

**CALEDONIA HOUSING ASSOCIATION LTD**  
**MINUTES OF MANAGEMENT BOARD MEETING – 25 AUGUST 2015 – WEBSITE VERSION**

**IN ATTENDANCE**

Board Members:	David Grant Robin Grant Penny Coburn Bill Roberton	Chair Treasurer	Ian Gray Helen Archibald Raymond Low Elaine O'Brien	
CHA Staff:	Julie Cosgrove Ron Hunter Garry Savage	Chief Executive Finance Director Business Services Director	Andrew Kilpatrick Tim Calderbank Jenny Dalton	Asset Management Director Operations Director Executive Officer
Apologies :	Tom Potter Gavin Stewart	Vice Chair	Lindsay Darroch Ian McLaren	

The Chair noted that this would be Bill Roberton's last Board meeting and, on behalf of the Board, thanked him for his commitment and invaluable contribution to both the Servite Committee of Management and the Caledonia Management Board. Bill Roberton advised that he had enjoyed his time on both governing bodies and wished the Association well for the future.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
<b>Declaration of Interest</b>		There were no declarations of interest.
<b>Annual Accounts 2014/15, Final Audit Findings Report and Letter of Representation</b>	Annual Accounts 2014/15 and Final Audit Findings Report	<p>The Finance Director advised that this was the first presentation of full Group accounts incorporating Caledonia, Cordale and Cordale Property Services Ltd; a wholly owned subsidiary of Cordale. Two subsidiaries wholly owned by Caledonia, namely Caledonia Ventures and Servite Solutions were currently dormant.</p> <p>The Group made a net surplus of £2.1 m for the year with an operating surplus of £5.2 m being achieved.</p> <p>The Annual Accounts and Final Audit Findings Report had been considered by the Audit Committee at their meeting on 5 August 2015 when Janet Hamblin of Baker Tilly had been in attendance. No significant deficiencies in internal controls had been found during the course of the audit; however Baker Tilly had suggested a number of improvements. The management response to these suggestions had been provided to Baker Tilly and were included in the Final Audit Findings Report.</p> <p>Management Board <b>APPROVED</b> the Annual Accounts for 2014/15 and <b>NOTED</b> the contents of the Final Audit Findings Report.</p>

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	Letter of Representation	The Chair and the Treasurer reminded that the Board that as Trustees they were making a serious declaration in this letter and that it should not be treated lightly. Management Board acknowledged these comments and <b>REMITTED</b> the Treasurer to sign the Letter of Representation of its behalf.
<b>Management Accounts to 30 June 2015</b>		<p>The Finance Director advised that, as in previous years, the first quarter income and expenditure statement highlighted actual versus budget variances. It also acted as a test of the 2015/16 budget. From analysis, there were no budgeting anomalies or major variances.</p> <p>It was <b>AGREED</b> by the Board that in future the Executive Summary should show the comparable period for the previous year rather than the whole year.</p> <p>With regard to the cashflow statement, the Treasurer requested that the Board be advised what the adjustment for non-cash transactions referred to.</p>
<b>Business Plan Update</b>		Members <b>NOTED</b> that 10 of the 12 activities due for completion during Quarter 1 had been completed. One activity had been deferred due to circumstances outwith the Association's control and the other was due to be concluded this month.
<b>Control of Payments and Benefits</b>		<p>Management Board <b>HOMOLOGATED</b> the decision made by the Chair and Penny Coburn to approve the offer of a tenancy agreement as detailed in the report.</p> <p>Management Board also <b>APPROVED</b> the acceptance of the offer of voluntary garden maintenance services.</p>
<b>Applications for Membership</b>		The Board <b>APPROVED</b> the applications for membership from Peter and Mary Dow.
<b>Former Tenant Accounts Write Off</b>		The Board <b>APPROVED</b> the write off of the former tenant arrears cases identified in the report where the debit was in excess of two months' rent with the proviso that the debts would be reactivated and recovery action would recommence should the whereabouts of the former tenants become known.
<b>Group Entitlements, Payments and Benefits Policy</b>		<p>The Business Services Director advised that this policy was based on the SFHA's Model Policy on Entitlements, Payments and Benefits, which had been endorsed by the SHR. The SFHA had elected to publish the policy on the basis of a one year trial period, at which point they would review how it was working in practice.</p> <p>Since preparing the policy, a number of housing associations had voiced their concern to SFHA as to how certain aspects of the policy could be implemented and some were taking legal advice.</p> <p>The Executive Management Team had also concluded that the List of Contractors and Suppliers required to be drastically reduced and reformatted and the Business Service Director therefore requested that consideration of this policy be deferred until October.</p>

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		<p>The Board also raised concerns about the content of the policy and suggested that it could deter potential Board members from joining the governing body in future.</p> <p>Following discussing, the Board <b>APPROVED</b> the Business Services Director's request to defer consideration and approval of this policy until the October Board meeting.</p>
<b>Tenant Participation Strategy</b>		<p>The Operations Director advised that an extensive review and consultation exercise had been undertaken involving the Tenants Scrutiny Panel, the registered tenant organisation and respondents from the most recent Customer Satisfaction Survey.</p> <p>The Board <b>NOTED</b> that a key action over the course of the new Strategy would be the establishment of processes to help the Association connect with those tenants who were not currently actively involved, particularly younger tenants and residents with families. The Board then <b>APPROVED</b> the reviewed Tenant Participation Strategy.</p>
<b>Draft Minutes of the Cordale Committee Meeting held on Tuesday 9 June 2015</b>		The draft minutes were <b>NOTED</b> .
<b>Draft Minutes of the Health &amp; Safety Committee Meeting held on Thursday 9 July 2015</b>		The draft minutes were <b>NOTED</b> .
<b>Development, Planned Maintenance and Repairs Contract Progress</b>	Muirton Park, Perth Regeneration - Phase 6 to 8	Four tenders were returned on Monday 17 August. One developer had withdrawn their offer to tender due to volume of work and two other developers had submitted a joint tender. A full update would be provided at the September meeting.
<b>Rule 68 Update</b>		The Board <b>NOTED</b> that Rules 62 to 67 of the Association's Rules had been followed.
<b>Draft Minutes of Audit Committee Meeting and Corporate Risk Map: 5 August 2015</b>		<p>The Chair of the Audit Committee highlighted the decision to remove Item 9 – Failure to Successfully Implement the New ICT Infrastructure – from the Risk Map.</p> <p>The minutes were <b>NOTED</b>.</p>
<b>Any Other Business</b>		The Board <b>NOTED</b> that the Association had recently been awarded People and Communities funding from the Scottish Government for its' volunteer project and <b>REMITTED</b> the Chair to sign the document approving the Finance Director, Finance Manager and Head of Support Services as authorised signatories.

<b>BUSINESS ITEM</b>	<b>ISSUE</b>	<b>DISCUSSIONS AND DECISIONS</b>
<b>Date of Next Meeting</b>		It was <b>NOTED</b> that the next Management Board meeting would be held on Tuesday 15 September 2015 at McDiarmid Park, Perth following the SGM and AGM meetings.