

Please note – these Minutes have been edited to remove any commercially sensitive or confidential discussions

ITEM 2

MELVILLE HOUSING ASSOCIATION LIMITED

Minute of the Board Meeting held on
Wednesday 13 December 2017
at 5.30pm in Board Room, Corn Exchange, Dalkeith

PRESENT: Caron Quinn, Chair
David Bond, Vice-Chair
Glen Alexander (via conference call)
Donna Bogdanovic
Clare Marshall
Scott Pryde
Bill Takhar
Andrew Dougherty
Sean Gillespie
Bob Jack
Paul Cameron

IN ATTENDANCE: Andrew Noble, Chief Executive
Neil Edgar, Development Manager (Items 3 & 4)
Mary Monteith, PA to Chief Executive (Minute)

C QUINN IN THE CHAIR

1a. CHAIRMAN'S OPENING REMARKS

The Chair welcomed all to the meeting and advised that the Development Manager was in attendance for Items 3 and 4.

**Action
Required
Note**

1b. DECLARATIONS OF ANY OTHER BUSINESS

Noted that there were no declarations of other business.

Note

1c. DECLARATIONS OF INTEREST

Noted that there were no declarations of interest.

Note

	APOLOGIES	Action Required
1d.	Apologies were received from Allan Murphy, Emily Kasiera and Barbara Shearer.	Note
2.	MINUTES OF PREVIOUS BOARD MEETING 22 NOVEMBER 2017 AND MATTERS ARISING	
2.1	Noted that the minutes were approved by Clare Marshall and seconded by Bill Takhar	Approve
	Matters Arising	
2.2	Noted that there were no Matters Arising from the Minutes.	Note
3.	DEVELOPMENT REPORT	
3.1	Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive	
4.	19 PINWOOD ROAD	
4.1	Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive	
	<i>The Development Manager left the meeting at this point.</i>	
5.	GOVERNANCE REPORT	
5.1	Noted that the Chair highlighted the Carbon Dioxide issue at Gorebridge and asked the Chief Executive if he could update the Board.	Note
5.2	Noted that the Chief Executive explained that we are working with BRE to try to seek a solution for this issue and noted the current position:	Note
	<ul style="list-style-type: none"> ▪ Desktop review carried out to finalise pre 	

intervention monitoring strategy

- Draft Report on Stage 1 received
- Update letters to be sent to tenants next week
- Regulator to be updated before or just after the Christmas break

**Action
Required**

SPSO

5.3 **Noted** that Members were advised that in relation to the complaint made by one of the tenants affected by the CO² in Gorebridge, we have made an offer to the tenant to address one aspect of their complaint:

Note

- Decoration not up to standard we would have expected. Cash offer made to tenant to allow them to rectify in their own time due to the complex needs of their son.

Board Training

5.4 **Noted** that the Chair commented that the SFHA offer a range of Conferences and information is circulated periodically to members. The Chair encouraged Members to attend appropriate conferences.

Note

5.5 **Noted** that a summary of Board Development outcomes was circulated to members. The Chair advised that she would meet with the Chief Executive to move these suggestions forward.

Note

KPI

5.6 **Noted** that the Chair pointed out that it would be useful to have a little narrative on any indicators that are in the red.

AN to action

5.7 **Noted** that a Member asked if all graphs could have keys.

AN to action

5.8 The Board **noted** the contents of this report

Note

6.	CORPORATE STRATEGY UPDATE	Action Required
6.1	<u>Noted</u> that the Chief Executive gave a brief update on the Corporate Strategy 2016/17 to 2020/21, highlighting the values and acknowledging that these are now used in the new staff appraisal.	Note
6.2	<u>Noted</u> The Chief Executive took Members through each of the 5 Corporate objectives and highlighted the progress made to date. Copies of the Chief Executive's presentation are available on request.	Note
6.3	<u>Noted</u> that in response to a query on how frequently the Corporate Objectives were reviewed the Chief Executive explained that this was something that needed to be discussed with the chair. The Chair acknowledged that the objectives should be reviewed annually. The Chair also pointed out that the sector is moving towards 3 year plans.	Note
6.4	<u>Noted</u> that the Vice Chair commented that this had been a useful update with good progress being made.	Note
7.	REGISTERS	
7.1	<u>Noted</u> that in the absence of the Secretary, the Chief Executive advised that there had been no entries in any of the Registers.	Note
7.2	All Registers were available for review and were signed by the Chair at the end of the meeting.	Note
8.	ANY OTHER COMPETENT BUSINESS	
8.1	<u>Noted</u> that there was no AOCB.	Note
9.	DATE OF NEXT MEETING	
9.1	<u>Noted</u> that the next scheduled meeting of the Board is Wednesday 24 January 2018 at 5.30pm.	Note