughes agreed to produce a summary of the policy document appropriate for tenants and ensure that tenants are made aware of this. The Policy will also reflect this under 9.1, Publicising this document.

CH

Subject to the amendments noted above, members approved the Preventing Bribery and Fraud Policy, proposed by W Raeburn and seconded by I Crawford.

## **9 Matters for Information**

### **9(i) KPIs**

Noted.

### **9(ii) Complaints Monitoring**

A Groat suggested that the report should include reference to compliments and good feedback from customers. Following discussion, members agreed that this should be included in the SMT report.

C Ironside highlighted the very positive feedback received as part of the evaluation of the Fuel and Food Support Fund that had been available for tenants. It was agreed that the evaluation should be circulated to the Board.

CH

C Ironside asked members to note that performance on dealing with complaints within timescale had improved during Quarter 4.

### **9(iii) Staffing Report**

Noted.

### **9(iv) Allocations Report**

None.

### **9(v) Planned and Cyclical Maintenance**

Noted.

**9(vi) Health & Safety Report**

Noted.

**9(vii) Annual Report on the Charter 2022**

Noted.

**9(viii) MEAL Year 2**

C Ironside advised members that the Meal Business plan circulated had been subject to changes as a result of issues regarding the rent cap and our ability to increase rents dependent on the type of tenancy agreement tenants in the mid-market rent properties have.

C Ironside confirmed that the outcome of these changes would be noted in the minutes of the next MEAL Board meeting, the minutes would be available to this Board.

**9(ix) Finance and ICT Update**

Noted.

**9(x) SMT Update**

P Rowsby noted the excellent outcomes for tenants in relation to the Welfare Rights Service and asked that the Board's thanks be passed on to the member of staff. **CI**

C Ironside asked members to note that the provision had been 2 days per week and that this has now been increased to 3. She advised that as part of Board training, Anna Riva, the Welfare Rights Officer, will be attending a future Board meeting to give a brief overview of the service offered to tenants.

Members noted the report.

**10 Any Other Competent Business**

**(i) Board Strategy Day**

The Chair advised members of the proposal to hold a Board Strategy Day some time during May or June. It was suggested that this would be without staff present, however following discussion, it was agreed that the CEO should attend. **CI**

**(ii) Reactive Maintenance Contract**

## **Confidential Discussion**

### **11 Date and time of next meeting:**

**Wednesday 31 May 2023 at 5.30 p.m.**

**The meeting closed at: 6.55 p.m.**