

CALEDONIA HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT BOARD MEETING – 16 APRIL 2019 – WEBSITE VERSION

IN ATTENDANCE

Board Members:	Penny Coburn Alan Nairn Alex McDougall Lindsay Darroch	Chair Vice Chair	Ian Gray Veronica Lynch Graham Logan
Apologies:	Elaine O'Brien Helen Archibald		
Special Leave of Absence:	Martin Harkness		
Absent:	None		
In Attendance:	Julie Cosgrove Ron Hunter Tim Calderbank	Chief Executive Finance Director Director of Customer Services	Garry Savage Director of Strategy & Innovation (Minutes) Andrew Kilpatrick Director of Assets Barry Johnstone Director of People

The Chair opened the meeting by advising members of the sad news of the recent passing of Ian McLaren, a previous long standing member of the Management Boards at Caledonia and Perthshire Housing Associations. The Chair acknowledged Ian's many years of good service for both Associations and the valuable and informed contribution that he consistently made on housing development and wider service and business management issues.

.BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Apologies were NOTED from Elaine O'Brien and Helen Archibald. The Chair advised on the six month special leave of absence that had been granted for Martin Harkness.
Declaration of Interest		Ron Hunter declared an interest in relation to agenda item 52.19. Whilst Ron could remain in the meeting when the report was being discussed he would not contribute to the discussion or comment on the report.
Minutes of the Management Board Meeting held on Tuesday 26 February 2019		The Board agreed that the minutes should be APPROVED . The minutes were duly adopted and the Association's Executive Officer would arrange for them to be signed by the Chair.
Matters Arising		There were no matters arising that were not dealt with elsewhere on the Agenda.

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<p>Minutes of the Audit and Risk Management Committee Meeting held on Wednesday April 2019</p>		<p>The Chair of the Audit and Risk Committee provided an overview of the key issues considered at the Committee meeting. He also highlighted and advised on five specific issues within the minutes:</p> <ul style="list-style-type: none"> • Section 5.3 – in future the Audit & Risk Management Committee would review internal audit scope documents drafted by the Association’s auditors before these were finalised. This would help ensure that there was clarity on the areas of activity to be covered in internal audits before they were carried out; and also give Committee Members reassurance that key issues and activities would be covered. • Internal audit reports – strong outcomes were achieved in the audit reports considered by the Committee. Although welcomed, Committee Members also agreed that the future re-tendering of the Group’s internal audit programme would require consideration of the auditing approach and reporting arrangements that would best ensure the robustness and effectiveness of the internal audit process. • Section 8 – the reference to governing body members using their own ICT equipment should reflect that this use was limited to information held on Minutepad only. It was AGREED that the minutes should be amended to reflect this. • Risk Map – ICT issues – the Group’s ICT support contractor was to carry out a full review of the Group’s current ICT infrastructure. This would set Caledonia standards, identify weaknesses and inform ICT strategy development going forward. Committee Members also discussed the importance of future ICT related internal audits having a more strategic focus. • Risk review – the reporting approach and format was to be considered by the Vice Chair and the Finance Director over the coming months.
<p>Group Insurance Renewal</p>		<p>The Finance Director presented this report and advised on the summarised details of the annual insurance renewal for the period 1 April 2019 to 31 March 2020. It was noted that the renewal terms were good, with costs within the budget provision for this financial year. Members discussed the increased costs relating to leasehold properties (e.g. shared ownership homes) but acknowledged that these still represented good value within the wider insurance cover portfolio. In response to questions raised on the detail of the insurance cover, the Direct of Assets confirmed that the Association carried out environmental surveys for all new proposed housing developments and that this also included consideration of any land contamination issues. The Board otherwise NOTED the contents of the report.</p>
<p>Performance Indicator Review</p>		<p>The Director of Strategy and Innovation advised on the background to the report and the work that had been carried out to develop the Association’s proposed key service and business performance indicators for 2019-20. Members were also asked to note that an</p>

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		<p>updated appendix had been provided to correct inaccurate performance comparison information detailed for 2017-18. Members raised queries on a number of the proposed indicators and the service Directors advised on these. Following a question raised by the Chair on the new Area Committee in place for East Dunbartonshire and North Lanarkshire, it was AGREED that the Director of Customer Services would present an update on his work with the Area Committee over recent months at the next Management Board meeting. Following discussion on the interest cover indicator target, it was AGREED that this should be amended to $\geq 115\%$. The Director of Strategy and Innovation confirmed that the indicators would be aligned to the new directorates in the performance update reports over 2019-20. The Board APPROVED the contents of the report and the associated performance indicator proposals.</p>
Application for Membership		<p>The Board APPROVED the application for membership from Robert Penman.</p>
Development and Planned Maintenance Update		<p><u>High Dykes, Bonhill</u></p> <p>The Director of Assets presented the report and advised on the background to the proposal to purchase the development site at High Dykes, Bonhill, West Dunbartonshire that was considered and approved by the Representative Group appointed by the Board at the meeting on 26 February 2019. Following an overview of the issues considered, the Board HOMOLOGATED the decision by the Representative Group to approve the purchase of the site in March 2019.</p> <p><u>Crieff Road, Perth</u></p> <p>The Director of Assets advised that he had recently attended a meeting with Perth & Kinross Council to discuss funding issues relating to the Crieff Road site. At the meeting it was agreed that the Association would submit a revised funding application to the Scottish Government and that the decision on this would be considered by Perth and Kinross Council. The Director of Assets advised that he would submit an update report on the outcomes of the funding considerations to the Management Board in May.</p> <p>The Board NOTED the remainder of the report.</p>
Former Tenant Accounts Write Off and Rechargeable Repairs		<p><u>Former Tenant Arrears</u></p> <p>The Director of Customer Services presented the report and provided an overview of the key issues. It was NOTED that the total value of former tenant arrears written off in 2018-19 amounted to £58,045.83, representing 0.37% of the total rent debit for the year. The Director of Customer Services advised that a new debt recovery agency was being used by the Association to try and improve recovery rates for former tenant debts. Members also</p>

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		<p>discussed the challenges involved in recovering these debts given the recovery method being used by local authorities for Council Tax related debts. This related in particular to sequestration. The Director of Customer Services advised that the issue was discussed with the local authorities concerned through established working groups.</p> <p><u>Rechargeable Repairs</u></p> <p>The Board NOTED the information on rechargeable repairs detailed in the report. In response to a question raised about rechargeable void repairs, the Director of Customer Services confirmed that steps would be taken to try and recover the associated costs from former tenants, including those who might apply again in future for a home with the Association.</p>
<p>Draft Minutes of Bellsmyre HA and Cordale HA February 2019 Management Committee Meetings</p>		<p>The draft minutes were NOTED.</p>
<p>Any Other Business</p>		<p>It was NOTED that the next training session on understanding on Understanding Your Annual Statutory Finance Statements would be held in the Perth Office on Tuesday 30 April 2019 at 6 p.m. Graham Logan advised that he would be unable to attend.</p> <p>It was NOTED that the next Management Board meeting would be held on Tuesday 14 May 2019 in the Association's Perth Office.</p>

There being no other business, the meeting was concluded.