

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 25 January 2023
at 6.00 pm Hybrid Meeting - Office and Zoom Video Conference Call

PRESENT: Donna Bogdanovic
David Bond
Clare Marshall
Christie Moore
Caron Quinn
Barbara Shearer
Cathy Hanlan

IN ATTENDANCE: John McMorrow, Chief Executive
Rich Murdoch Head of Asset Management
David Dewhurst Acting Finance Manager

D BOGDANOVIC IN THE CHAIR

	Agenda Item Details	Action Required
1a.	CHAIR'S OPENING REMARKS The Chair welcomed all to the meeting. David Dewhurst was welcomed to his first meeting.	
1b.	DECLARATIONS OF ANY OTHER BUSINESS <u>Noted</u> that there was no other competent business.	Note
1c.	DECLARATIONS OF INTEREST <u>Noted</u> that declarations from Ironmills Directors were duly noted.	Note
1d.	APOLOGIES Apologies were received from Lucy Stang, Andrew Dougherty, Bill Takhar and Hailie Johnston.	Note

	Agenda Item Details	Action Required
2.	MINUTES OF PREVIOUS BOARD MEETING 14 DECEMBER 2202	
2.1	<u>Noted</u> that the Chair invited the Chief Executive to lead on the minutes on behalf of the Secretary.	Note
2.2	<u>Noted</u> that Members agreed that these were a true and accurate minute of the above meeting. The minutes were <u>approved</u> by Clare Marshall and <u>seconded</u> by Barbara Shearer.	Approve
3.	MATTERS ARISING AND OUTSTANDING ISSUES	
3.1	<u>Noted</u> that Chief Executive highlighted that the following items had been completed a sought approval for their removal from the report: <ul style="list-style-type: none"> ▪ CEO Appraisal undertaken by Chair and Vice-Chair ▪ Notifiable Events updated to Scottish Housing Regulator ▪ Training programme outlined in Governance report ▪ Risk Register updated with asbestos information 	Note
3.2	The Board <u>noted</u> the contents of this report and <u>approved</u> removal of the above items from the report.	Approve
3.3	The Board <u>noted</u> actions taken to date following the Building Resilience training event undertaken in November.	Note
3.4	Board <u>noted</u> and <u>approved</u> a delay to the revised 30 year plan, and it was agreed to present this at the next meeting in March.	Note / Approve
4.	GOVERNANCE	
4.1	<u>Noted</u> that the Chief Executive reported on the following items as circulated in the Governance Report:	Note

	Agenda Item Details	Action Required
4.2	Notifiable events – no new notifiable events and previous two notifiable events – Staff Structure consultation and Cost of Living Mitigation Consultation are now closed.	Note
4.3	SPSO – SPSO has issued report for another RSL which outlined need to follow due process for recording and actioning anti-social behaviour complaints.	Note
4.4	FOI/SAR/GDPR – nothing new to report.	Note
4.5	Board Development & Training – A Board Development report was circulated with the agenda, and this was noted and considered by the Board.	Note
4.6	It was noted that there was one outstanding Board Development (Appraisal) to be undertaken prior to March 23 and the Chair will arrange this as soon as practical.	Note
4.7	The Board noted and approved the training programme for 2023.	Approve
4.8	The Board approved that the current members outlined in the report are eligible to stand for re-election when this is required.	Approve
4.9	The Board approved a Board Membership panel to look at Board Membership during 2023 if this is required.	Approve
4.10	It was agreed that Clare Marshall, Barbara Shearer, and Cathy Hanlan will form this panel.	
4.11	Board indicated that the current skills on the Board were diverse and that we had the necessary skills required at present.	
4.12	A question was raised on whether we can link the role of Board Members to support young people and employment and it was suggested that we could consider allowing some young people to be observers at meetings.	Consider

	Agenda Item Details	Action Required
4.13	The Board approved the protocol for meeting recordings when meetings are held electronically.	Note
4.14	A question was raised on whether Audit Committee meetings will be recorded and it was noted that this will be raised at the meeting.	Note
4.15	Consideration was given to the best time to hold the Audit Committee meeting and after deliberation it was agreed to hold on Wednesday 8 February at 12 noon.	Approve
4.16	It was agreed that the Chair of the Audit Committee will look at what support one member may need to attend future meetings.	Note
4.17	Key Performance Indicators – it was noted that the KPI(s) for December 2022 were reported within the Governance report.	Note
4.18	It was noted that the staff costs reported excluded any severance payments.	Note
4.19	Schedule of Board Reports - Board noted and approved the 2023 schedule of Board reports.	Note
4.20	Board noted the delay to the Annual Health and Safety report which will link with the new advisory guidance issued by the Scottish Housing Regulator on asset management.	Note
4.21	Calendar of returns – it was noted that the IDL report had been issued although this was not recorded in the report.	Note
4.22	Staffing – Board noted the appointments relating to the staff structure as reported in the Governance report.	Note
4.23	Association Membership Drive – no new applications and/or deletions identified.	Note

