

**CALEDONIA HOUSING ASSOCIATION LTD**  
**MINUTES OF MANAGEMENT BOARD MEETING – 26 JANUARY 2016 – WEBSITE VERSION**

**IN ATTENDANCE**

Board Members:	David Grant Penny Coburn Robin Grant Martin Harkness Lorna McCurrach	Chair Vice Chair Treasurer	Raymond Low (Left after Item 10/16) Ian Gray Helen Archibald Lindsay Darroch
CHA Staff:	Julie Cosgrove Ron Hunter Andrew Kilpatrick	Chief Executive Finance Director Asset Management Director	Tim Calderbank Garry Savage Operations Director Business Services Director
Apologies:	Gavin Stewart, Elaine O'Brien, Hugh Levins		

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
<b>Declaration of Interest</b>		<p>It was noted that the Executive Management Team members in attendance had a joint declaration of interest as regards Agenda Item 09/16 (Confidential Minutes of the Remuneration Committee Meeting on 13 January 2016) and given this they would not be present at the meeting when this item was being considered.</p> <p>Ian Gray declared an interest in relation to the rent increase consultation issues to be considered at Agenda Item 13/16.</p>
<b>Minutes of the Management Board Meeting held on Tuesday 8 December 2016</b>	Matters Arising	<p><i>Schedule of Board Meetings</i> – it was agreed that the September Board meeting and AGM would be held during the week commencing 5 September 2016. It was noted that the Business Services Director would confirm the date for this and also the November Strategy Away day, and advise Members on these in due course.</p> <p><i>Void Property Management</i> – the Operations Director clarified that the requirement relating to the installation of hard wired fire alarms/carbon monoxide detectors only applied to the private sector and that the provision of battery operated models with long life batteries was another option to meet these requirements. The Operations Director also clarified that the point in the Service Standards raised previously applied to existing tenants.</p>
<b>Management Accounts to 31 December 2015</b>		The Finance Director provided Members with an overview of the accounts and advised that the reported figures were generally within or close to budget with no major anomalies to report, and that his expectation was that budget outcomes for the full year would track expectations in relation to these.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
		Members discussed a range of issues relating to the accounts including the need to review the budget and spend position relating to the housing support activities to ensure that these are balanced; the review and reporting of cash flow balances; and the introduction of new financial regulations and the opportunities within these to consider a one-off revaluation of the Association's housing stock. The report was <b>NOTED</b> .
<b>Draft Minutes of Audit Committee Meeting &amp; Corporate Risk Map: 16 December 2015</b>		<p>The Vice Chair advised on the decision to remove Item 10 from the risk register following consideration at the Committee meeting. It was also noted however that the risk would be monitored through the relevant departmental risk register. The minutes were <b>NOTED</b>.</p> <p>The Treasurer advised that the outcome of the internal audit on allocations and voids had resulted in some concerns for Cordale Management Committee members. The Chief Executive advised that this would be considered by the Executive Management Team.</p>
<b>Rent and Service charge Setting Policy and Rent Increase Consultation 2016-17</b>		<p>The Operations Director provided an overview of the policy proposals and tenant consultation outcomes on this. Clarification on the tenancy arrangements at Bowerswell and consultation on additional services was provided by the Operations Director. Members noted the intention to move from a 48 week to a 52 week rent payment year. In response to a question from the Treasurer, the Operations Director confirmed that the Association would be able to accommodate requests from individual tenants to keep paying their rent on the basis of 48 weekly payments.</p> <p>The Operations Director also advised on the background to the rent review consultation and the proposal to consult on the basis of a rent increase of 1%. Following consideration of this, the Management Board agreed to proceed on the basis of 1%.</p> <p>The Board <b>APPROVED</b> the Rent and Service Charge Policy and the proposal to base the rent setting consultation on an increase of 1% for 2016-17.</p>
<b>Business Performance Report</b>		The Business Services Director introduced the report and advised that most performance indicators were on target. Queries on six specific indicators' were raised by Members and discussed. The report was <b>NOTED</b> .
<b>Business Plan 2015/20 – Implementation Plan Progress Report</b>		The Business Services Director introduced the report and advised that the majority of the activities detailed in the implementation plan were on target. The report was <b>NOTED</b> .
<b>Development and Planned Maintenance Report</b>		The Asset Management Director provided an overview of the issues detailed in the report. In response to queries raised, the Asset Management Director provided information on the new electric heating system to be installed in 151 properties; Keepmoat Limited who have been appointed to carry out the Newhouse Road refurbishment project; and the current legal position as regards Water Vennel, Perth. The report was <b>NOTED</b> .

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
<b>Group Procurement Policy</b>		Management Board <b>APPROVED</b> the Group Procurement Policy. It was noted that the policy had been considered by and agreed with the Cordale Management Committee at their meeting on 19 January 2016 and that it had been used to trial the Association's new equalities impact assessment procedure.
<b>Group Entitlements, Payments &amp; Benefits Policy</b>		The Business Services Director reminded Members on the considerations to date on the development of this policy and the concerns that had been raised previously about the restrictions placed on the use of contractors and suppliers used by the Association. It was noted that Section 4 of the current version of the policy had been drafted, on the advice of the Association's solicitors, to reflect the approach developed by the Glasgow and West of Scotland Forum of Housing Associations. Members expressed some further concerns on the restrictions that were still involved but acknowledged the importance of ensuring good governance and working to the requirements of the Scottish Housing Regulator's Regulatory Framework. The Business Services Director also advised on two amendments to be made at Section 4 and Appendix A to clarify separate issues relating to disputes and connected people. It was also noted that the policy had been considered by and agreed with the Cordale Management Committee at their meeting on 19 January 2016. The Board <b>APPROVED</b> the Entitlements, Payments and Benefits Policy by a clear majority.
<b>Health and Safety Update</b>		In response to queries raised, the Business Services Director advised that steps would be taken to strengthen arrangements for the staff register in the Perth office and also that the decision taken as regards the replacement of gas cookers in common area kitchens was to ensure the safety issues identified previously were resolved whilst also maintaining a degree of flexibility with cooking facilities being available if required.
<b>Any Other Business</b>		The Chair reminded Members that a budget planning meeting had been organised for Wednesday 10 February at 6pm in the Dundee office.
<b>Date of Next Meeting</b>		It was <b>NOTED</b> that the next Management Board meeting would be held on Tuesday 23 February 2016 in the Association's Perth office.