

CALEDONIA HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT BOARD MEETING – 813 DECEMBER 2016 – WEBSITE VERSION

IN ATTENDANCE

Board Members: David Grant Chair Alex McDougall
 Penny Coburn Vice Chair Ian Gray
 Martin Harkness Elaine O'Brien
 Alan Nairn

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

Apologies: Helen Archibald , Lindsay Darroch, Veronica Lynch, Lorna McCurrach (Special Leave of Absence)

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Apologies were NOTED from Helen Archibald and Lindsay Darroch. The Chair advised that although Helen Archibald was unable to attend the meeting in person, arrangements had been made through Face Time to enable her to provide a report on the discussion at the recent Remuneration Committee meeting on staff and Executive Management Team salary reviews
Declaration of Interest		There were no declarations of interest; however it was noted that the staff members present would leave the meeting whilst the Remuneration Committee Chair's report was presented and discussed.
Minutes of the Management Board Meeting held on Tuesday 20 October 2016		The Chair advised that Lindsay Darroch was employed by Blackadders and not Thorntons as stated in the report and that the minutes would be amended to this effect before signing. It was agreed that the minutes of this meeting were a true and accurate record and they were APPROVED by the meeting subject to this amendment being made. The minutes were duly adopted and the Executive Officer would arrange for them to be signed by the Chair.
Matters Arising	<i>Item 164/16 – Any Other Business</i>	Following a query from a Board member, the Chief Executive advised that the Modern Apprentices had been assigned where it was felt they would be most effective.
	<i>Item 157/16 – Purchase Recommendation & Development Approval</i>	The Asset Management Director advised that the decision to make the site at Main Street, Burrelton a mixed tenure development had been made after undertaking a market analysis and consulting with Perth & Kinross Council.

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Treasury Management		Following discussion, the Management Board APPROVED the establishment of a sub group comprising the Chair, Vice Chair, Alex McDougall and Ian Gray to consider the findings of the treasury management report from Murja Ltd in detail and to make recommendations to the full Management Board at a later date.
Schedule of Board Meetings 2017		The Board APPROVED the proposed schedule of meetings for 2017 and NOTED that, for operational reasons, the meeting dates in January, February, October and December sat out with the normal cycle of the third Tuesday of each month.
Complaints Handling Performance Report for 2016/17 – First and Second Quarters		The Business Services Director advised that there had been an increase in both Stage 1 and Stage 2 complaints when compared to the same period the previous year. The Board NOTED the learning from complaints items and the key development actions to be undertaken and completed during the remainder of the 2016/17 reporting year.
Development, Planned Maintenance and Repairs Contract Progress		<p>Board members NOTED the updates provided on the current and pipeline development projects and the 2016/17 planned maintenance programme. The Board then discussed the recommendation to allocate temporary funding to enable the Association to continue to provide Stage 3 Adaptations for the remainder of 2016/17. The Board noted that a similar situation had arisen in 2015/16 and that an amount from this year's grant allocation had been used to pay back the temporary funding agreed to at that time and were of the view that this should not become a perpetual solution to the funding gap. The Asset Management Director confirmed that the Scottish Government had indicated that they would not review the funding allocation until January 2017 at the earliest and that they were also not in favour of Associations putting adaptation requests on hold due to lack of public funding. The Asset Management Director confirmed that an application would be made to the Scottish Government for extra funding. Following a detailed discussions, the Board APPROVED the allocation of temporary funding on this occasion but requested they be provided with a detailed report at a future date to include results of a consultation on the situation with the Tenants Scrutiny Panel members and that the reports should include details of the type of adaptations being requested.</p> <p>The Board NOTED that following analysis of the tenders received, Scotshield Ltd., Glasgow had been awarded the fire detection systems and emergency lighting maintenance contract for a period of 5 years.</p>
Purchase Recommendation		The Asset Management Director provided an overview of the proposed housing development sites, two of which are in Dundee and one in Pitlochry. The Board APPROVED the purchase of the three sites.
Group Probation Policy		The Board NOTED that this new policy had been considered at the Bellsmyre and Cordale Management Committees earlier in the month when the policy was approved subject to a number of small amendments being made to reflect Employment in Voluntary Housing (EVH) practices. The Board APPROVED the Group Probation Policy.
Repairs & Maintenance Policy		The Operations Director introduced this reviewed policy and advised that it had been the subject of a desk top review and consultation with the Tenants Scrutiny Panel. A number of amendments had been

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		made to reflect the requirement to attain the Energy Efficiency Standard for Social Housing by 2020 and the introduction of an appointment system for non-emergency repairs.
Group Procurement Strategy		The Asset Management Director introduced the Strategy document, which reflected the aims and objectives of the Group Procurement Policy and advised that a report on procurement activity would be provided to the Board annually. Information from this report would then be used to review the Procurement Strategy. The Board APPROVED the Group Procurement Strategy.
Draft Minutes of the Health & Safety Committee Meeting held on Thursday 24 November 2016		The Board discussed fire evacuation procedures in flatted dwellings and concluded that there was no definitive answer as guidance varied considerably. The Head of Support Services confirmed that sheltered housing residents are advised to stay in their properties until evacuated by the Fire Service.
Draft Minutes of Bellsmyre and Cordale October Management Committee Meetings		The draft minutes were NOTED .
Any Other Business		There being no other business, the meeting was concluded.
Date of Next Meeting		It was NOTED that the next Management Board meeting would be held on Tuesday 31 January 2017 in the Association's Perth Office.