



MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE BOARD MEETING HELD ON MONDAY 28TH APRIL 2022 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	1-10
Paul Imrie (PI) – Vice Chair	✓				Jennifer Simon (JS) – Director of Operations	1-10
Roger Popplewell (RP)			✓		Rebecca Wilson (RW) – Director of Resources	1-10
Caitlyn Maccabe (CM)			✓		Debbie Watt (DW) – Performance & Governance Manager	1-10
Isabella McTaggart (IM)	✓					
Jenny Crowe (JC)		✓				
Tim Holmes (TH)		✓				
Valerie Wilson (VW)	✓					
John McCann (JMc)	✓					
Raphael Rickson (RR)	✓					
Viola McDade (VM)	✓					
Leave of Absence					Observer	Items

Item No.	Issue	Action By
1.	Welcome	
1.1	PI introduced the meeting.	
1.2	The Board agreed that PI would chair the meeting in LF's absence.	
1.3	Apologies were noted for LF, RP and CM. RR was welcomed back from his leave of absence.	
1.4	No declarations of interest were declared.	
1.5	PI notified Board that CM had given birth to a baby daughter, and everyone was delighted that both were doing well.	
2.	Approval of Previous Minutes – 28th March 2022	
2.1	The Board approved the minutes for 28 th March 2022.	

Item No.	Issue	Action By
3.	Action Tracker	
3.1	The Board approved the 12 items proposed for closure, as set out in the action tracker.	
4.	Chair's Update	
4.1	The Chair had met with BW to discuss the agenda for the meeting.	
4.2	The Chair had also attended the demonstration of the Choice Based Lettings System on 7 th April 2022 and found this to be informative and it highlighted the benefits this type of system could bring to the Association.	
4.3	The Chair took part in the North Maryhill TRA – Next Steps session on 21 st April.	
4.4	The Chair attended an SFHA event which was Leadership in a time of Uncertainty. Attendees were mostly senior staff, but the Chair found it interesting.	
5.	Feedback from Board Training / Conferences	
5.1	A Board member attended Effective Chairing Skills training on 13 th April 2022. This training was run by The Chartered Governance Institute and the Board member did not feel that they had learnt anything new. The training was attended by people from different sectors and did not reflect the work the Association carried out.	
6.	Reactive Repairs Contract	
	<i>Removed as commercially sensitive</i>	
7.	Mid-Market Rent Policy & Related Policy Changes	
7.1	JS presented the report to Board noting that the Maryhill Living Board has approved the Mid-Market Rent Policy and Officers were seeking final approval from the Maryhill Housing Board.	
7.2	A Board member highlighted that the deposit seemed small for the type of property and the issue around how often white goods would need to be replaced. JS provided an explanation as to why the deposit level had been chosen and advised Board that this would be kept under review.	
7.3	A Board member queried the earliest point a tenant can give notice for a mid-market lease. JS to investigate what this is and provide an update to Board.	JS
7.4	The Board approved the Mid-Market Policy and the proposed amendment relating to adapted homes.	
7.5	The Board recommended to Maryhill Living that the proposed amendment relating to adapted homes is approved at their meeting in June 2022.	
7.6	The Board approved the registration of Maryhill Living on the Scottish Letting Agent Register.	

Item No.	Issue	Action By
7.7	<p>The Board approved the amendments proposed to the following policies:</p> <ul style="list-style-type: none"> - Allocation Policy - Rent Arrears Policy - Anti-Social Behaviour Policy - Estate Management Policy - Rent and Service Charge Policy - Complaints Policy 	
8.	Board IT Requirements	
8.1	DW introduced the report to Board.	
8.2	The Board noted the content of the report and that training on the use of Decisions was provided prior to the Board meeting on 28 th April 2022.	
8.3	The Board approved the choices to be offered to all Board members to meet their individual IT requirements. DW to email Board members to find out what their choice is.	DW
8.4	The Board approved the recommendation to replace iPads with Android devices.	
9.	CEO Report	
	<i>Removed as confidential</i>	
10.	Governance Report	
10.1	RW introduced the report to Board.	
10.2	The Board approved Viola McDade as a shareholding member.	
10.3	The Board approved the change in meeting dates for June Board, August Board and June Audit & Risk Committee and Maryhill Living Board.	
10.4	The Board approved the revisions to the Standing Orders set out at Appendix 4 & 5.	
10.5	The Board noted the remaining items within the report.	
10.6	The Board approved a leave of absence for CM following the birth of her daughter.	
10.7	BW provided the Board on an update on the Regulator Engagement Plan that had been received. The Association's status remains as compliant. The Regulator had requested a copy of the business plan to be provided. BW to distribute the Regulator Engagement Plan to Board members.	BW
11	Meeting Review	
11.1	The Officers left the meeting.	
11.2	The following meeting review was provided by the Chair:	

Item No.	Issue	Action By
	<p>Remote offering:</p> <ul style="list-style-type: none"> • Board members who attended remotely said it was handy and good that they could attend this way as it would have been more difficult for them to attend otherwise. • It was a little noisy, but they could hear the staff and other board members well. • Much better than the last meeting at the Burgh Halls. <p>General board observations:</p> <ul style="list-style-type: none"> • Good quality, clear papers that were easy to follow and the staff team were on top of their brief. • Agenda was manageable as there can be a lot of papers for some meetings, and it is understandable this can be difficult. Board were happy that they were able to have a full discussion around item 6 in particular. • Good level of discussions where all board members, both old and new, were afforded time to ask questions and it was clarified that Board members should feel free to ask questions as staff always welcome this. <p>Decisions Training:</p> <ul style="list-style-type: none"> • Attendees felt this was of benefit and believe that understanding the Meeting Book feature would help. • Concern was noted that the android being used by JM was slow, however recognition that this might not be the newest device and the new android devices may be much faster. • Board requested that the slides be made available to board members. Also, that an agenda be made available to allow them to practice using Decisions. 	<p>DW</p>