



MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE BOARD MEETING HELD ON MONDAY 26th MAY AT 6.30 PM HYBRID FROM 45 GARRIOCH ROAD, MARYHILL, GLASGOW

Board Members	In Person	Remote	Apols	Absent	Officers	Items
Lindsay Forrest (LF) - Chair	✓				Bryony Willett (BW) – CEO	1-13
Paul Imrie (PI) – Vice Chair			✓		Jennifer Simon (JS) – Director of Operations	1-9, 11-13
Roger Popplewell (RP)	✓				Rebecca Wilson (RW) – Director of Resources	1-9, 11-13
Caitlyn Maccabe (CM)			✓		Debbie Watt (DW) – Performance & Governance Manager	1-9, 11-13
Isabella McTaggart (IM)		✓				
Jenny Crowe (JC)			✓			
Tim Holmes (TH)			✓			
Valerie Wilson (VW)	✓					
John McCann (JMc)		✓			Observer	Items
Raphael Rickson (RR)			✓			
Viola McDade			✓			
Leave of Absence	Caitlyn MacCabe					

Item No.	Issue	Action By
1.	Welcome	
1.1	The Chair welcomed everyone to the meeting and thanked PI for chairing the meetings during their absence.	
1.2	Apologies were noted for PI, JC, TH and RR. CM continues to be on a leave of absence.	
1.3	No declaration of interests was declared.	
2.	Approval of Previous Minutes – 28th April 2022	
2.1	The Board approved the minutes for 28 th April 2022.	
3.	Action Tracker	
3.1	The Board approved the 7 items proposed for closure, as set out in the action tracker.	

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4.	Chair's Update	
4.1	The Chair updated the Board on a Chair's Action that had been made since the last meeting. This was: <ul style="list-style-type: none"> Approval for the Association to raise legal action with City Building regarding The Locks development defects. 	
4.2	The Chair confirmed that they had also approved the wording of the settlement agreement with Turners for the termination of the reactive repairs contract under delegated authority approved at the May Board meeting.	
4.3	The Chair met with BW and PI prior to the meeting to review the Board papers and made suggestions for amendments.	
5.	Feedback from Board Training / Conferences	
5.1	A Board member provided feedback on a SHARE Charing Skills training they recently attended.	
5.2	The course was interesting but not what they expected as it was more about how the Chair works effectively with the CEO rather than how to chair the meeting.	
6.	Annual Return of the Charter (ARC)	
6.1	DW introduced the report and explained that the return had been updated following feedback from the ARC Working Group.	
6.2	JS provided an update on the reactive repairs indicators as an updated return containing these figures had been provided to Board prior to the meeting. JS explained that these figures had been late as it had been found that a lot of data cleansing was required to be carried out to ensure the data was accurate.	
6.3	A Board member queried whether lessons had been learnt from the issues that were identified and JS confirmed there had definitely been lessons learnt and these would be taken into consideration during the procurement of the new reactive repairs contract.	
6.4	A discussion took place around the accuracy of data and ensuring this was improved moving forward.	
6.5	The Board approved the Association's Annual Return on the Charter for 2021/22.	
6.6	The Board agreed that actual submission of the ARC be delegated to the Director of Operations and would take place before the 31 st May 2022.	JS
6.7	The Board approved the correction for Indicator 1 – the number of tenants surveyed for 2020/21 from 2833 to 877 to the Regulator.	DW
6.8	The Board approved the correction for Indicator 26 – Total amount of rent due in the reporting year for 2020/21 from £12,298,274 to £13,002,469 to the Regulator.	DW

