



MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE BOARD MEETING HELD ON THURSDAY 29th SEPTEMBER AT 6.30 PM HYBRID MEETING FROM 45 GARRICOH ROAD, GLASGOW, G20 8RG

Board Members	In Person	Remote	Apols	Absent	Officers	Items
Lindsay Forrest (LF) - Chair	✓				Bryony Willett (BW) – CEO	1-12
Paul Imrie (PI) – Vice Chair		✓			Jennifer Simon (JS) – Director of Operations	1-12
Caitlyn Maccabe (CM)			✓		Rebecca Wilson (RW) – Director of Resources	1-12
Isabella McTaggart (IM)	✓				Debbie Watt (DW) – Performance & Governance Manager	1-12
Jenny Crowe (JC)			✓		Joanne Reid (Head of Neighbourhoods & Communities)	1-12
Tim Holmes (TH)			✓		Jenna Borland (Corporate Officer)	1-12
Valerie Wilson (VW)	✓					
Raphael Rickson (RR)	✓					
Viola McDade (VM)	✓					
Leave of Absence	Caitlyn MacCabe				Observer	Items

Item No.	Issue	Action By
1.	Welcome	
1.1	The Board were welcomed by RW as the Chair and Vice Chair would be approved at item 2.	
1.2	Apologies were noted for JC and TH. CM continues to be on a leave of absence.	
1.3	No declaration of interests were declared.	
2.	Election of Chair and Vice Chair	
2.1	RW advised that no other Board members had put themselves forward for the role of Chair and Vice Chair.	
2.2	RW advised that LF had nominated herself for Chair and PI had nominated himself for Vice Chair.	
2.3	The Board agreed these two appointments.	

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2.4	RW handed over to LF as Chair to lead the rest of the meeting.	
3.	Approval of Previous Minutes – 22nd August 2022	
3.1	The Board approved the minutes of the Board meeting held on 22 nd August 2022.	
4.	Action Tracker	
4.1	The Board approved the eight items proposed for closure, as set out in the action tracker.	
5.	Feedback from Training/ Events	
5.1	A Board member provided feedback from the EVH conference which was held on 5 th and 6 th September 2022. They had found it very informative and useful and offered to provide a summary to Board via email. Everyone confirmed this would be helpful.	
5.2	Another Board member provided feedback from the recent cost of living workshops they had attended and stated that there had been a good level of discussion and participation and they thought these sessions had been very worthwhile.	
6.	Challenging poverty and supporting tenants through the cost of living crisis	
6.1	BW introduced the report and explained the economy was fast moving, and the approvals set out in the original report had been amended to reflect this.	BW
6.2	BW summarised the actions the Association would be taking to help customers with the current cost of living crisis which would include the introduction of the Maryhill Helps Hardship Fund.	
6.3	A Board member asked whether it would be possible for the funding currently being provided to the Halliday Foundation to be redirected somewhere else as they had received feedback that the Foundation were not providing food that could be used for making a meal. BW confirmed that customers would be able to access the Maryhill Helps fund for help in this area once it was launched. BW undertook to feedback the concerns about the Halliday Foundation to the Community Regeneration scheme who administer the Community Fund.	
6.4	Board asked what the criteria would be for applying to the Maryhill Helps. BW confirmed this is still to be finalised.	
6.5	BW provided an update on potential rent restrictions since the original paper had been written and highlighted that no further updates had been received from the Government beyond March 2023, however, indications showed that a rent freeze would be unlikely, and a rent cap would be more probable.	
6.6	BW also notified Board that the Regulator had confirmed that the Association would be expected to consult with customers on rents for 2023/24. This would mean that we may well need to consult without knowing what the Government were going to do.	

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6.7	A detailed discussion took place around the various options the Association would consult on and the implications of each of these on the Business Plan. It was agreed that all options would have a significant impact on funding for the Association.	
6.8	RW delivered a presentation on the impact of potential rent restrictions and various options on how to make rent restrictions affordable using the feedback received from customers from the recent cost of living workshops.	
6.9	Further discussion took place on these options and the Board provided their views about options to manage the financial impact of 3, 5 and 7% rent increases in April 2023 and the weighting given to these different options to meet the funding deficit.	
6.10	The Board also provided their views on how the Association should respond to any future consultation from the Scottish Government/ sector representative bodies about potential restrictions on the April 2023 rent increase.	
6.11	The Board approved the proposal to consult tenants on rent increase options of 3, 5 and 7% for April 2023 and this consultation would include information (still to be developed) about how the Association would make each of these options affordable.	RW
6.12	The Board agreed to include all members in a short life working group to work with officers to develop the detail of proposals to meet the funding deficit created by 3, 5 and 7% rent increases in April 2023 prior to approval by October Board. In practice this would mean circulating more detailed proposals by email.	BW/RW
6.13	The Board agreed to delegate authority to the Staffing Panel to approve the wording of a written submission to EVH from the Maryhill Housing Board to inform the salary negotiation process for April 2023 salary increases.	BW
7.	Equality and Diversity Data Collection and Advancing Human Rights	
7.1	BW introduced the report and summarised the key points.	
7.2	The Board highlighted the importance of progressing this and confirmed support for the approach officers were proposing to take.	
7.3	The Board approved the proposed approach to the collection, storage, and use of equalities data for all protected characteristics and the proposed approach to advancing housing as a human right.	
8.	Health & Safety Policy	
8.1	BW introduced the report.	
8.2	The Board commented that the proposed policy was clear and succinct.	
8.3	The Board approved the draft Health and Safety Policy.	

