

**CALEDONIA HOUSING ASSOCIATION LTD**  
**MINUTES OF MANAGEMENT BOARD MEETING – 17 MAY 2016 – WEBSITE VERSION**

**IN ATTENDANCE**

Board Members:           David Grant                   Chair                   Lindsay Darroch  
                                   Penny Coburn               Vice Chair            Lorna McCurrach  
                                   Hugh Levins                Alex McDougall  
                                   Elaine O'Brien            Martin Harkness  
                                   Ian Gray

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

Apologies:                Helen Archibald, Gavin Stewart

The chair introduced Alex McDougall and welcomed him to his first Board meeting.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
<b>Declaration of Interest</b>		There were no declarations of interest.
<b>Minutes of the Management Board Meeting held on Tuesday 19 April 2016</b>	Matters Arising	It was agreed that the minutes of this meeting were a true and accurate record and they were <b>APPROVED</b> by the meeting. The minutes were duly adopted with the Executive Officer to arrange from them to be signed by the Chair
<b>Draft Minutes of Bellsmyre HA Committee Meeting held on Monday 11 April 2016</b>		Following a query from the Vice Chair regarding the Group Stage 3 Adaptations Policy, it was <b>AGREED</b> that the Funding Arrangements section of the Policy would be amended to remove reference to the Executive Management Team.
<b>Draft Minutes of Bellsmyre and Cordale HA Committee Meetings</b>		In order to allow the Board to discuss strategic issues, the Board <b>AGREED</b> that future Bellsmyre and Cordale meeting minutes would be provided for information only and would only be discussed if specific issues were raised by Board members or the Executive Management Team.
<b>2015-16 Business Performance Report</b>		The Board <b>NOTED</b> that the report showed the fourth quarter and full year outcomes for 2015/16 with the performance of the majority of key performance indicators being on target. Year-end figures for the suite of financial indicators would be provided with the Management Accounts presented to the June Board meeting.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
<b>2015-16 Cordale Business Performance Report</b>		The Chair reminded the Board that business performance monitoring was the responsibility of the Group's respective governing bodies and that in future information for Bellsmyre and Cordale would only be provided if poor performance was causing concern.
<b>2015-16 Business Plan Update</b>		The Board <b>NOTED</b> the Business Plan actions completed during the year and the number of actions carried forward to 2016/17. The Asset Management Director advised that, following consultation with the Tenant Scrutiny Panel, he would be producing an Executive Summary of the Asset Management Strategy.
<b>Annual Return on the Charter 2015-16 and EESH Return 2015-16</b>		The Board <b>APPROVED</b> the ARC and the recommendation that the Chief Executive be <b>REMITTED</b> to submit the Return on behalf of the Association.
<b>Group Human Resource Strategy</b>		The Human Resource Strategy had been revised to reflect the Group's new strategic objectives and to include reference to Bellsmyre and Cordale and was <b>APPROVED</b> by the Management Board.
<b>Development and Planned Maintenance Progress</b>	Lisden Court, Kirriemuir	The Board <b>APPROVED</b> the recommendation set out in the Options Appraisal and <b>NOTED</b> that the results of this exercise would be reported back to them prior to any further decision being taken.
<b>Control of Payments and Benefits</b>		The Board <b>APPROVED</b> the offer of a tenancy as set out in the report.
<b>Date of Next Meeting</b>		It was <b>NOTED</b> that the next Management Board meeting would be held on Tuesday 14 June 2016 in the Association's Dundee office.