

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 24 January 2018
at 5.30pm in Board Room, Corn Exchange, Dalkeith

PRESENT: Caron Quinn, Chair
David Bond, Vice-Chair
Barbara Shearer, Secretary
Glen Alexander (via conference call)
Donna Bogdanovic
Emily Kasiera
Clare Marshall
Allan Murphy
Scott Pryde
Bill Takhar
Sean Gillespie
Bob Jack
Paul Cameron

IN ATTENDANCE: Andrew Noble, Chief Executive
Morag MacDonald, Chief Operating Officer
Nancy Booth, Property Services Manager
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 one member would be joining the meeting via conference phone and that the Property Services Manager was in attendance for Items 6.

**Action
Required
Note**

DECLARATIONS OF ANY OTHER BUSINESS

1b.

Noted that there were no declarations of other business.

Note

1c.	DECLARATIONS OF INTEREST	Action Required Note
	<u>Noted</u> that the Secretary declared that she is a member of the Tenants' Representative panel.	
1d.	APOLOGIES	Note
	Apologies were received from Andrew Dougherty	
2.	MINUTES OF PREVIOUS BOARD MEETING 13 DECEMBER 2017 AND MATTERS ARISING	
2.1	<u>Noted</u> that the minutes were <u>approved</u> by Sean Gillespie and <u>seconded</u> by David Bond	Approve
	Matters Arising	
2.2	<u>Noted</u> that the Chief Executive pointed out that the two actions regarding KPI reporting in the Governance Report had been actioned.	Note
3.	NEWBYRES DEVELOPMENT UPDATE	
3.1	<u>Noted</u> that members were given an update on the current position:	Note
	<ul style="list-style-type: none"> ▪ We continue to work with BRE regarding a solution for this issue using a BRE system for mitigating other gas migration (mainly Radon gas) and are now engaging re live trial of the proposed measures and are refining detail with BRE/Advisory Group. ▪ Trial would be conducted over a 3-4month period with results known fairly quickly ▪ NHS Lothian published their report on previous incident in Gorebridge (Midlothian Council properties). The Chief Executive pointed out that the conclusions included recommendation to the Scottish Government on areas where a national level review was required. It was pointed out that 	

	<p>this was financially beyond the scope of an individual Association.</p> <ul style="list-style-type: none"> ▪ The Chief Executive has forwarded a copy of the report to SFHA and asked them to look at how this can be raised with the Scottish Government regarding further research into CO² migration into houses in former mining areas. 	Action Required
3.2	<p>Noted that a Member asked if there had been any response from Scottish Government yet and it was explained that nothing to date, but report was only sent to SFHA after Christmas. The Member asked about risk management and issues raised by tenants. The Chief Executive noted that one tenant has had higher levels of CO² than we would want but when following instructions on ventilation these quickly drop back – it was pointed out that should these tenants move we would seek to relet this property and that we had actually relet another property where the tenant had asked to be moved.</p>	Note
3.3	<p>The Board noted the content of this report</p>	Note
4.	<p>GOVERNANCE REPORT</p>	
4.1	<p>Noted that the Chair highlighted the following:</p> <p>SHR Framework</p> <ul style="list-style-type: none"> ▪ SHR Framework being comprehensively reviewed for implementation in April 2019. The Chief Executive attending a round table discussion on 31 January and Members were asked to pass on any comments they had by 29 January. The Chair confirmed that she had let the Chief Executive have her comments. 	Note
4.2	<p>Noted that the Chief Executive gave his observations on what he thinks will be looked at:</p> <ul style="list-style-type: none"> ▪ Safety – external cladding (other risks) i.e. falling 	Note

from buildings etc.

- Electrical safety checks – may need to look at how these are carried out
- How we get information relating to Charter to tenants
- Board Annual Assurance statement regarding the Governance Framework
- Return to inspection regime

**Action
Required**

Notifiable Events

- 4.3 **Noted** that the meeting was told that the Regulator received an update on the Carbon Dioxide issue at Newbyres, Gorebridge on 28 January 2018. **Note**

SPSO

- 4.4 **Noted** that Members were advised that in relation to the complaint made by one of the tenants affected by the CO² in Gorebridge, SPSO had not upheld the complaint. **Note**

Board Training

- 4.5 **Noted** that the Vice-Chair will be attending the SFHA's Chairs' Conference on 26/27 January. The Chair commented that the SFHA offer a range of Conferences and information is circulated periodically to members. Members were encouraged to attend appropriate conferences. **Note**

Board/Staff Event

- 4.6 **Noted** that the Chief Executive explained that this would be an informal event providing the opportunity for staff and Board members to meet. This will take place at 4.30pm on 21 March 2018 (immediately prior to next Board Meeting). **Note**

