

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 9 October 2024
at 6.00 pm Hybrid Meeting - Office and Zoom Video Conference Call

PRESENT: Donna Bogdanovic
David Bond
Cathy Hanlan
Clare Marshall
Brian Wilkie
Gayle Templeton
Bill Takhar
Tom Mallatratt
Becky McLean

APOLOGIES: Caron Quinn
John Dalley

IN ATTENDANCE: John McMorrow, Chief Executive
Kirsten Dean, Depute Chief Executive
Jane Burnett, Head of Housing Services
Rich Murdoch, Head of Asset Management

D BOGDANOVIC IN THE CHAIR

	Agenda Item Details	Action Required
1	<p>Appointment of Officer Bearers</p> <p>The Chief Executive advised that as this was the first meeting following the Annual General Meeting therefore members needed to elect office bearers.</p> <p>Members were asked for proposals for the Chair.</p> <p>Chair: Donna Bogdanovic – proposed by David Bond, seconded by Cathy Hanlan. Donna duly elected.</p>	Approve

	Agenda Item Details	Action Required
	<p>Vice Chair: David Bond – proposed by Donna Bogdanovic seconded by Bill Takhar. David duly elected.</p> <p>Secretary: Cathy Hanlan - proposed by Brian Wilkie seconded by Clare Marshall. Cathy duly elected.</p> <p>Audit Committee</p> <p>Caron was proposed as Chair of the Audit Committee and was duly elected the Chair of this Committee.</p> <p>It was agreed that the following would serve on this Committee:</p> <p>Caron Quinn, John Dalley, Tom Mallatratt and Cathy Hanlan.</p> <p>Members were encouraged to consider joining this Committee.</p> <p>Staffing (People) Committee</p> <p>It was agreed that the following would serve on this Committee:</p> <p>David Bond, Caron Quinn, Gayle Templeton and Clare Marshall.</p> <p>The remit for both the Audit Committee and the Staffing (People) Committee were noted and approved.</p>	<p>Approve</p> <p>Approve</p> <p>Approve</p> <p>Information</p> <p>Information</p> <p>Approve</p>
1A	<p>CHAIR’S OPENING REMARKS</p> <p>The Chair welcomed all to the meeting and thanked members for their support.</p>	

	Agenda Item Details	Action Required
2.	MINUTES OF PREVIOUS BOARD MEETING 7 AUGUST 2024	
2.1	<u>Noted</u> that the Chair lead on the minutes.	Note
2.2	<u>Noted</u> that Members agreed that these were a true and accurate minute of the meeting. The minutes were <u>approved</u> by Donna Bogdanovic and <u>seconded</u> by David Bond.	Note/ Approved
3.	CORPORATE PLAN REVIEW	
3.1	<u>Noted</u> that the Chief Executive gave a brief update on review of the plan, highlights of which included: <ul style="list-style-type: none"> ▪ Mission statement and corporate objectives ▪ Regulatory guidance 	Note
3.2	<u>Noted</u> that Board approved the amendment to the mission statement and most of the proposed amendments to the corporate objectives except for the following: <ul style="list-style-type: none"> ▪ Provide tailored support – reference to cost of living to be removed and objective reworded ▪ Manage rent increases to ensure affordability to be reworded, consider sustainability as an option 	Note/ Approve
3.3	Board <u>noted</u> progress on the revision of the Corporate Plan.	Note
3.4	Board <u>noted</u> plans to develop the plan further after the Board Away Day discussions.	Note
3.5	<u>Noted</u> that the intention was to have an overall plan with a summary for stakeholders.	Note
3.6	<u>Noted</u> that the next review will be presented early in 2025.	Note
3.7	<u>Noted</u> that a copy of the draft plan is placed on VBR for information.	Note

	Agenda Item Details	Action Required
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p>	<p>ANNUAL ASSURANCE STATEMENT 2024 APPROVAL</p> <p>Noted that the draft assurance toolkit assessment was circulated to Board in August (on VBR).</p> <p>Noted that a brief discussion took place on this year’s AAS. Board felt it was a good reporting framework with plenty of evidence to provide assurance that Melville is compliant.</p> <p>Noted the draft Action Plan circulated with the agenda.</p> <p>Approved the action plan with one action to incorporate equality monitoring data in the 2024 Tenant Report removed.</p> <p>Noted quarterly monitoring on the Action plan to be presented to Board.</p> <p>The Board noted the contents of this report and approved the signing of the Annual Assurance Statement.</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Approve</p> <p>Note</p> <p>Note/ Approved</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>POLICY REVIEWS</p> <p>Noted that the Chief Executive gave an update on two policies:</p> <ol style="list-style-type: none"> 1. Settlement & Severance Policy 2. Our Digital Workplace Policy <p>Noted that Board requested that further consideration be given to the Settlement & Severance agreement policy at a future meeting.</p> <p>Approved the Our Digital Workplace policy.</p> <p>Noted amendments to linked policies referenced in the Our Digital Workplace Policy.</p> <p>Approved removal from register of policies superseded because of the above policy.</p>	<p>Note</p> <p>Note</p> <p>Approve</p> <p>Note</p> <p>Approve</p>

	Agenda Item Details	Action Required
5.6	Noted updates on other policy matters outlined in the report.	Note
5.7	Noted plans to spread further policy reviews throughout a three year period to allow a more even spread of reviews for both Board and Staff.	Note
6.0	BOARD REVIEW SESSION	
6.1	Noted that the Chief Executive gave a brief overview of plans for the Board away day, saying that it would take place at the (location redacted) on 22 and 23 November and would be facilitated by (Name Redacted).	Note
6.2	Noted availability of members attending.	Note
6.3	The Board noted the contents of this report along with the agenda for the event.	Note
6.4	Consideration was given as to whether too much time was set aside on one topic on the Saturday morning session, and it was reported that this is the anticipated time required however much depends on the discussion and direction Board determine.	Information
7.0	CONFIDENTIAL ITEM – Minuted Separately	
8.0	ANY OTHER COMPETENT BUSINESS	
8.1	Noted that there was no other competent business raised.	Note
9.0	DATE OF NEXT MEETING	
9.1	Noted that the next meeting of the Board is Wednesday 13 November 2024 at 6pm and that this will be a hybrid meeting.	Note
9.2	Noted the next training session is planned for Wednesday 30 October at 6.00pm via zoom with (Name Redacted) providing refresher training based on the Board Skills Matrix undertaken.	Note

	Agenda Item Details	Action Required
9.3	Board Members were reminded to complete their Board Development availability to allow annual appraisals to be undertaken over the coming months.	Information
9.4	Meeting closed at 19.45	

Minutes Approved By:

Signature: _____

13 November 2024