	Agenda Item Details	Action Required
4.24	Ironmills – It was noted that as the Scottish Government has allowed the private sector to increase rents by up to 3% IDL will be able to make a rent increase for 2023.	Note
4.25	Equalities – no new Equality and Human Rights issues had been identified, strong assurance report will be considered at next audit committee meeting.	Note
4.26	Annual Assurance Statement – update to action plan included in the report.	Note
5.	ASSET MANAGEMENT STRATEGY	
5.1	The Board noted the Asset Management Report which contained the draft asset management strategy for 2023/24.	Note
5.2	Confirmation was sought on costs of doors and it was reported that these were external doors, including fire doors and some with screens.	Approve
5.3	Board noted and approved the budget of £4.5m as outlined in the report.	Note
5.4	An update was given on the tender issued to undertake an external stock condition survey to support our own internal stock condition surveys.	Note
5.5	It was noted that we had considered costs associated with inflationary increases and current contracts are negotiated annually.	Note
5.6	It was noted that if there were issues with contractors ceasing trading, we would look at alternative contractors and that we can call them off from various procurement frameworks.	Note
5.7	Board noted proposed amendments being considered in relation to EPC assessments and this will be monitored.	Note

	Agenda Item Details	Action Required
5.8	It was <u>noted</u> that when there are spikes in investment such as window replacement in 2040 and we will look at how we can smooth out the work required.	Note
5.9	Board <u>noted</u> and <u>approved</u> the strategy for dealing with contractor issues and it was reported that we will take exclusion works and offer this work to an additional contractor.	Approve
5.10	It was reported that we will bring in another contractor from a framework to undertake this (exclusion) work which should allow our principal contractor to focus on reactive works.	Note
5.11	Board <u>noted</u> and <u>approved</u> the asset management strategy for 2023/24.	Approve
5.12	Board <u>noted</u> plans to incorporate into future asset management strategies the advisory guidance issued for consultation and that this will be incorporated in the 2024 strategy.	Note
5.13	It was reported that the revised plan will be supported by staff including the IT Manager and will incorporate a traffic light system.	Information
5.14	Board sought assurances that if the external stock condition survey indicated any issues with our own survey information that we had flexibility to increase survey numbers.	
5.15	It was reported that we are budgeting on 20% of stock per annum up to 5 years and if there were significant issues raised, we would look at the possibility of increasing inspections and/or amending the focus of the current inspections.	Note
5.16	A question was raised as to whether Melville might consider their own dynamic purchasing (own framework agreement) and it was agreed to monitor whether this was practical.	Consider

	Agenda Item Details	Action Required
5.17	It was noted that we are progressing work with consultants on both the initial exclusions for 2023 and the longer term procurement for 2024.	Note
5.18	It was noted that part of the above work will look at how best to procure and we are considering the possibility that we may split the contract(s) with reactive, voids and exclusions to allow more flexibility in the contracts.	Note
5.19	Board noted the procedure as previously reported for dealing with dampness and/or mould reports.	Note
5.20	Board suggested that we further consider the communication methods used when dealing with damp/mould reports to ensure that the message is clear about what Melville and tenants are responsible for (e.g. hints and tips).	
6.	ANNUAL HEALTH & SAFETY REPORT	
6.1	Noted that the Chief Executive reported:	Note
6.2	Annual Health & Safety Report – approval sought to delay this report for a few months to link with advisory guidance issued.	Note
6.3	Tenant Safety - internal audit planned for December 2023 subject to approval by the Audit Committee and Board when they review the audit plan for 2023/24.	Note
6.4	Board noted the proposed list of annual safety matters that will be presented, and it was agreed that mould/damp will be added to this list.	Note
6.7	Board approved that the safety report would be presented to the May meeting.	Approve

	Agenda Item Details	Action Required
7.0	POLICY REVIEWS	
7.1	<u>Noted</u> that the Chief Executive gave an overview of the proposed policies due for review.	Note
7.2	Board reviewed and <u>noted</u> the following policies: <ul style="list-style-type: none"> ▪ Arrears & Credits Policy ▪ Donations policy ▪ Customer Excellence Policy ▪ Annual Gas Safety Policy 	Note
7.3	It was <u>noted</u> that the Annual Gas Safety policy had no major changes and this was approved accordingly.	Note
7.4	Arrears & Credits – Board <u>noted</u> the changes to this policy as outlined in the report.	Note
7.5	After consideration this policy was <u>approved</u> subject to tenant consultation.	Approve
7.6	Former Tenancy policy – Board requested that we consider how this is presented and whether it can be incorporated with the Arrears & Credits policy.	CEO to Action
7.7	Donations policy – Board <u>approved</u> this policy at the meeting and <u>noted</u> the amendments on the existing policy.	Approve
7.8	Customer Excellence policy – Board <u>approved</u> this policy at the meeting and <u>noted</u> the amendments on the existing customer care policy.	Approve
7.9	It was <u>noted</u> that Midlothian Council have made substantial cuts to budget and we need to keep appraised of these should we need to add and/or change policies to reflect.	Note
7.10	It was suggested that some of these cuts may be recorded in the risk register.	CEO to Action

	Agenda Item Details	Action Required
8.	REGISTERS	
8.1	<p><u>Noted</u> that since the Registers were last presented to the Board the following entries have been made:</p> <p>Declarations of Interest - None</p> <p>Entitlements, Payments, and Benefits – Eight</p> <p>Seal Register - None</p>	Note
8.2	<p><u>Noted</u> that there were no new entries in the following registers:</p> <ul style="list-style-type: none"> ▪ Bribery & Corruption ▪ Fraud 	Note
8.3	<p><u>Noted</u> that the Secretary will arrange to sign the Registers and Members were reminded that these registers are available for review at any time.</p>	Note
9.0	ANY OTHER COMPETENT BUSINESS	
9.1	<p><u>Noted</u> that there was no other competent business to be raised.</p>	Note
10.0	DATE OF NEXT MEETING	
10.1	<p><u>Noted</u> that the next scheduled meeting of the Board is Wednesday 15 March 2023 at 6pm and that this will be a hybrid meeting.</p>	Note
10.2	Meeting was closed at 19.42	