

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 23 January 2019  
at 6.00pm in Board Room, Corn Exchange, Dalkeith

**PRESENT:** Caron Quinn  
Glen Alexander  
Donna Bogdanovic  
David Bond  
Andrew Dougherty  
Sean Gillespie  
Bob Jack  
Emily Kasiera  
Clare Marshall  
Barbara Shearer  
Bill Takhar

**IN ATTENDANCE:** Andrew Noble, Chief Executive  
Morag MacDonald, Chief Operating Officer  
Martin Sloan, Property Manager  
Mary Monteith, PA to Chief Executive (Minute)

#### D BOND AND C QUINN IN THE CHAIR

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

**Action  
Required**

In the absence of the Chair who had been delayed, the Vice Chair, welcomed all to the first Board meeting of the year.

The Chief Executive asked that Items 5 and 6 be taken immediately after minutes to allow staff to leave the meeting. Members agreed to this.

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

**Noted** that there was one item of other business to be

	taken at the end of the meeting.	<b>Action Required</b>
<b>1c.</b>	<b>DECLARATIONS OF INTEREST</b>	
	<b><u>Noted</u></b> 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.	<b>Note</b>
<b>1d.</b>	<b>APOLOGIES</b>	
	Apologies were received from Paul Cameron	<b>Note</b>
<b>2.</b>	<b>MINUTES OF PREVIOUS BOARD MEETING 12 DECEMBER 2018 AND MATTERS ARISING</b>	
<b>2.1</b>	<b><u>Noted</u></b> that the Secretary led the Members through the Minutes of the above meeting. These minutes were <b><u>approved</u></b> by Clare Marshall and <b><u>seconded</u></b> by Sean Gillespie	<b>Approve</b>
	<b>Matters Arising</b>	
<b>2.2</b>	<b><u>Noted</u></b> that there were no matters arising from these minutes.	<b>Note</b>
	<i>As agreed Items 5 and 6 were taken at this point</i>	
<b>5.</b>	<b>ANNUAL BUDGET AND RENT REVIEW 2019/20</b>	
<b>5.1</b>	<b>Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive</b>	<b>Note</b>
<b>6.</b>	<b>PROPERTY MAINTENANCE PROPOSED PROGRAMME BUDGETS 2019-2020</b>	
<b>6.1</b>	<b><u>Noted</u></b> that the Property Manager was in attendance for the Property Services Manager.	<b>Note</b>
<b>6.2</b>	<b><u>Noted</u></b> that the Board were advised that the report was fairly self explanatory and the Property Manager was	<b>Note</b>

	happy to take questions from Members.	<b>Action Required</b>
6.3	<b><u>Noted</u></b> that following up on a query from a member about taking things further than external wall insulation, the Property Manager explained that the emphasis would be on replacing heating systems. They noted that we had looked at draught proofing and underfloor insulation, but that there were no plans for any of this work this year as we had received grant funding to allow us to carry out this work in Forth.	<b>Note</b>
6.4	<b><u>Noted</u></b> that the Property Manager continued that with regards underfloor insulation, we had very few houses with timber floors and many properties with concrete slab floors. It was also noted that very few properties can take internal wall insulation which would be very disruptive for tenants and would cost a lot of money.	<b>Note</b>
6.5	<b><u>Noted</u></b> that a Member asked if we had considered PV/Solar panels – the Property Manager commented that we had looked at this, but it was felt that there was minimal returns for tenants and incurred high capital costs.	<b>Note</b>
6.6	<b><u>Noted</u></b> that a Member also wanted to know how many properties we had that currently failed to meet the EESSH standard – and if it would be possible to have a report on this. It was highlighted that, as detailed in the report, we currently had 235 properties (12% of our stock) that failed. The Chief Executive explained that there was an EESSH Return presented along with the ARC Return to the May meeting each year, these returns are also available in the Board Document Library in VBR.	<b>Note</b>
6.7	<b><u>Noted</u></b> that there was a discussion on what needs to be done to these properties to meet the standard. The Property Manager reported that: <ul style="list-style-type: none"> <li>▪ a further 73 were scheduled to have new heating installed which should then pass.</li> <li>▪ further visits were made to 30 properties which</li> </ul>	<b>Note</b>

