

CALEDONIA HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT BOARD MEETING – 19 JUNE 2015 – WEBSITE VERSION

IN ATTENDANCE

Board Members:	David Grant Tom Potter Robin Grant Bill Robertson Lindsay Darroch Ian McLaren	Chair Vice Chair Treasurer	Ian Gray Helen Archibald Raymond Low Gavin Stewart Elaine O'Brien
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CHA Staff:	Julie Cosgrove Ron Hunter Garry Savage Barry Johnstone	Chief Executive Finance Director Business Services Director Area Director	Andrew Kilpatrick Tim Calderbank Gill Donoghue Jenny Dalton	Asset Management Director Operations Director Head of Support Services Executive Officer (Minutes)
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APOLOGIES

Board Members: Penny Coburn

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Declaration of Interest		There were no declarations of interest.
Scottish Housing Regulator Loan Portfolio Return		The Finance Director explained that the Return was issued annually by the Scottish Housing Regulator (SHR) in order to collect information on borrowing and other funding arrangements. The Board AUTHORISED submission of the Loan Portfolio Return to the SHR.
Five Year Financial Projections – SHR Submission		The Finance Director advised that the values and assumptions used in the projections were based on the five year budget approved by the Board as part of the 2015-20 Business Plan. The Board APPROVED the submission of the Five Year Financial Projections and Assumptions to the SHR.
Annual Governance Report		The Business Services Director introduced the report which outlined the work carried out over the last year to ensure compliance with the SHR's regulatory framework. As previously advised, three Board members had intimated their intention to retire at the forthcoming AGM and the Business Services Director requested that any other Board members wishing to retire notify the Chair of their intention.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
		<p>The Board NOTED that the AGM would be held in the afternoon of Tuesday 15 September 2015 in Perth and that a Special General Meeting (SGM) would be held immediately prior to this meeting in order to consider the proposed new Rules.</p>
<p>Development and Planned Maintenance Progress</p>		<p><u>Caledonian Road School, Perth</u></p> <p>Nine expressions of interest had been received from developers. Work would now be carried out to assess the Pre-qualification Questionnaires (PQQ) with a view to selecting five developers to tender for the project.</p> <p>The Asset Management Director confirmed that he and his managers were currently working on a procurement plan for the next few years and were actively considering how local contractors could be encouraged to tender.</p> <p><u>Planned Maintenance Programme Outturn 2014/15</u></p> <p>Following a request at the last Board meeting, the Asset Management Director provided detailed information on the efficiencies achieved and major changes to the Planned Maintenance programme for 2014/15.</p>
<p>Group Complying with CDM Regulations Policy</p>		<p>The Board APPROVED the policy, which had been revised as a result of the introduction of new legislation that came into force on 6 April 2015.</p>
<p>Group Design Guide</p>		<p>The Board NOTED that the full Design Guide had been reviewed by Ian McLaren and Raymond Low, who had expressed satisfaction with the document and the nature and extent of the changes proposed from the previous version.</p> <p>The Board APPROVED the revised Design Guide 2015.</p>
<p>Group Equality & Diversity Policy</p>		<p>The Business Services Director advised that Cordale's Committee had questioned the use of the word "sex" rather than "gender" in the Policy Statement and confirmed that this conformed to legislation.</p> <p>The Asset Management Director confirmed that in future all contractors would be asked to submit their Equality & Diversity Policy as part of the PQQ process. Smaller business that did not have their own policy would be required to sign up to Caledonia's.</p> <p>The Board APPROVED the Group Equalities and Diversity Policy Statement.</p>
<p>Group Learning & Development Policy</p>		<p>The Board APPROVED the Group Learning & Development Policy.</p>

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Group Project Risk Appraisal Policy		The Board AGREED that the name of this policy should be changed to Group Project Appraisal Policy. The policy was then APPROVED .
Group Risk Management Policy		<p>The Finance Director outlined a number of small changes that the Chair of the Audit Committee, Penny Coburn, had asked to be made to the policy.</p> <p>The Board NOTED that the section on “Risk Appetite” had been added on the recommendation of the Internal Auditors. After discussion, the Board AGREED that the wording of this section should be amended to state that risks classed as “moderate” after mitigation (those with a score below 6) should not be included in the Group Risk Map.</p> <p>The Chief Executive explained that Cordale would also develop their own Risk Map using the same methodology as Caledonia’s Departmental Risk Maps. Major risks identified in this Risk Map would then be incorporated into the Group Risk Map. The Board requested that an additional “Subsidiaries” heading be included in the Policy outlining this.</p> <p>The Board AGREED that once these changes had been made, the policy should be submitted to Penny Coburn for final approval.</p>
Complaints Handling Annual Report 2014-15		The Board NOTED the contents of this report.
Equalities & Diversity Annual Update		The Board NOTED the key activities completed during 2014-15 and the priorities identified for 2015-16.
Draft Minutes of the Cordale Committee Meeting held on Tuesday 12 May 2015		The draft minutes were NOTED .
Minutes of the Audit Committee Meeting & Corporate Risk Map: 3 June 2015		The Finance Director advised that the Risk Map had been updated to a Group Risk Map to include Cordale where appropriate.
Any Other Business		None.
Date of Next Meeting		It was NOTED that the next Management Board meeting would be held on Tuesday 25 August 2015 in the Association’s Dundee Office.

