

**CALEDONIA HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT BOARD MEETING – 11 DECEMBER 2018 – WEBSITE VERSION**

IN ATTENDANCE

Board Members:	Penny Coburn Alan Nairn Helen Archibald Veronica Lynch	Chair Vice Chair	Ian Gray Alex McDougall Martin Harkness Graham Logan
Apologies:	Elaine O'Brien Lindsay Darroch Lorna McCurrach		
CHA Staff:	Ron Hunter Garry Savage Barry Johnstone Iain Baxter Jenny Dalton	Finance Director Business Services Director Area Director Head of Innovation & Change Executive Officer (Minutes)	Tim Calderbank Andrew Kilpatrick Gill Donoghue Angela Murphy Operations Director Asset Management Director Head of Support Services Finance Manager

The Chair advised that the Chief Executive was unable to attend the meeting and that her reports would be presented by the Business Services Director.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Apologies were NOTED from Elaine O'Brien, Lindsay Darroch & Lorna McCurrach
Declaration of Interest		There were no declarations of interest.
Minutes of the Management Board Meeting held on Tuesday 30 October 2018		The minutes were agreed as a true and accurate record and were APPROVED by the Board. The minutes were duly adopted and the Executive Officer would arrange for them to be signed by the Chair.
Matters Arising		There were no matters arising.
Management Accounts for the Six Month Period Ended 30 September 2018		The Finance Manager provided a general overview of the financial performance of the Association based on the six month Management Accounts and advised that the Association achieved an operating surplus for the period of £3.1 m and a net surplus of £1.4m. She also highlighted the major variances between actual and budgeted income and expenditure relating to the home help service, mortgage interest, relet repairs, major repairs and service charges. The Vice Chair suggested that comprehensive variance information should be included within the Management Accounts.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
		<p>The Finance Director then provided an overview of the additional expenditure relating to the transfer of engagements of Antonine HA and the Customer First project that had been built into the year-end projections and advised that although these had had a small effect on interest covenants these were still within lenders' margins.</p> <p>The Vice Chair queried the underspend in the IT budget and the Finance Director explained that this was due to the delay in the introduction of an electronic document management system; the decision not to introduce a number of QL modules that had been found to be below standard; and the member of staff seconded to IT being moved to provide assistance to the Head of Innovation and Change. Board members acknowledged the importance of IT to the transformation aspect of the Customer First project. They stressed the need to ensure that appropriate IT expertise was available to achieve a successful outcome of Customer First.</p>
<p>2018-19 Business Performance – Quarter 2 Update</p>		<p>The Business Services Director presented the report and advised that the majority of Key Performance Indicators (KPI's) were on target with performance information on the indicators not on target detailed in the report.</p> <p>The Board noted that the total number of housing units completed in 2018/19 was likely to be in the region of 70 rather than the target of 94 due to a number of projects being delayed. It was also noted that two large site acquisitions had been delayed, which contributed to the target not being met this financial year. The delays could also have an effect on the Association's target to build 1,000 homes by 2021.</p> <p>Referring to the increase in the number of upheld complaints, the Business Services Director advised that a self-assessment of the Group's complaints processes had recently been undertaken that had identified a number of issues, including the need to improve on learning from complaints. The findings from the self-assessment process would be analysed over the coming months to identify actions to be taken to improve performance. Board members also acknowledged that the introduction of certain areas of the customer first programme could cause disruption to tenants and that this was likely to temporarily increase the number of complaints received.</p>
<p>Business Plan 2018/23 – Implementation Plan Progress Update</p>		<p>The Board NOTED the implementation plan progress for quarter two and that the progress report for quarter 3 would be reported to the January Board meeting.</p>
<p>Schedule of Board Meetings 2019</p>		<p>The Board APPROVED the proposed schedule of meetings for 2019.</p>

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Application for Membership of the Association		The Management Board APPROVED the application for membership from Thomas Shepherd.
Development and Planned Maintenance	<i>Crieff Road, Perth</i>	Following the re-tendering of this project, four completed tenders were received the lowest of which was substantially in excess of the budget for the project. The Asset Management Director advised that an application for additional funding was being made to the Scottish Government (SG) and that the SG's response would be key to the decision of whether or not to proceed with the project. Talks were also being held with Perth & Kinross Council (PKC) regarding alternative uses for the existing property on the site.
	<i>Newhouse Road, Perth</i>	The planning application to demolish the empty properties would be submitted in the New Year. In the meantime a major water main running through the back gardens of the properties had been discovered. This had not been identified in any records and would require to be relocated before demolition could proceed. The Asset Management Director confirmed that the Association would be liable for the relocation costs.
	<i>Morning Field Road, Slackbuie, Inverness</i>	<p>The Asset Management Director advised that, following an increase in costs by sub-contractors, the development was now over budget and that he was working on revised proposals with Robertson Partnership Homes, the Local Authority and the Scottish Government.</p> <p>As purchase of the land at Slackbuie was due to be completed by the end of January, any revised proposals would need to be agreed before the next Board meeting. The Board therefore DELEGATED AUTHORITY to the Chair, Vice Chair and Martin Harkness to discuss and agree the revised proposals and report back to the January Board meeting with the proviso that if the revised proposals were significantly different to those originally agreed then the decision would be deferred and brought to the full Board for consideration.</p>
Fire Risk Assessment – Improvement Works		The Asset Management Director explained that the Association had been undertaking fire Risk Assessments across its' sheltered, very sheltered and supported accommodation since 2010 and that as a result of these a substantial programme of improvement works had been carried out between 2013 and 2016. Following the events at Grenfell Tower, London in 2017 however the decision was taken to review the existing fire risk assessment for this housing stock and extend the process to include amenity and general needs housing. The purpose of this review was to seek an independent assessment of the Association's compliance with legislation in relation to the management and maintenance of its' housing stock, and to seek views on how fire safety could be improved. The Association therefore appointed L M Fire Ltd to carry out independent fire risk assessments and architects Welwood Leslie to assess technical compliance with legislation. The findings of the assessments carried out to date were outlined in the report together with conclusions and recommendations.

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		Following detailed discussion, the Board APPROVED the recommendations set out in the report. Members also NOTED that the improvement work would be incorporated into the Association's planned investment programme over the coming years and requested that the Asset Management Director prioritise the work in conjunction with the planned maintenance work.
Group CCTV and Surveillance Systems Policy		The Business Services Director presented the policy and advised that following a recommendation from the Chair he would check the planning permission requirements of installing CCTV equipment. The policy was then APPROVED by the Board.
Information Retention and Destruction Policy		This policy was APPROVED .
Draft Minutes of the Health & Safety Committee Meeting held on Thursday 1 November 2018		The draft Health & Safety minutes were NOTED .
Draft Minutes of Bellsmyre HA and Cordale HA October 2018 Management Committee Meetings		The draft minutes were NOTED .
Any Other Business	Fairfield Co-operative	The Business Services Director advised members that the Scottish Housing Regulator's (SHR) had used its' powers to intervene at Fairfield Housing Co-operative following an independent investigation that had identified a number of management and governance concerns. As a result of this intervention SHR had appointed a statutory manager and seven members to Fairfield's governing body for a period of six months. The Business Services Director advised that Board members would be kept informed of any developments.

There being no other business, the meeting was concluded.