

**CALEDONIA HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT BOARD MEETING – 19 APRIL 2016 – WEBSITE VERSION**

IN ATTENDANCE

Board Members: David Grant Chair
 Penny Coburn Vice Chair
 Helen Archibald
 Elaine O'Brien
 Ian Gray

CHA Staff: Julie Cosgrove Chief Executive Tim Calderbank Operations Director
 Ron Hunter Finance Director Garry Savage Business Services Director
 Andrew Kilpatrick Asset Management Director Jenny Dalton Executive Officer (Minutes)
 Jenny Kiddie Business Services Assistant

Apologies: Lindsay Darroch, Gavin Stewart, Martin Harkness, Hugh Levins, Lorna McCurrach

The Chair introduced Jenny Kiddie and welcomed her to the Board meeting.

The Treasurer's decision to retire from the Board with immediate effect was noted with regret with members recognising his outstanding contribution to the work of both Perthshire and Caledonia, as well as the valuable assistance he had provided to the Cordale Management Committee.

| BUSINESS ITEM | ISSUE | DISCUSSIONS AND DECISIONS |
|---|-----------------|--|
| Declaration of Interest | | There were no declarations of interest. |
| Minutes of the Management Board Meeting held on Tuesday 24 February 2016 | Matters Arising | The Finance Director confirmed that future budget planning meetings would be held prior to the commencement of the tenant rent consultation process. |
| Draft Minutes of the Audit Committee Meeting & Corporate Risk Map: 16 March 2016 | | The Vice Chair advised that the highest risk on the Group Corporate Risk Map continued to be Welfare Reform; however there had been no movement in this risk in the period. The minutes were NOTED . |
| Performance Indicator Review | | Members APPROVED the suggested exception reporting format for future performance reports but requested that the exception appendix also include indicators where the Association was doing significantly better than target in order to ensure that the targets involved were not set too low. It was NOTED that the summary report would continue to show all indicators and quarterly results. |
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| BUSINESS ITEM | ISSUE | DISCUSSIONS AND DECISIONS |
|--|-----------------------------|---|
| Business Continuity Annual Review | | This report was NOTED and the Board APPROVED the recommendation that future Business Continuity Reports would be presented to the Audit Committee given that business continuity was one of the key issues considered as part of the Group Corporate Risk Map. |
| Third and Fourth Quarter Complaint Handling Performance | | The Business Services Director presented the report and advised that more charts and diagrams for key outcomes would be incorporated into future reports in an effort to streamline them. The Board NOTED the general improvement in the complaints statistics. |
| Control of Payments and Benefits | | The Board APPROVED the offer of a contract of employment and HOMOLOGATED the decision made by the Chair and Vice Chair to approve the offer of a tenancy agreement as outlined in the report. |
| Application for Membership | | The Board APPROVED the application for membership outlined in the report. |
| Development and Planned Maintenance Progress | | The Asset Management Director explained that the substantial difference between the original budget for the window replacement contract and the lowest tender was due to the fact that the original budget was based on replacing like-for-like, i.e. wood; however it was the intention to replace the windows with PVC, which was less expensive. Future estimates would be based on replacing with PVC. The kitchen specification at John Street, Renton had also been increased as the contractors original specification did not meet the Association's design requirements. The Asset Management Director also advised that the Dalquhurn site would still be owned by Cordale and a feasibility study was being undertaken in order to consider its future development. The Board would be advised should Caledonia be involved in the development. |
| Purchase Recommendations | Anderson Street, Carnoustie | After considering the report and project appraisal, the Board APPROVED the purchase and subsequent development of this site, subject to receiving an acceptable offer of public subsidy from the Scottish Government. |
| | Main Street, Renton | Members APPROVED the purchase of the property outlined in the report. |
| Former Tenant Accounts Write Off | | The Board APPROVED the write off of the former tenant arrears cases where the debt was in excess of two months' rent as identified in the report with the proviso that should the whereabouts of any of the former tenants become known then the debts would be reactivated and recovery action would recommence. |
| Group Insurance Renewal | | The Finance Director confirmed that Bellsmyre would be added to the insurance portfolio at the next renewal date. The Board then NOTED the report. |
| Date of Next Meeting | | It was NOTED that the next Management Board meeting would be held on Tuesday 17 May 2016 in the Association's Perth office. |