MINUTE OF THE BOARD MEETING

28 August 2024

Present	**R Hutton (Chair); I Crawford (Vice-Chair)**
	MEMBERS
	L Fordyce; R Elliott; G Kitchener; J McFadyen; O Nolan; W Raeburn (virtually); P Rowsby (virtually);
	C Ironside (Secretary)
In Attendance	**A Hay; K Miller; N Stobie (Staff); F Hurrell (Minutes)**
	G Plews – for first part of the meeting

The meeting was held in person

The meeting started at: 5.30 p.m.

G Plews (Housing Officer at Manor Estates) gave a short presentation to the Board to provide an insight on the challenges that the Housing Team deal with. .

ACTION

1 Apologies for Absence

A Clark

2 Declarations of Interest

R Hutton	Employee of Harbour Homes, part of Group that includes Harbour Multi Trades
G Kitchener	Tenant of Manor Estates Housing Association
L Fordyce	Employee of Warmworks
R Elliott	Former employee of RBS and RBS shareholder
J McFadyen	Employee of NatWest
O Nolan	Employee of Glasgow West Housing Association

3 Risk Management No issues reported.

Health & Safety A recent internal audit was carried out on employee health and safety, details of which are in the SMT report (agenda item 9 (xi).

Notifiable Events No issues to report.

GDPR Two minor breaches were identified and one potential breach all of which were reported to our external DPO and processed and recorded in line with our procedures.

4 (i) Minutes of the Board meeting held on 26 June 2024

P Rowsby requested that the discussion held at the Board meeting regarding respect for the CEO should be included in the minutes which the Board agreed. **FH**

W Raeburn commented that the style of the minutes should note names of the Board members against their comments going forwards. **FH**

The Board approved the minutes of the 26 of June subject to the amendments requested above.

Proposed: I Crawford; Seconded: R Elliot

4 (ii) Outcome Note of Meeting 26 June 2024

P Rowsby queried why the meeting note did not cover the plan discussed at the meeting. C Ironside clarified that this is outlined in the full minutes but not the summary meeting note and has been logged on a tracker so that it's execution can be monitored.

The Outcome Note of the meeting was approved as a true and accurate representation.

Proposed: G Kitchener; Seconded: L Fordyce

5 Matters Arising

None to note.

6 Board Actions and Regulatory Standards from Meeting

6 (i) Board Actions from June 2024 Meeting

The Board Actions Report was presented to the members and noted.

6 (ii) Regulatory Standards Update from June 2024 Meeting

The Regulatory Standards Update was presented to the members and noted.

7 Minutes of Committee or Subsidiary Meetings

Audit Committee Minute 19 June 2024 - It was confirmed that these minutes are for information and will be approved at the next Audit Committee Meeting on the 9 of October 2024.

MEAL Board Minute 20 June 2024 – As above, these minutes are for information and will be approved at the next MEAL Board meeting on the 19September.

8 Matters for Approval / Decision

8 (i) Confirmation of Association Register 2023 / 24

C Ironside introduced the report noting that this is a standard report which is presented to the Board annually and confirmed that we are compliant with Rule 62-67.

Proposed: G Kitchener; Seconded I Crawford.

8 (ii) Annual Assurance Statement (Regulatory Self-Assessment)

The draft Annual Assurance Statement was presented to the Board and C Ironside requested the members approve the report so it can be submitted to the Regulator and published.

A detailed review has taken place this year of Regulatory Standard 5 and in accordance with our ongoing plan, two further standards will be reviewed next year.

There are some outstanding action points relating to tenant and resident safety which will be presented to the Board in November, and C Ironside gave assurance to the Board that the Association is in a good position adhering to the regulatory standards and is monitored using the tracker document which is sent to the Board after every meeting.

Following discussion, members approved the report and agreed the Annual Assurance Statement is signed by the Chair and submitted to the Scottish Housing Regulator. **CI**

Proposed: I Crawford; Seconded: R Elliot

8 (iii) Rent Increase Process

9 Matters for Information

9 (i) Annual Treasury Management Review

K Miller presented the annual report in the new agreed format and gave overall assurance we comply with policy.

P Rowsby requested clarification on the purpose of Appendix C which outlines the risk. K Miller explained we are required to consider all the risk aspects of the Treasury Management Policy but this full list is summarised in one item in MEHA's Risk Register.

9 (ii) KPIs

The Chair left the meeting whilst we discussed the Property Services KPIs.

I Crawford took the Chair for this part of this item.

The Chair returned to the meeting and the rest of the KPIs were noted.

9 (iii) Complaints Monitoring Q1

The members noted the Report.

9 (iv) Finance Update Q1

The standing orders were suspended at 7:30pm. W Raeburn left the meeting and did not return.

K Miller spoke to her report and sections 1-4 were noted.

K Miller then explained section 5 and updated members on changes that have taken place as follows:

- The decision to fix part of the Loan will be done around October / November under the advice of Alastair Berwick.

- Under 5.6 we have decided to secure 148 properties which provides RBS with a £16.8m security. This leaves a buffer of £0.65m instead of £1.25m.

Members found the TC Young Report (Appendix 7) useful when reading the Facilities Agreement (Appendix 5). Members then discussed the extract of the minutes as drafted by TC Young for submission to RBS. The following adjustments to the extract were then agreed;

1. Draft is to be put in front of 'Facilities Agreement' throughout the extract. **KM**
2. The phrase '*and, if thought fit, be approved'* be removed.
3. A further note to be added to the extract to confirm the extract has been circulated to the Board for their approval.

It was then agreed that the Board delegate authority to CI and KM to bring the draft Facilities Agreement to a final state and this would be presented to an additional Board meeting.

KM

P Rowsby requested consistent reference to MEHA rather than Manor throughout all of the documentation.

9 (v) MEAL Accounts

Members noted the Accounts.

9 (vi) Planned and Cyclical Maintenance Programme Update Q1

Members noted the report and P Rowsby requested A Hay circulate a narrative on the areas highlighted in red. **AH**

9 (vii) Entitlements, Benefits and Payments record 2023 / 24

Members noted the Report.

9 (viii) Constitutional Compliance Checklist

C Ironside presented the report and confirmed that we are compliant.

9 (ix) Artificial Intelligence Policy

Members noted the Policy.

9 (x) Record of Consent Procedure

Members noted the procedures.

9 (xi) SMT Report

CI spoke to the report and members noted that the updated role descriptions for office bearers and Board members will be included in the October Board meeting.

10 Any Other Competent Business

K Miller noted the positive increase in responses received to the rent consultation of 19% this year compared to only 3% received last year.

Thanks were given by the Vice-Chair and Board members to R Hutton for her long-term service and positive influence as Chair to MEHA ahead of her stepping down from this role at the AGM.

Date and time of next meetings:

AGM – Wednesday 4th September 2024 (followed by Board Meeting to appoint office bearers), Retirement Community Facility, Sutherland Street, Edinburgh

Board Meeting – 30th October 2024 at 5.30 pm

The meeting closed at: 8.15 p.m.