

CALEDONIA HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT BOARD MEETING – TUESDAY 25 OCTOBER 2016 – WEBSITE VERSION

IN ATTENDANCE

Board Members:	Penny Coburn Helen Archibald Lindsay Darroch Alex McDougall	Vice Chair	Ian Gray Martin Harkness Lorna McCurrach Veronica Lynch	
CHA Staff:	Julie Cosgrove Ron Hunter Andrew Kilpatrick Gill Donoghue	Chief Executive Finance Director Asset Management Director Head of Support Services	Tim Calderbank Garry Savage Jenny Dalton	Operations Director Business Services Director Executive Officer
Apologies:	David Grant Elaine O'Brien	Chair		

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Apologies		Apologies were NOTED from David Grant and Elaine O'Brien
Declaration of Interest		Lindsay Darroch declared an interest in the additional Asset Management Report tabled at the meeting.
Management Accounts for the Six Month Period to 30 September 2016		The Board queried the difference in the cash balance in the second quarter of September 2016 compared to September 2015. The Finance Director explained that fluctuations in the Association's cash balance were due to expenditure in the Association's development programme and were purely an issue of timing.
Business Plan 2016/21 – Implementation Plan Progress		The Head of Support Services advised that future health and social care plans were being discussed with the local authorities in our areas of operation. She was currently establishing new contacts in West Dunbartonshire and would also be holding discussions in this area.
Application for Membership of the Association		The Management Board APPROVED the application for membership from Alan Nairn. The Vice Chair explained that Alan Nairn had met with the Chief Executive and the Chair with a view to joining the Board. Mr Nairn was retired but had previously been employed as IT Director with Perth & Kinross Council and would therefore bring IT knowledge and skills to the Board. The Board AGREED that Mr Nairn should join the Board on a casual vacancy basis and noted that he would be invited to attend the forthcoming Business Strategy Away Day.

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Withdrawal of Membership		Management Board APPROVED the withdrawal of the memberships listed in the report.
Purchase Recommendation & Development Approval		<p>The Asset Management Director introduced the report and explained that the purchase recommendation related to a site for 24 affordable units on a development owned by Bellway Homes at Broxden, Perth. The request for development approval related to this site and a site already owned by Caledonia Housing Association at Main Street, Burrelton where it was intended to build 24 houses, 18 for social rent and the remaining 6 for shared equity housing.</p> <p>The Management Board APPROVED the purchase of the site at Broxden, Perth and the development of both sites subject to obtaining satisfactory offers of public subsidy from the Scottish Government and entering into satisfactory legal agreements for the delivery of completed units.</p>
Future Development Programme		<p>The Asset Management Director referred to the June Management Board meeting when Board members indicated that they were keen to increase the Association's development programme as a result of the increase in the amount of public subsidy and the Scottish Government's commitment to provide 50,000 affordable homes by 2021. The Executive Management Team had considered the options available to the Association to increase the development programme as summarised in the discussion paper attached to the report. The Board noted that the outcome of discussions at this meeting would inform a more detailed presentation and further discussion at the Group Strategy Away Day in November. The agreed options would then be built into Group Strategy and reflected in each of the Association's Business Plans and budgets for 2017 to 2022.</p> <p>The Asset Management Director advised that there was broad support from all political parties to provide affordable housing. . The Chief Executive also suggested that in order to mitigate risk, key milestones could be built into the programme when the Association could pause to consider any external factors that affected its strategy and take any relevant action.</p> <p>The Board congratulated the Asset Management Director on preparing a comprehensive and detailed report and looked forward to discussing the options in further detail at the Group Strategy Away Day.</p>
Any Other Business		<p>The Board NOTED the following updates:</p> <ul style="list-style-type: none"> • Water Vennel, Perth – The Asset Management Director advised that he would inform the Board should there be any further developments in this matter. • A new Health & Safety Co-ordinator had been appointed and was due to start on 1 November 2016. • Four new Modern Apprentices had been appointed and were working within the Business Services, Finance, HR and Support Services teams. • The Chief Executive and HR Manager were working with schools and colleges in the Dundee area to promote housing as a career path.

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Date of Next Meeting		It was NOTED that the next Management Board meeting would be held on Tuesday 13 December 2016 in the Association's Perth office.