	<p>were still failing to meet the standard despite having new heating and other insulation measures fitted and by recommending low cost energy saving measures, 22 of these now meet the required standard.</p> <ul style="list-style-type: none"> <li>▪ 20 properties in Forth with a mixture of oil and electric heating will fail, but these systems had been replaced within the last 10 years and were not due for renewal although other energy saving measures would be installed – draught proofing, underfloor insulation.</li> <li>▪ we have three in house EPC Assessors.</li> </ul>	<b>Action Required</b>
6.8	<p><b>Noted</b> that with regards a query on Smoke and CO Detectors, it was explained that there was a programme in place to bring our properties in line with new legislation due in February 2019. It was also pointed out that since April 2017 we have worked to the new standard on the kitchen replacement contract and confirmed that all of our detectors are hard wired.</p>	<b>Note</b>
6.9	<p>The Board <b>noted</b> the contents of this report and <b>approved</b> the programme budget for 2019-2020.</p> <p><i>Noted that the Chair chaired the meeting from this point</i></p>	<b>Note Approve</b>
3.	<b>GOVERNANCE REPORT</b>	
3.1	<p><b>Noted</b> that the Chair highlighted the following from this report:</p> <p><b>Regulatory Framework</b></p>	<b>Note</b>
3.2	<p><b>Noted</b> that the Chair highlighted the need for the Board to produce an Assurance Statement and advised that there were various draft ideas for this. The Chair thought that it would be useful to have a session on this at a future Board Meeting. There will be an increase in how Equality/Diversity is dealt with and evidenced with Associations. The Chair and Chief Executive will discuss</p>	<b>Note</b>

	how this will be presented.	<b>Action Required Note</b>
3.3	<b>Noted</b> that a Member asked when the Board could sit down to start this Statement. The Chair explained that she would not be keen to do this before the ARC submission which is due at the end of May, and we would be working through the internal Audit plan by that point. The Chief Executive noted that we may need a working group to be set up as the Board do need to take ownership of this.	
3.4	The Board <b>noted</b> the contents of this report.	<b>Note</b>
4.	<b>JOB EVALUATION, PAY STRUCTURE AND BENEFITS REVIEW</b>	
4.1	<b>Noted</b> that this item was held in private and has been minuted separately	<b>Note</b>
5.	<b>ANNUAL BUDGET AND RENT REVIEW 2019/20</b>	
5.1	<b>Noted</b> that as previously agreed this item was taken earlier in the meeting.	<b>Note</b>
6.	<b>PROPERTY MAINTENANCE PROGRAMME AND BUDGET 2019/20</b>	
6.1	<b>Noted</b> that as previously agreed this item was taken earlier in the meeting.	<b>Note</b>
7.	<b>REGISTERS</b>	
7.1	<b>Noted</b> that there were 14 entries in the Entitlements, Payments and Benefits Register. These were all gifts handed in from tenants and contractors over the Christmas period and these were raffled off in aid of the staff charity – Richmond Hope.	<b>Note</b>
7.2	<b>Noted</b> that there was one entry in the Declaration of Interests – a member of staff employed a cleaner for their home prior to them becoming a Melville contractor. This staff member had no input in awarding the contract.	<b>Note</b>

		<b>Action Required</b>
7.3	<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>8.</b>	<b>ANY OTHER COMPETENT BUSINESS</b>	
8.1	<b><u>Noted</u></b> that there was one item of other competent business.	<b>Note</b>
	<b>Pay and Grading &amp; Terms of Conditions</b>	
8.2	<b>Paras 8.2 to 8.4 – Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive</b>	<b>Note</b>
<b>9.</b>	<b>DATE OF NEXT MEETING</b>	
9.1	<b><u>Noted</u></b> that the next scheduled meeting of the Board is Wednesday 20 March at 6.00 pm.	<b>Note</b>