



MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE BOARD MEETING HELD ON THURSDAY 23RD JUNE AT 6.30 PM REMOTELY VIA TEAMS

Board Members	In Person	Remote	Apols	Absent	Officers	Items
Lindsay Forrest (LF) - Chair		✓			Bryony Willett (BW) – CEO	1-15
Paul Imrie (PI) – Vice Chair			✓		Jennifer Simon (JS) – Director of Operations	1-15
Roger Popplewell (RP)		✓			Rebecca Wilson (RW) – Director of Resources	1-15
Caitlyn Maccabe (CM)			✓		Debbie Watt (DW) – Performance & Governance Manager	1-15
Isabella McTaggart (IM)		✓				
Jenny Crowe (JC)			✓			
Tim Holmes (TH)		✓				
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 Chair welcomed everyone to the meeting.	
1.2	Apologies were noted for PI, JC and VM. CM continues to be on a leave of absence.	
1.3	No declaration of interests was declared.	
2.	Approval of Previous Minutes – 26th Mary 2022	
2.1	<i>Removed as confidential</i>	
2.2	It was highlighted that VM had been missing from the attendance register of the minutes. DW confirmed that this had already been updated.	
2.3	The Board approved the minutes for 28 th April 2022 subject to the amendment detailed in 2.2.	

Item No.	Issue	Action By
3.	Action Tracker	
3.1	The Board approved the 8 items proposed for closure, as set out in the action tracker.	
4.	Chair's Update	
4.1	The Chair updated on activities since the last Board meeting including meeting with BW prior to the meeting to review the Board papers.	
4.2	<i>Removed as confidential.</i>	
5.	Feedback from Audit and Risk Committee	
5.1	The Chair of the Audit and Risk Committee provided feedback from the meeting held on 16 th June 2022.	
5.2	The Association's Treasury Advisors attended the meeting and went through the Treasury Management Strategy 2022/23 and the resulting action plan.	
5.3	<p>The Committee reviewed and approved the following internal audit reports and management comments:</p> <ul style="list-style-type: none"> • Recruitment and Selection. • Follow 2020/21. • Annual Report 2021/22 	
5.4	The financial accounts to end of March 202 were approved.	
5.5	The Committee noted the Treasury Management Quarterly Report.	
5.6	The new Risk Management Policy was noted and recommended to be brought to Board for approval.	
5.7	The Committee noted progress of the tracker items from the previous audit points.	
5.8	<p>The Committee approved the addition of the following third line of defence reviews to the schedule for 2022/23:</p> <ul style="list-style-type: none"> • Procurement (through Scotland excel) • Organisational Health and Safety 	
6.	Feedback from Training and Conferences	
6.1	No training has been attended since the previous meeting.	
7.	Allocations Policy	
	<i>Removed as confidential</i>	
8.	Treasury Strategy	
8.1	RW introduced the report and advised that this paper and strategy had been discussed in-depth at the Audit and Risk Committee meeting on 16 th June 2022.	

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8.2	RW asked that the recommendation be updated which gave the Chief Executive and Chair delegated authority to approve the specific interest rate terms and refixing of the 3.32m tranche but also to give consideration to whether repaying the £3.32m in full would be a better option. This was approved by Board.	RW
8.3	A Board member provided feedback that they found it difficult to understand the paper and that they would benefit from training in this area. RW confirmed that Business Planning training would be provided during Quarter 3 and Financial Planning training in Quarter 4.	
8.4	The Board approved the Treasury Strategy 2022.	
9.	Delivery Plan 2022/23	
9.1	DW introduced the report.	
9.2	The Board found the new format of the report clear and concise.	
9.3	The Board approved the Delivery Plan projects and the timescales for completing the projects.	
10.	Value for Money Annual Report	
10.1	RW introduced the report and provided a summary for the Board.	
10.2	The Board queried whether the introduction of a performance management framework for arrears had been successful and if this had a negative impact on turnover of staff. Officers confirmed that it had helped to improve how arrears are managed and that the Housing Team had the least amount of turnover.	
10.3	A Board member asked whether categories could be added for damp on MyHome. JS confirmed that an inspection would be required for this type of work and that is why you could not book this type of repair via MyHome.	
10.4	Board agreed that it was a sensible approach to combine Value for Money with the Delivery Plan.	
11.	Risk Management Quarterly Report and Risk Management Policy	
11.1	RW introduced the report and advised that this paper had been discussed in-depth at the Audit and Risk Committee meeting on 16 th June 2022.	RW
11.2	A Board member queried whether the risks had been placed correctly within section 3.8 of the cover report. RW confirmed that this had also been picked up during the Audit and risk Committee meeting. RW to review the table and re-issue.	
11.3	The Board approved the Risk Management Policy and accompanying procedures.	
11.4	The Board approved the strategic risk register inclusive of changes.	

