

CALEDONIA HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT BOARD MEETING – 6 SEPTEMBER 2016 – WEBSITE VERSION

IN ATTENDANCE

Board Members:	David Grant Penny Coburn Helen Archibald Alex McDougall Lindsay Darroch	Chair Vice Chair	Ian Gray Martin Harkness Lorna McCurrach Veronica Lynch Elaine O'Brien
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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 Barry Johnstone Jenny Dalton	Operations Director Business Services Director Area Director Executive Officer
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BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
Election of Office Bearers and Board Members to Committees		<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 David Grant confirmed he would accept the nomination.</p> <p>The Chair then took over the meeting and asked for nominations for the position of Vice Chair. Elaine O'Brien nominated Penny Coburn and this was seconded by Martin Harkness. There were no other nominations and Penny Coburn confirmed she would accept the nomination.</p> <p>The Chair suggested that the position of Treasurer remain unfilled at this time and this was ACCEPTED by the Board.</p> <p>The Board AGREED the role of Secretary would continue to be held by the Finance Director.</p>
	Audit Committee	<p>The Chair then proposed that Penny Coburn be re-appointed as Chair of the Audit Committee and this was seconded by Martin Harkness. As previously advised, Alex McDougall had noted his interest in joining the Audit Committee and, following a suggestion from the Chair, the Board AGREED he should join in the newly created post of Vice Chair. Martin Harkness and Elaine O'Brien agreed to continue to serve on the Committee. The Board NOTED that the appointment of Cordale's and Bellsmyre's governing body representative on this Committee would be considered at their respective forthcoming meetings.</p>

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	Remuneration Committee	Ian Gray proposed that Helen Archibald be re-appointed as Chair of the Remuneration Committee and this was seconded by Elaine O'Brien. 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 and Bellsmyre's governing body representatives on this Committee would be considered at their respective forthcoming meetings.
	Board Representative on Health & Safety Committee	It was AGREED that Ian Gray would continue to represent the Board on the Health & Safety Committee for the period October 2016 to September 2017.
	Appointments to Cordale and Bellsmyre Management Committees	The Chair advised that the Vice Chair had agreed to continue to represent the Board on both Cordale and Bellsmyre's Management Committees. Members also REMITTED the Vice Chair, together with one other Board member, to consider the approval of Cordale and Bellsmyre's nominated Chairs in accordance with the terms of the Intra Group Agreements.
Apologies		There were no apologies.
Declaration of Interest		There were no declarations of interest.
Minutes of the Management Board Meeting held on Tuesday 16 August 2016		Martin Harkness requested that his conversation with the Asset Management Director regarding NEC contracts and his enquiry regarding Water Vennel, Perth be recorded in the minutes. It was agreed that the minutes of this meeting were a true and accurate record and they were APPROVED by the Board subject to these changes being made.
Matters Arising	Item 113/16 – Corporate Risk Map	The Chief Executive advised that the main risks from “Brexit” remained as outlined in the previous months report on Brexit, but the keys risks could be the potential increase in construction costs due to a large percentage of materials being imported from the EU and the potential reduction in labour within the construction and maintenance industries should EU migrants working within this sector leave the country following the UK's exit.
	Item 117/16 – Final Audit Findings Report	The Finance Director confirmed that the statement relating to payroll in the Report had been amended as requested by the Audit Committee.
Confidential Minutes of the Management Board Meeting held on Tuesday 16 August 2016		The minutes were agreed as a true and accurate record and were APPROVED by the Board. The minutes were duly adopted and the Executive Officer would arrange for them to be signed by the Chair.

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Annual Report of the Audit Committee		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 outcome of the Internal Auditors' audit programme had shown that the Caledonia Group had adequate and effective controls in place and congratulated staff on the work undertaken to achieve this result.
Care & Repair Tender		<p>The Asset Management Director explained that Perth & Kinross Council had issued the tender for this service on 11 August 2016 and that completed bids had to be returned by Friday 9 September. The current contract was split between Caledonia and Hillcrest Housing Associations; however the Council had taken the decision to tender the whole contract to be delivered by one provider.</p> <p>It was the Association's intention to bid for this contract and deliver the service through minor changes in the structure. From legal advice obtained from the Association's solicitors the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) would apply to both Caledonia and Hillcrest's existing Care & Repair staff.</p> <p>The Management Board considered the risk and financial implications of the success or failure of Caledonia's tender bid as outlined in the report and APPROVED the recommendation that the Association make a tender submission on the basis of the proposed structure and costs set out in the report. The Board further NOTED that the bid would be conditional on the basis of current information provided through the tender process relating to the assumptions on potential TUPE requirements.</p> <p>The Asset Management Director advised that based on the timetable contained within the tender documents the outcome of the bid would be known on 26 September 2016.</p>
Group Corporate Performance Management Policy and Scottish Social Housing Charter Self-Assessment Update		<p>The Management Board APPROVED the Group Corporate Performance Management Policy and NOTED that it would be submitted to Bellsmyre and Cordale's September Committee meetings for consideration.</p> <p>The Board REMITTED the Vice Chair and Helen Archibald to consider and approve the Association's Charter Self-Assessment on its behalf.</p>
Draft Minutes of the Health & Safety Committee Meeting held on Wednesday 24 August 2016		The Business Services Director advised that the Health & Safety Advisor had left the Association's employ and that his replacement was actively being sought.
Draft Confidential Minutes of Bellsmyre HA Committee Meeting held on Monday 8 August 2016		The draft minutes were NOTED .

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Draft Minutes of Bellsmyre HA Committee Meeting held on Monday 8 August 2016		Following a query from the Board, the Finance Director advised that under the new accounting standard, FRS102, any rent arrears of tenant governing body members had to be disclosed in the Annual Accounts. This requirement was the subject of ongoing debate as to its probity should a governing body have only one tenant member who was therefore easily identifiable. The Board suggested that it was good practice for tenant governing body members to maintain their tenancies in line with the requirements of the tenancy agreement. The Finance Director advised that, depending on when the accounts were prepared, it was possible that any arrear identified could be a technical arrear.
Any Other Business		Elaine O'Brien extended an invitation to her fellow Board members to attend a lunchtime event at the Muirton Community flat the next day.
Date of Next Meeting		It was NOTED that the next Management Board meeting would be held on Tuesday 25 October 2016 in the Association's Dundee Office and that the meeting would be chaired by the Vice Chair.