



MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE BOARD MEETING HELD ON THURSDAY 27 APRIL 2023 AT 6.30 PM HYBRID MEETING FROM 45 GARRICOH ROAD, GLASGOW, G20 8RG

Board Members	In Person	Remote	Apols	Absent
Lindsay Forrest (LF) - Chair	✓			
Paul Imrie (PI) – Vice Chair			✓	
Caitlyn Maccabe (CM)		✓		
Isabella McTaggart (IM)			✓	
Jenny Crowe (JC)	✓			
Tim Holmes (TH)		✓		
Valerie Wilson (VW)	✓			
Raphael Rickson (RR)			✓	
Viola McDade (VM)			✓	
Sonia Jordan (SJ)	✓			
William McNeilly (WMc)	✓			
Leave of Absence	Raphael Rickson (RR)			

Officers	Items
Bryony Willett (BW) – CEO	1-11
Jennifer Simon (JS) – Director of Operations	1-11
Rebecca Wilson (RW) – Director of Resources	1-11
Debbie Watt (DW) – Performance & Governance Manager	1-12
Arlene McLaughlin (AMcL) – HR Manager	1-11
Alistair McArthur (AMcA) – Head of Development	1-11
Jenna Borland (JB) – Corporate Officer	1-11
Observer	Items
Colin Archibald (CA) – Partner at Shepherd and Wedderburn	5
Igor Siedlecki (IS) – Solicitor at Shepherd and Wedderburn	5

Item No.	Issue	Action By
1.	Welcome	
1.1	The Chair welcomed everyone to the meeting.	
1.2	Apologies were noted for PI, IM and VM.	
1.3	RR continues to be on leave of absence as approved at March meeting.	
1.4	There were no declarations of interest declared.	
2.	Approval of Board Minutes – 30th March 2023	
2.1	A Board member asked for clarification of point 9.6 on whether the bank would approve the carve out covenant, as the minute stated that the bank had “suggested” that the carve out covenant would be approved. RW confirmed that	

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	the bank offered three options which were add back, carve out or EBITA and that the carve out covenant would generally be approved. RW is confident in approval of the carve out option, however, a formal approval from the bank would not be possible until the bank had received internal credit approval.	
2.2	For point 13.2, the Board agreed that away days could only take place on a weekday if it would be suitable for the majority of members.	DW
2.3	RW requested that 5.10 of the minutes be updated to state that the business plan assumed the add back option covenant not the carve out option.	DW
2.4	The Board approved the minutes of the meeting held on 30 th March 2023, subject to the amendments noted at 2.3 above.	
3.	Action Tracker	
3.1	The Board approved the 9 items proposed for closure.	
4.	Feedback from Training/ Events	
4.1	The Board noted that the Bitesize workshops had been useful and informative.	
4.2	Board members had attended Health and Safety Training delivered by SHARE on 6 th April which had been beneficial and gave members a better understanding of what their role should be for this area.	
4.3	A Board member attended the EVH short life working group and fed back that the session had been about information sharing rather than training.	
5.	Route Map for Resolution of Glenavon Render	
5.1	<i>Removed as confidential.</i>	
6.	Attendance and Absence Management Policy	
6.1	AMcL introduced the paper and explained that the report detailed the proposed changes to the existing policy which had been last reviewed in 2019.	
6.2	A Board member noted that they had sent comments to AMcL before the meeting. AMcL confirmed that these would be reviewed, and changes made, where necessary.	AMcL
6.3	The Board approved the updated Absence and Attendance Management Policy, subject to consultation with the union Unite and staff team.	
7.	Hathaway Lane – Designation as a priority area	
7.1	<i>Removed as confidential.</i>	
8.	New Potential Development Projects (Ruchill Golf Course and Collina Street)	
8.1	<i>Removed as confidential.</i>	
9.	CEO Report	
9.1	BW introduced the report.	

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9.2	RW noted that the approval for the Annual Procurement Strategy had been missed from section 2 of the report.	
9.3	BW summarised the proposed Strategy and Development Funding Plan (SDPF). The Board had no queries and approved the SDPF for submission to Glasgow City Council.	
9.4	The Board approved the addition of a Pets Policy to the Policy Schedule.	
9.5	The Board approved the addition of an Abandonment Policy to the Policy Schedule.	
9.6	BW explained the Letting Quotas at section 2.6 of the report and advised that the 50% proposed for Section 5 referrals did not match the 60% requested by Glasgow City Council (GCC).	
9.7	The Board queried whether GCC or the Regulator would be concerned if the Association's target did not match that of GCC. BW did not think that this would affect our relationship with them as the Association can evidence its support for GCC's approach to tackling homelessness.	
9.8	The Board approved the proposed Lettings Quotas.	
9.9	BW explained the reasons of the structural changes within the Property and IT Teams.	
9.10	A discussion took place around where operational and strategic decisions sit and it was agreed that the Board should focus on the strategic goals and seek assurance from Officers that there would be sufficient staff capacity to meet these.	
9.11	The Board approved the creation of a new part-time Compliance Officer (at EVH Grade 7) as an additional cost of £2.4k per annum.	
9.12	The Board approved deleting the current Asset Manager (EVH Grade 8) and creating a new Procurement Manager post (EVH Grade 8) at no additional cost.	
9.13	The Board approved the change in grade for the IT Officer post from EVH Grade 6 to EVH Grade 7 at an additional cost of £4k per annum. However, Officers would try to recruit to a grade 6 first to test the market.	
9.14	The Board approved the Annual Procurement Strategy.	
9.15	JS provided a verbal update on the reactive repairs contract and confirmed that outstanding jobs from 2022 would be allocated to another contractor to complete.	
9.16	BW notified the Board that Glasgow City Council had confirmed that more funding would be available for acquisitions during 2023/24.	
9.17	The Board queried whether they would be able to review the whistleblowing report. RW confirmed that it would be the recommendations from the report that would be brought to Board due to confidentiality.	

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10.	Governance Report	
10.1	<i>Removed as confidential.</i>	
10.2	BW noted that the Glenavon Render report would be submitted to the Regulator.	
10.3	The Board were asked to consider joining the Maryhill Living Board and the Maryhill Audit and Risk Committee.	BW
11.	Meeting Review	
11.1	The Board thought the meeting had been very positive and felt that long term issues were finally moving forward and that having a stable staff team contributed to this.	
11.2	The Board thought that it had been useful having the lawyers attend the meeting as it gave them confidence that the risk was being managed appropriately.	