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12.	Financial Management Quarterly Report	
12.1	KF introduced the report and confirmed that it had been presented and approved at the Audit and Risk Committee on 16 th June 2022.	
12.2	The Board approved the financial results for the year to 31 st March 2022.	
13.	Health and Safety Annual & Quarterly Report and Health and Safety Manual	
13.1	BW introduced and provided a summary of the report.	
13.2	The Board approved the revisions to the introductory sections of the Landlord Health and Safety Manual.	
13.3	BW and DW provided updates on organisational and landlord key performance indicators (KPIs) for May 2022.	
13.4	The Board approved submission of the reports to the Regulator subject to these updates.	DW
13.5	The Board agreed that the format of the new KPI reports was good and provided transparency.	
13.6	A Board member queried what third lines of defence were. BW confirmed that these were reviews carried out by external third parties.	
13.7	The Board felt that the annual Health & Safety report was difficult to read and repetitive. The Board agreed that BW would simplify the report and an update would be provided to Board by September.	BW
14.	CEO Report	
14.1	BW introduced the report and provided verbal updates on the following:	
14.2	<ul style="list-style-type: none"> • Glenavon Render – Testing was due to begin on 4th July however has been delayed due to an insurance issue. • <i>Removed as commercially sensitive</i> • Board approved donations of £500 to St. Gregory's Foodbank and Refugee Football Tournament. • Compulsory Purchase Order – this was approved by the Council on 16/06/22. A press release was issued to Scottish Housing News. Maryhill has been included in the Levelling Up fund application which includes the North Maryhill TRA. 	BW
14.3	The Board asked if the Association would consider voluntarily offering to purchase the properties that were part of the compulsory purchase order (CPO) site. BW confirmed that attempts to voluntarily purchase have to be part of the CPO process.	
14.4	<i>Removed as confidential.</i>	
14.5	The Board noted the remaining content of the report.	

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15.	Governance Report	
15.1	<i>Removed as confidential</i>	
15.2	<i>Removed as confidential</i>	
15.3	<i>Removed as confidential</i>	
15.4	BW also advised the Board that the Association had been allocated a new Regulation Manager by the Scottish Housing Regulator which would result in an update to the Engagement Plan.	
15.5	BW advised the Board that a letter had been received regarding EESH2 which would be reviewed, and an update provided to Board in August.	BW
15.6	RW provided an update on section 2.3 of the report. RW confirmed that the Association is now in breach of its rules due to the resignation of a tenant Board Member and would be required to recruit a new tenant Board member within 6 months. RW welcomed any feedback from Board Members on ideas to encourage tenants to join the Board.	
15.7	JS provided an update on Annual Return on the Charter corrections that had been submitted to the Regulator.	
15.8	The Board noted the remaining contents of the report.	
16.	Meeting Review	
16.1	Board have seen an improvement in using Decisions with Board papers opening more easily.	
16.2	Board highlighted papers could be long and perhaps background reading could be saved to a resource library.	BW/DW
16.3	Board asked for papers to be more clearly labelled to highlight if they are required or additional reading.	DW
16.4	Board highlighted there had been a lack of discussion of the Audit and Risk approved papers.	DW