	Board Away Days/Stock Tour	Action Required
4.7	<p><u>Noted</u> that members were asked to note the following dates and confirm their attendance to the PA:</p> <p>Board Away Days – Friday 20 and Saturday 21 April 2018 Stock Tour – Tuesday 8 May 2018</p> <p>KPI</p>	Members to reply
4.8	<u>Noted</u> that the Vice-Chair pointed that whilst there were two indicators above target for the period, they did not seem to be too far off the mark.	Note
4.9	<u>Noted</u> that a member asked about the reactive maintenance price per unit being above target as they believed this was fixed. The Property Services Manager explained that this was due to work carried out outwith the partnership agreement. The Property Services Manager confirmed that invoices were received and verified for this work.	Note
	Living Wage Accreditation	
4.10	<u>Noted</u> that the Chair confirmed that we had been successful in gaining the Living Wage Accreditation.	Note
4.11	The Board noted the contents of this report	Note
5.	BUDGET REPORT 2018/2019	
5.1	Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive	Note
6.	PROPERTY MAINTENANCE PROPOSED PROGRAMME BUDGETS 2018-2019	
6.1	<u>Noted</u> that the Property Services Manager advised that the total programme budgets for 2018-19 are £3,896,987 and highlighted the main projects:	Note

Bathrooms – 70 replacements to be carried out throughout the year plus a further 5 replacements when properties are void.

**Action
Required**

Kitchens – largest planned spend of the year - 255 to be replaced plus a further 5 when properties are void. 5 year contract with current contractor ends in March. Procurement exercise currently underway (current supplier, Howdens Kitchens, to be used) and it is hoped that a contractor will be appointed by mid February.

Roofs – 50 roofs to be replaced (mainly in Mayfield) in 2018-19

Heating Upgrades – bringing forward replacement of old back boilers systems which were due to be replaced in the next three years (95 plus allowing for a further 5 which may breakdown or be converted from solid fuel/electric to gas when tenancy changes). These will be replaced with combi boilers and electric fire suites.

Forth – The Property Services Manager explained that there is no gas supply in this area. Tender exercise to replace 25 older electric and solid fuel systems with Air Source Heat Pumps over the year being undertaken, for a Spring 2018 start date. Hopeful that half of the expenditure will be met through Renewable Heat Incentive. This programme will also help towards achieving the Energy Efficiency Standard for Social Housing (EESH).

Para 6.2 – Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive

6.3 **Noted** that the Property Services Manager reported that it is difficult to predict exactly how many empty homes we would have in the course of the year, but previous years' figures were used as a benchmark for this year's budget.

Note

6.4 **Noted** that meeting told we have 361 properties that

Note

fall below the EESSH standard. It was pointed out that although we have a further 185 properties having External Wall Insulation and new heating installed before the 2020 deadline, some properties would still fail to meet the standard. The Property Services Manager also noted that 10 properties are failing by just a few points and this could be rectified by something as simple as installing low energy light bulbs. These properties will be revisited.

**Action
Required**

6.5 **Noted** that with regards to the bathroom replacement programme, a member asked if there would be the opportunity to fit level access showers or would it be like for like. The Property Services Manager explained that medical problems were taken account of and small adaptations and referrals made to the Occupational Therapist as needed. Tenants were also given the choice of having a shower cubicle rather than a bath fitted at renewal. Members discussed if this would be the time to ensure that our stock is as flexible as it can be. The Secretary noted that bathroom adaptations were discussed at the Tenants Rep meeting. Tenants will be asked about specific requirements when initial survey is being carried out.

Note

6.6 **Noted** that the Chair asked about the properties that would fail to meet EESSH even after external wall insulation and new heating system being fitted. The Property Services Manager reported that there are 30 properties in this position and that each property will be looked at individually to see if there is any more we can do to meet the standard.

Note

6.7 **Noted** that the Property Services Manager also advised members that we needed to ensure major components such as bathrooms and kitchens etc meet SHQS standards. It was pointed that replacing these components can help when reletting properties.

Note

Paras 6.8 and 6.9 – Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive

		Action Required
6.10	The Board noted the contents of this report and approved the programme budgets for 2018/2019	Note Approve
7.	PERFORMANCE MEASURES 2018/19	
7.1	Noted that the Chief Executive explained to Members that the Board had previously agreed to a narrow number of Key Performance Indicators, to give a snap shot of performance and that this would be reported through the Governance Report. More detailed information was provided in the relevant Section reports.	Note
7.2	Noted that the Chief Executive reported that the indicators proposed for 2018/19 were not hugely different but were based on budget and performance to date.	Note
7.3	Noted that the Secretary thought that the impact of Universal Credit was biggest risk to indicators and would need to be monitored carefully. The Chief Operating Officer explained that we had been prudent and increased bad debt provision assumptions to 3%.	Note
7.4	The Board noted the contents of this report and approved the performance measures proposed in the report.	Note Approve
8.	REGISTERS	
8.1	Noted that Secretary advised: Payments, Entitlements and Benefits There have been thirteen entries in the Payments, Entitlements and Benefits Register. These were for items handed in for staff by contractors and tenants. All of these items were raffled off for the staff Charity – Y2K and raised £115.	Note

	Other Registers	Action Required
8.2	There had been no entries in any of the Registers since they were last presented to the Board.	Note
8.3	All Registers were available for review and were signed by the Chair at the end of the meeting.	Note
9.	ANY OTHER COMPETENT BUSINESS	
9.1	<u>Noted</u> that there was no AOCB.	Note
10.	DATE OF NEXT MEETING	
10.1	<u>Noted</u> that the next scheduled meeting of the Board is Wednesday 21 March 2018 at 5.30pm.	Note