

CALEDONIA HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT BOARD MEETING – 15 SEPTEMBER 2015 – WEBSITE VERSION

IN ATTENDANCE

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|----------------|-----------------|--------------------|-----------------|
| Board Members: | David Grant | Chair | Raymond Low |
| | Penny Coburn | Vice Chair | Ian Gray |
| | Robin Grant | Treasurer | Helen Archibald |
| | Ian Gray | | Lorna McCurrach |
| | Martin Harkness | | Elaine O'Brien |
| | Lindsay Darroch | (From Item 139/15) | |

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

Apologies: Hugh Levins

| BUSINESS ITEM | ISSUE | DISCUSSIONS AND DECISIONS |
|------------------------------------|-------|--|
| Election of Officer Bearers | | <p>The Secretary chaired the first part of the meeting and asked for nominations for the position of Chair. Elaine O'Brien proposed that David Grant be re-appointed as Chair and this was seconded by Penny Coburn. There were no other nominations and the Secretary advised that David Grant had confirmed he would accept the nomination.</p> <p>The Chair then took over the meeting and nominated Penny Coburn for the position of Vice Chair and this was seconded by Elaine O'Brien. There were no other nominations and Penny Coburn confirmed she would accept the nomination.</p> <p>The Chair then asked for nominations for the position of Treasurer. Gavin Stewart proposed that Robin Grant be re-appointed as Treasurer and this was seconded by Elaine O'Brien.</p> <p>The Board AGREED the role of Secretary would continue to be held by the Finance Director.</p> <p><u>Audit Committee</u> Members NOTED the recommendation in the Chief Executive's Report elsewhere on the Agenda to reduce the minimum number of Audit Committee members from five to four, with the maximum remaining at seven. The Chair then proposed that Penny Coburn be re-appointed as Chair of the Audit Committee and this was seconded by Gavin Stewart. Robin Grant and Gavin Stewart agreed to continue to serve on the Committee and Elaine O'Brien volunteered to fill one of the remaining spaces. The Board NOTED that the appointment of Cordale's governing body representative on this Committee would be considered at their forthcoming meeting.</p> |

| BUSINESS ITEM | ISSUE | DISCUSSIONS AND DECISIONS |
|--|------------------------|---|
| | | <p><u>Remuneration Committee</u> Ian Gray proposed that Helen Archibald be re-appointed as Chair of the Remuneration Committee and this was seconded by Penny Coburn. It was AGREED that Penny Coburn, David Grant and Lindsay Darroch would continue to serve on the Committee. The Board NOTED that the appointment of Cordale's governing body representative on this Committee would be considered at their forthcoming meeting.</p> <p><u>Board Representative on the Health & Safety Committee</u> It was AGREED that Ian Gray would represent the Board on the Health & Safety Committee for the period October 2015 to September 2016.</p> <p><u>Appointments to Cordale's Management Committee</u> It was AGREED that Robin Grant would continue as Caledonia's representative on Cordale's Management Committee.</p> <p>Members also REMITTED the Chair and Vice Chair to consider the approval of Cordale's nominated Chair in accordance with the terms of the Intra Group Agreement.</p> |
| Declaration of Interest | | There were no declarations of interest. |
| Minutes of the Management Board Meeting: 25 August 2015 | Matters Arising | Group Risk Management Policy – The Vice Chair confirmed that she had received a copy of the revised policy and was satisfied with its contents. |
| Annual Report of the Audit Committee | | <p>The Board NOTED the work undertaken by the Audit Committee and the internal audits carried out during the last financial year. Penny Coburn advised that the Internal Auditors' overall conclusion was that Caledonia had adequate and effective controls in place and congratulated staff on the work undertaken to achieve this result.</p> <p>The Chief Executive advised that at a recent meeting with SHR, the Regulator had highlighted what it considered to be the key critical risks facing the social housing sector, namely pensions, covenant compliance, welfare reform, diversification and lender attitudes. It was AGREED that the Audit Committee would take the Regulators concerns into account when considering the Group Risk Map.</p> |
| Scottish Social Housing Charter – Self-Assessment | | Members NOTED the outcome of the self-assessment process undertaken by the Management Team Forum (MTF). Information on the outcome would now be sent to the Tenants Scrutiny Panel for comment and would be used to produce the Annual Report on the Charter. A copy of the full self-assessment document would be saved on the Intranet and could be provided to Board members in paper form on request. |
| Application for Membership | | The Board APPROVED the application for membership from Alex McDougall. |

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|--|-------|---|
| Draft Minutes of the Cordale Committee Meeting held on Tuesday 18 August 2015 | | The draft minutes were NOTED . |
| Date of Next Meeting | | It was NOTED that the next Management Board meeting would be held on Tuesday 20 October 2015 in the Association's Dundee Office. |