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7.	Dalsholm Road	
	<i>Removed as commercially sensitive</i>	
8.	Maryhill Living Governance Documents and MMR Tenancy Agreement	
8.1	RW introduced the report and explained that there are five key governance/ legal documents which set out the relationship between Maryhill Housing and Maryhill Living which Board are being asked to approve.	
8.2	The Board approved the intra group agreement between Maryhill Housing and Maryhill Living.	
8.3	Board queried the term of the draft lease between Maryhill Housing and Maryhill Living being 5 years and not 30 years. RW confirmed that this would allow a review of the lease to take place, however, RW would check this with the lawyers.	RW
8.4	Board asked what the implications for tenants would be if Maryhill Living was no longer able to be the landlord. Officers confirmed that tenants should not be affected by the lease agreement but would investigate this further and bring an update to Board.	RW
8.5	The draft lease between Maryhill Housing and Maryhill Living for the mid-market rent units was not approved by Board. The lease should be brought back to Board for approval once Officers have a response to the queries detailed in 8.3 and 8.4.	RW
8.6	The Board approved the proposed amendment to the Rent & Service Charge Policy to reflect the lease agreement with Maryhill Living.	
8.7	The Board approved the draft service agreement between Maryhill Housing and Maryhill Living for the provision of services between the two organisations. In the event Maryhill Living Board does not request any changes, this approval would be final, however should Maryhill Living Board request any changes the service agreement would come back to Maryhill Housing Board for final approval in August.	
8.8	RW confirmed that approval was not being sought for the 2022/23 draft budget for Maryhill Living as it would come back to Board as part of the Corporate Plan for Maryhill Living.	
8.9	Board noted that the 30-year financial information provided would form part of the Maryhill Living corporate plan and would come to August Board for approval.	
8.10	The Board approved the proposed tenancy agreement for use by Maryhill Living in granting tenancies to the mid-market rent properties subject to the amendments/updates detailed at 4.6 in the covering report.	
9.	North Maryhill TRA	
9.1	BW introduced the report and provided an update for the Working Group which the Board noted.	

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9.2	BW also provided details on the different funding streams that would be applied for this year which included the Levelling Up Fund and Vacant and Derelict Land Infrastructure Fund. BW confirmed that the amount of grant available this year has increased for the latter fund.	
9.3	An in-depth discussion took place around what point Board would decide to approach Transforming Communities: Glasgow to ask that Maryhill Housing take the lead on the project.	
9.4	Board approved that in principle they have an appetite to lead the project and noted that should any significant amount of funding be granted this would be brought back to Board for consideration. The Board asked the CEO to write to Transforming Communities: Glasgow to confirm this appetite to lead, subject to the availability of funding.	BW
9.5	The Board noted that a part time Regeneration Project Manager had been included in the budget for 2022-23 to deliver this project, and that the appointment would only be made if significant (£2m plus) funding is secured.	
9.6	The Board noted that the Association is not formally committing to anything at this stage. Further approvals would be sought from the Board; including an agreement with GCC around roles and responsibilities moving forward; acquiring the land; the deed of condition for ongoing maintenance of the land; the development agreement with a future potential developer.	
9.7	The Board noted that there are key issues to be considered in the future, such as the Delivery Model, future maintenance and charging models for current and future residents. The Board would be asked to give consideration to these issues when funding is secured.	
10.	Staff Terms and Condition	
	<i>Removed as confidential</i>	
11.	Choice Based Lettings	
	<i>Removed as confidential</i>	
12.	CEO Report	
12.1	BW introduced the report and provided a summary of verbal updates.	
12.2	The Board approved the proposed amendments to Appendices B and E of the Development Policy.	
12.3	The Board approved the Annual Procurement Strategy 2022/23.	
12.4	<i>Removed as commercially sensitive.</i>	
12.5	<i>Removed as commercially sensitive.</i>	
12.6	<i>Removed as commercially sensitive.</i>	

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12.7	BW confirmed that no date had been agreed for testing the render at Glenavon.	
12.8	<i>Removed as commercially sensitive.</i>	
12.9	The Board noted the remaining content of the report.	
13.	Governance Report	
13.1	RW introduced the report.	
13.2	The Board approved an open-ended delegation to the CEO to amend the Leased Properties Policy to increase the number of properties that can be leased to the Glasgow City Council Refugee Team from 25 to 35 if the Association is called upon to provide housing for those displaced by the Ukrainian war between Board meetings.	
13.3	The Board approved the five-year financial plan submission to the Scottish Housing Regulator and delegated authority to RW to submit.	
13.4	The Board noted the remaining items within the report.	
14.	Meeting Review	
14.1	JM and Officers left the meeting.	
14.2	<p>In the discussion:</p> <ul style="list-style-type: none"> • Concern was raised about the number of Board Members who had submitted apologies and were not in attendance at the meeting. It was discussed that perhaps the length of papers /volume of reading required for Board meetings might be a contributing factor and agreed that Officers should be asked to look at publishing shorter, more focussed Reports and proactively supporting newer Board Members to seek further information if needed. • Board Members requested that Officers provide feedback on progress with recruitment of tenant Board Members at the next meeting. • The experience of Board Members joining meetings online was discussed and it was agreed that the Association should look at improving IT systems to support more effective hybrid meetings. 	<p>BW</p> <p>DW</p> <p>DW</p>