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8.4	The Board approved amending the Policy Schedule to that the Health and Safety Policy is reviewed annually.	DW
9.	Leased Properties Policy	
9.1	JR introduced the report and provided a verbal update that required Board approval.	
9.2	The Association had received a request from the Iona Community (affiliated to the Church of Scotland) to lease two properties from November 2022 to March 2023 to house community workers whilst the facility in Iona was being refurbished.	
9.3	The Board asked if these would be allocated from the pool of leased properties. JR confirmed that these would be additional properties.	
9.4	The Board approved the proposed changes to the Leased Properties Policy and the two additional properties for the Iona Community.	
10.	CEO Report	
10.1	BW introduced the report and provided a summary of the approvals required.	
10.2	BW provided a verbal update on the equality impact assessment that had now been completed on the proposed lettings target. A Board member asked for clarification on the process for setting the lettings target for homeless households.	
10.3	Another Board member highlighted that sustainment for homeless allocations had decreased and queried the reasons for this. Officers confirmed that support from the homeless team was not being sustained and this had been flagged within the Council.	
10.4	The Board approved the lettings targets for 2022 – 2023 of: 49% (homeless), 27% (waiting list), 18% (transfer need) and 6% (transfer aspirational). The Board noted that officers would keep this under review throughout the year and if homeless referrals began to significantly exceed offers, consideration would be given to revising the target. BW to respond to Glasgow City Council.	BW
10.5	The Board asked for clarification on the property type the former employee would be offered. BW confirmed it would be a one-bedroom property.	
10.6	The Board approved the allocation of a property at 4B Shiskine Place to a former employee.	JR
10.7	The Board approved the revised Rent and Service Charge Policy.	
10.8	<i>Removed as confidential.</i>	

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10.9	JS provided an update on the new reactive repairs contract with Everwarm which would go live on 1 st October 2022. A workaround had to be put in place as Everwarm had been unable to provide an interface for the contract going live. A Board member queried whether the data would still be secure, and JS confirmed that processes had been put in place to ensure the data would be secure and that the full interface should be implemented by December.	
10.10	The Board passed on their thanks to the staff involved in implementing the contract within such tight timescales.	
11.	Governance Report	
11.1	RW introduced the report and summarised the approvals sought from Board.	
11.2	The Board approved the revised Board Code of Conduct.	
11.3	The Board approved the amended Staffing Panel Remit.	
11.4	The Board elected members to the following: <ul style="list-style-type: none"> • Staffing Panel – <i>(removed as confidential)</i>. • Audit and Risk Committee – <i>(removed as confidential)</i>. • Development Hub Board – <i>(removed as confidential)</i> 	
11.5	DW to confirm the date of the Development Hub Board meeting with members.	DW
11.6	The Board considered and approved <i>(removed as confidential)</i> as a shareholding member.	
11.7	The Board appointed <i>(removed as confidential)</i> to conduct Board recruitment interviews, one of which would take place in October for Thomas Jackson.	DW RW
11.8	The Board approved the Lease Agreement and Services Agreement between Maryhill Housing and Maryhill Living and noted the signatories as BW and RW.	
11.9	RW asked Board to consider appointment to the Maryhill Living Board now that <i>(removed as confidential)</i> had retired.	
12.	Any Other Business	
12.1	<i>Removed as confidential</i>	
12.2	The Board approved VM to be co-opted onto a Governing Body Member Place on the Glasgow and West of Scotland Board.	
13.	Meeting Review	
13.1	The Board thought that the meeting went well, and the agenda and papers were a good length.	

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13.2	The Board were keen to re-arrange the partnership workshop.	BW
13.3	The Board asked that the next away be booked in soon so that members had plenty of time to make arrangements.	BW