

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  
Tuesday 20 November 2018  
at 5.30pm in Board Room, Corn Exchange, Dalkeith

**PRESENT:** Caron Quinn  
Glen Alexander (Via Conference call)  
Donna Bogdanovic  
David Bond  
Sean Gillespie  
Bob Jack  
Clare Marshall  
Barbara Shearer  
Bill Takhar

**IN ATTENDANCE:** Andrew Noble, Chief Executive  
Morag MacDonald, Chief Operating Officer  
Lorna Ashworth, Consultant, Ashworth Black (Item 3)  
Mary Monteith, PA to Chief Executive (Minute)

### C QUINN IN THE CHAIR

**Agenda Item 3, Job Evaluation, Pay Structure and Benefits Review, was taken at the start of this meeting in private with only Board Members and the Consultant in attendance.**

**Action  
Required**

**Staff re-joined the meeting at 7.30 pm.**

**1a. CHAIR'S OPENING REMARKS**

The Chair thanked everyone and welcomed all.

**1b. DECLARATIONS OF ANY OTHER BUSINESS**

**Noted** that there were no items of other business to be

taken at the end of the meeting.

**Action  
Required**

## **DECLARATIONS OF INTEREST**

- 1c.** **Noted** that the Chief Executive and the Chief Operating Officer declared that they sit on the Board of Directors for Ironmills Developments Ltd. The Secretary is a member of the Tenants' Representative Panel. **Note**

## **APOLOGIES**

- 1d.** Apologies were received from Paul Cameron, Andrew Dougherty and Emily Kasiera **Note**

## **2. MINUTES OF PREVIOUS BOARD MEETING 03 OCTOBER 2018 AND MATTERS ARISING**

- 2.1** **Noted** that the Secretary led the Members through the Minutes of the above meeting. These minutes were **approved** by Clare Marshall and **seconded** by Barbara Shearer **Approve**

### **Matters Arising**

- 2.2** **Noted** that there were no matters arising. **AN**

## **3. JOB EVALUATION, PAY STRUCTURE AND BENEFITS REVIEW**

- 3.1** **Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive** **Note**

## **4. GOVERNANCE REPORT**

- 4.1** **Noted** that the Chair highlighted the following from this report: **Note**
- Regulatory Framework – The Chief Executive attending a round tabled event on Wednesday 21 November to discuss. Any comments/queries should be passed to the Chief Executive.

	<ul style="list-style-type: none"> <li>▪ Board Recruitment – The Chief Executive met with four potential members in summer and has been given another 2 names of interested parties. Those in attendance were asked if they want to pursue more members or were happy with the 12 members currently in place. Following a discussion on this, members agreed that it was more important to focus on skill set rather than numbers and that this should be revisited in March when an informal meet and greet event could be held. It was also noted that the expectations of potential members should be managed in the meantime.</li> <li>▪ Board Away Days – noted that this had been an excellent event and members agreed that they had got a lot out of it.</li> <li>▪ Board Attendance – attendance figures were down at recent meetings and it was agreed that we should continue to actively look at other ways for members to participate. The Chief Executive confirmed that we were looking at Skype to allow members to participate remotely.</li> <li>▪ Board Training – Members who attended the Finance Conference confirmed that it had been a very good event. More feedback would be presented at the December Board Meeting.</li> </ul>	<b>Action Required</b>
4.2	The Board <b>noted</b> the contents of this report.	<b>Note</b>
<b>5.</b>	<b>MANAGEMENT ACCOUNTS TO SEPTEMBER 2018</b>	
5.1	<b>Noted</b> that the Management Accounts to 30 September 2018 were presented and discussed by the Board in detail and the contents of the report were noted.	<b>Note</b>
<b>6.</b>	<b>FORECAST FOR THE PERIOD TO 31 MARCH 2019</b>	
6.1	<b>Noted</b> that the Forecast for the period to 31 March 2019 was presented and discussed by the Board in	<b>Note</b>

	detail and the contents of the report were noted and it was <b>agreed</b> that the Forecast presented should be used for future reporting.	<b>Action Required Approve</b>
<b>7.</b>	<b>MID YEAR HOUSING REPORT TO 30 SEPTEMBER 2018</b>	
7.1	<b>Noted</b> that Members were advised that arrears had improved since the report was written and were slightly below target – due mainly to a back log payment of Universal Credit. The Chief Operating Officer explained that arrears management processes are being reviewed at present and more information will be brought to the Board in due course.	<b>Note</b>
7.2	The Board <b>noted</b> the contents of this report	<b>Note</b>
<b>8.</b>	<b>BAD DEBT AND CREDIT WRITE-OFFS</b>	
8.1	<b>Noted</b> that the Board noted the contents of this report and <b>approved</b> the write off of £17,605 of bad debts.	<b>Note</b>
<b>9.</b>	<b>PROPERTY MAINTENANCE REPORT TO 30 SEPTEMBER 2018</b>	
9.1	<b>Noted</b> that the Chief Executive highlighted to the meeting that approval was being sought to re-allocate the savings of £210,000 from the kitchen programme to the following programmes:	<b>Note</b>
	<ul style="list-style-type: none"> <li>▪ Bathroom Programme                      £42,000</li> <li>▪ Heating Programme                        £98,000</li> <li>▪ Smoke/Heat Detectors                    £50,000</li> <li>▪ Gas Safety                                     £20,000</li> </ul>	
9.2	<b>Noted</b> that a Member raised a concern about meeting the timescales for the Kitchen programme. The Chief Executive explained that the number of teams working on the programme had been increased and that the Property Team were monitoring this closely but the contractor was confident that the timescales would be	<b>Note</b>

	met.	<b>Action Required Note</b>
9.3	<b><u>Noted</u></b> that there was a discussion on the definition of right first time. The Chief Executive advised that his understanding was that it was if the same repair fails within a year.	
9.4	The Board <b>noted</b> the contents of this report and <b>approved</b> the reallocation of savings as detailed above.	<b>Note Approve</b>
<b>10.</b>	<b>REGISTERS</b>	
10.1	<b><u>Noted</u></b> that the Board were advised that there had been three entries in the Entitlements, Payments and Benefits Register since the last review by the Board	<b>Note</b>
10.2	<b><u>Noted</u></b> that there were no entries in any of the other Registers since they were last presented to the Board.	<b>Note</b>
10.3	<b><u>Noted</u></b> that all Registers were available for review and were signed by the Secretary at the end of the meeting.	<b>Note</b>
<b>11.</b>	<b>ANY OTHER COMPETENT BUSINESS</b>	
11.1	<b><u>Noted</u></b> that there was no other competent business	<b>Note</b>
<b>12.</b>	<b>DATE OF NEXT MEETING</b>	
12.1	<b><u>Noted</u></b> that the next scheduled meeting of the Board is Wednesday 12 December 2018 at 5.30pm, but the PA will contact members to arrange a Special Board Meeting regarding the Job Evaluation exercise.	<b>PA to follow up</b>