

## CALEDONIA HOUSING ASSOCIATION LTD

### MINUTES OF MANAGEMENT BOARD MEETING – 21 APRIL 2015 – WEBSITE VERSION

#### IN ATTENDANCE

Board Members:	Penny Coburn Robin Grant Bill Robertson Penny Coburn Lindsay Darroch	Acting Chair Treasurer  (From Item 51/15)	Ian Gray Helen Archibald Raymond Low Gavin Stewart Elaine O'Brien	
CHA Staff:	Julie Cosgrove Ron Hunter Garry Savage Gill Donoghue Jenny Dalton	Chief Executive Finance Director Business Services Director Head of Support Services Executive Officer (Minutes)	Andrew Kilpatrick Tim Calderbank Barry Johnstone Irene Harrison	Asset Management Director Operations Director Area Director HR Manager

#### APOLOGIES

Board Members:	David Grant Tom Potter	Chair Vice Chair
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BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
<b>Declaration of Interest</b>		There were no declarations of interest.
<b>Performance Indicator Review</b>		The Board <b>NOTED</b> the proposed indicators and targets for 2015/16 and <b>AGREED</b> that the Health & Safety Committee should decide which, if any, Health & Safety indicators would be reported to the Board. It was also suggested that information on the frequency rather than the number of accidents should be maintained.
<b>Group Human Resources Strategy</b>		The Business Services Director advised that Cordale's Committee of Management had suggested that a further appendix setting out the business plan actions with HR input that apply across the Group should be added to the Strategy. The Management Board <b>APPROVED</b> the Group HR Strategy subject to this change being made.
<b>Applications for Membership</b>		The Board <b>APPROVED</b> the applications for membership from Robert Henderson and Michael Kiely.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
<b>Development and Planned Maintenance Progress Report</b>		<p><u>Muirton Park Regeneration Phase 5, Perth</u>            Consideration was being given to alternative design options for this Phase to avoid the need to divert fibre optic cables owned by Virgin Media. The Asset Management Director would discuss the proposals with Perth &amp; Kinross Council's Planning Department and report back to the Management Board.</p> <p><u>Kippen Dairy, Alexandria</u>            A sod cutting ceremony had been arranged for Thursday 23 April 2015. Any Board members wishing to attend were asked to contact the Executive Officer.</p>
<b>Review of Sheltered Housing Support Services</b>		<p>The Board <b>NOTED</b> the progress and actions that had established a new service model for housing and support services for older people.</p> <p>The Board also <b>NOTED</b> the successful bid for funding for a pilot project to provide services for older people to assist with independent living and the creation of a part-time Community Engagement Worker to deliver the services.</p>
<b>Draft Minutes of Cordale Committee Meeting: 17 February 2015</b>		<p>The draft minutes were <b>NOTED</b>.</p>
<b>Draft Minutes of Audit Committee Meeting &amp; Corporate Risk Map: 18 March 2015</b>		<p>The Finance Director confirmed that all data links and equipment were now in place and the ICT system transfer was due to take place over the coming weekend.</p> <p>The Board <b>NOTED</b> that the date of the next Audit Committee meeting had been changed to Wednesday 3 June 2015.</p>
<b>Insurance Renewal</b>		<p>The Board <b>AGREED</b> that future insurance renewal covering reports should include a summary of premiums and movement in the previous year. In the meantime, the Finance Director was requested to distribute an analysis of the information in the renewal document to Board members.</p> <p>The Treasurer stressed that it was important that Caledonia was able to demonstrate the benefits of being part of the Group's insurance portfolio to Cordale's Committee of Management.</p>