



MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE BOARD MEETING HELD ON MONDAY 28TH MARCH 2022 AT 6.30 PM AT MARYHILL BURGH HALLS

Board Members	Attended	Apologies	Absent	Officers	Items
Lindsay Forrest (LF) - Chair	✓			Bryony Willett (BW) – CEO	1-13
Paul Imrie (PI) – Vice Chair	✓			Jennifer Simon (JS) – Director of Operations	1-13
Roger Popplewell (RP)	✓			Rebecca Wilson (RW) – Director of Resources	1-13
Caitlyn Maccabe (CM)	✓			Karen Fee (KF) – Head of Finance	1-13
Isabella McTaggart (IM)	✓			Debbie Watt (DW) – Performance & Governance Manager	1-13
Jenny Crowe (JC)	✓				
Tim Holmes (TH)	✓				
Valerie Wilson (VW)	✓				
John McCann (JMc)	✓				
Leave of Absence	Raphael Rickson (RR)			Observer	Items
				Viola McDade (VM)	1-12

Item No.	Issue	Action By
1.	Welcome	
1.1	The Chair welcomed VM to the meeting as an observer.	
1.2	No apologies were noted. RR remains on leave of absence but should return for next meeting.	
1.3	There were no declarations of interest declared.	
2.	Approval of Previous Minutes – 24th February 2022	
2.1	The following points of accuracy were raised: <ul style="list-style-type: none"> RP should be noted as having submitted his apologies. IM should be noted as having attended. 7.1 – spelling to be corrected to “commuting”. 7.6 – the word “will” should be removed from “Maryhill Housing is committed to remote working practices which will ensure...” 	
2.2	The Board approved the minutes for 24 th February 2022 with amendments detailed in 2.1.	DW

Item No.	Issue	Action By
3.	Action Tracker	
3.1	The Board approved the nine items proposed for closure, as set out in the action tracker.	
4.	Chair's Update	
4.1	The Chair thanked PI for covering during their leave of absence and also thanked Board members for their input into the review of the Corporate Plan.	
4.2	The Chair had met with BW and PI to discuss the agenda prior to the meeting.	
4.3	The Chair informed the Board that Colin O'Hara (CO), Board member, had resigned. CO had provided useful feedback, which highlighted that it would be beneficial to review the Board member induction process to include the practicalities of being a Board member. This was discussed further at agenda item 6.	
5.	Feedback from Board Training / Conferences	
5.1	Five Board members attended the Business Plan Scenario Testing session on 22 nd March 2022.	
5.2	Board members fed back that it had been good to see how these were carried out and how testing helped to inform decisions made by Officers and the Board.	
5.3	Board members also stated that it had been helpful receiving the slides for the session.	
6.	Board Review 2021 and Governance Effectiveness Plan 2022/23	
6.1	DW presented the report and highlighted that the Board Review would usually be discussed in the autumn, however, it had been delayed this year as two of the Board appraisals did not take place until December and the autumn away day was held remotely.	
6.2	DW highlighted again that improvements identified from CO's feedback would be incorporated into the Governance Effectiveness Plan, which Board would see the next time it is due to be reviewed.	DW
6.3	The Board noted the Board Appraisal Report attached as Appendix 1 and agreed that it reflected the feedback they provided.	
6.4	Board asked that consideration be given to including different parts of the Chair's induction into the new Board member induction as this had been very beneficial.	DW
6.5	Board identified that some of the training planned for 2022/23 was the same as previous years and that it would be good to review how these were delivered prior to booking again. DW to get feedback from Board.	DW
6.6	The Board approved the Governance Effectiveness Plan for 2022/23 incorporating the changes detailed in 6.2 and also noted that it would be included as an appendix to the Corporate Plan.	

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7.	Corporate Business Plan, 2022/23 Budget and Long-Term Financial Plans	
	<i>Removed as confidential</i>	
8.	Property Purchase & Sales Policy	
8.1	RW introduced the report.	
8.2	The Board approved the policy name change from Acquisitions & Stock Rationalisation Policy to Property Purchase and Sales Policy.	
8.3	The sale of properties was discussed and live examples of when it may be beneficial to sell a property were provided to the Board. As all sales need to be agreed with Board and a business case put forward, this provided additional assurance to the Board.	
8.4	Board Members considered the equality impact assessment for the policy.	
8.5	The Board approved the new Property Purchase and Sales policy and accompanying Equality Impact Assessment.	
9.	Write Offs and Write Backs	
9.1	JR introduced the report.	
9.2	The Board highlighted concern around some of the high figures for individual cases to be written off. JR confirmed that all cases have been reviewed fully to see if there was anything we could do better, and the outcomes have fed into the review of how the Association manages former tenant arrears.	
9.3	The Board queried one case with a high figure to be written off and it was identified the former tenant had moved to care and then passed away. There was no estate to pursue the outstanding debt. The Board asked if the Association always tried to recoup debt from the estate of tenants and JS confirmed that this process was being tightened up.	
9.4	Board asked for confirmation as to whether Factor debt was a joint liability with other owners. Officers did not think this was the case but would check and report back to board.	JS
9.5	The Board noted the audit process that had been established to ensure that all recovery options have been exhausted before presenting balances for write off.	
9.6	The Board noted that there is no request for write off for sequestrated debt. The Board approved to write off £48,128.14 in respect of former tenant arrear debts for the period 1 st October 2021 to 31 st March 2022.	
9.7	The Board approved to write off £2440.14 in respect of rechargeable repairs.	
9.8	The Board approved to write off £37.30 of factoring debt which is no longer recoverable.	

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9.9	The Board approved the write back of £4165.46 of arrears previously written off by the Association.	
10.	Subscriptions and Affiliations	
10.1 10.2 10.3 10.4 10.5	<p>10.1 BW introduced the report.</p> <p>10.2 Board queried the issue around the Association being unable to access accurate cost benchmarking from Scottish Housing Network (SHN), this is because of data inputting inconsistencies between different Associations. KF confirmed that this issue is being rectified by SHN, and we will receive benchmarking figures this year which would feed into the Value for Money Strategy.</p> <p>10.3 Board asked that SHARE membership costs be reviewed annually to check if they offered value for money.</p> <p>10.4 The Board noted the proposal that EVH Membership is reviewed in May 2022 after the result from the 2022 pay award negotiations are known.</p> <p>10.5 The Board approved all future affiliations detailed in the report.</p>	BW
11.	New Approach to Health and Safety Oversight and Monitoring	
11.1 11.2 11.3	<p>11.1 BW introduced the report and provided the Board with context on why the Association proposed to change our approach to health and safety.</p> <p>11.2 Board noted that since the paper was issued, the following feedback had been received from the Association's health and safety consultants, Housing Health & Safety Compliance (HH&SC):</p> <ul style="list-style-type: none"> • For Appendix A, Key Performance Indicators (KPIs): <ul style="list-style-type: none"> ○ It is not a legal requirement to inspect trees, however it is recommended to develop a regular re-inspection programme. ○ Roof anchors should be inspected on an annual basis. ○ The KPIs for EICRs should include the number of outstanding actions for each category. • For Appendix B, Annual Health & Safety Report: <ul style="list-style-type: none"> ○ The section relating to contracts will be removed as this relates more to procurement rather than health and safety management. ○ That consideration will be given by officers to some additional amendments proposed and any amendments reported to the Board in June when the first annual health and safety report will be provided. <p>11.3 A discussion took place around the practicalities of monitoring the KPIs and the additional time this would take staff. Also, whether there would be costs associated with carrying out the various inspections. BW confirmed not all KPIs would be introduced from quarter 1 and that resource time would be monitored. Current staff would be trained to carry out fire inspections in closes, stone works and tree inspections which would ensure costs are kept to a minimum.</p>	BW

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11.4	The Board approved the proposed new approach to health and safety governance and reporting as set out in the report noting that there will be changes made to Appendix B, Annual Health and Safety Report.	
12	CEO Report	
	<i>Removed as confidential</i>	
13	Governance Report	
13.1	Officers returned to the meeting.	
13.2	VM and BW left the meeting.	
13.3	RW introduced the paper.	
13.4	The Board approved that Viola McDade be co-opted onto the Board.	
13.5	RW sought volunteers to join the Staffing Panel to allow more flexibility. JM volunteered which Board agreed.	
13.6	RW highlighted that there would be a rule breach due to CO resigning, however, if VM confirmed she would like to join the Board, this would resolve this issue.	
13.7	The Board were asked what refreshments they would like for future Board meetings now these were being held face to face. Board confirmed that a selection of sandwiches, fruit, tea and coffee would be acceptable.	
13.8	VM and BW returned to the meeting.	
13.9	The Chair thanked VM for attending the meeting and informed her that the Board had approved her to be co-opted as a Board member. DW would contact VM following the meeting.	DW
14	Meeting Review	
14.1	The Chair requested that the meeting review would be carried out via email as the meeting had over run.	