



MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE BOARD MEETING
HELD ON THURSDAY 28th MARCH 2019 AT 6.00 PM
AT 45 GARRIOCH ROAD, G20 8RG

Item No.	Issue
1	Welcome, safe home, apologies and declaration of interests
	There were no declarations of interest. Apologies were noted.
2	Approval of Previous Minutes – 28th February 2019
	<p>It was noted that in January’s minutes, an additional item for approval had not been added to the minutes at section 10. Board were asked to approve this addition along with the February minutes.</p> <p>The February minutes and the addition to section 10 of the January minutes were approved by Board.</p>
3	Action Tracker
	Updates were provided on closed and outstanding actions from previous meetings.
4	Feedback from Committees
	<p>Board Members received an update on the Audit & Risk Committee meeting that took place on the 25th March 2019. This meeting had been called especially to review the association’s loan documentation, which was now recommended to Board for approval.</p> <p>The Chair of Audit & Risk advised that significant due diligence was evident, and that management had successfully taken Board on the journey through applying for and setting up the loan arrangement. Good assurance had been provided from external legal and treasury advisors, and additional comfort was available to Board through Savill’s valuation letter. The stress testing circulated at this Board meeting also reflected best practice in ensuring the funding was appropriate.</p> <p>The Chair of Audit & Risk reminded Board that the new Corporate Plan was based on this loan arrangement going through. He therefore recommended the loan documentation to Board for approval.</p>
5	Feedback from conferences
	Board Members fed back on the annual SHARE conference, which had included useful workshops on a range of subjects including Universal Credit. Materials from the conference had been passed to staff for reference.

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6	Treasury Management – New Funding
	<p>The Director of Resources presented the proposed new funding arrangement that was discussed at Audit and Risk Committee on 25th March and was now recommended to Board for approval.</p> <p>Board Members were advised that all outstanding changes proposed by the Association had now been incorporated into this paperwork and it was ready for signing at the meeting.</p> <p>A representative from the Association’s solicitors attended the meeting. He noted the assurance that the role of his firm brought to the Board. He explained that they had assisted in ensuring the loan agreement is fit for purpose and reflects the heads of terms that had previously been negotiated. He also advised that Maryhill’s agreement was consistent with other loan agreements they had seen at other housing associations.</p> <p>The Board approved that the Association enter into the proposed new loan funding agreement.</p>
7	Governance Effectiveness Plan 2019-20
	<p>The new Governance Effectiveness Plan was presented to Board. The Plan now incorporated all of the items discussed and at the January Board meeting. These came from the annual Board appraisals and from previous workshops on Governance Effectiveness against the Regulatory Standards. The Board Learning & Development Plan for 2019/20 was also presented.</p> <p>Board then:</p> <ul style="list-style-type: none"> • Approved the proposed Governance Effectiveness Plan 2019/20. • Approved the proposed Board Learning & Development Plan 2019/20.
8	Board and Committee Schedule 2019-2020
	<p>The Board and Committee Schedule for the new financial year was presented to Board, which sets out all meeting dates and proposed agenda items. Board approved the proposed Board and Committee Schedule and outline agendas for 2019/20.</p>
9	Write offs and write backs
	<p>This report set out various write offs being proposed, the majority of which were former tenant debts. Board were advised that the Association had done everything possible to collect this debt, including use of debt collection agencies, but that this activity had now been exhausted. It was noted that the amount proposed also included write backs for former tenant credit.</p> <p>The Board approved the amounts for write off and the tenant credits to be written back.</p>
10	Electric heating pilot update
	<p>This report presented a revised plan for the 2019/20 electric heating pilot. It was recommended that the pilot include the following:</p> <ul style="list-style-type: none"> • Neighbourhood rest area – air source heat pump. • 3 properties in Glenavon – air source heat pumps plus heat sensors.

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	<ul style="list-style-type: none"> • 3 properties in Glenavon – high heat retention storage heaters plus heat sensors. • 4 properties in Glenavon – heat sensors only. • Cumlodden mini multi block – air source heat pumps. <p>The Board discussed this item and whether we should be piloting a whole block in the mini multis. Concerns were noted around the scale of the pilot but highlighted the learning from another housing association’s similar project. It was explained that a small pilot was still required for Glenavon, as extensive data on the costs and benefits of air source heat pumps was not available for this property type.</p> <p>Board Members asked if the data from the other housing association was sufficient to enable us to make these decisions about our own pilot. It was agreed that further data would be sought from other housing associations who had tested air source heat pumps, and that this would be shared with Board at a future meeting. However it was agreed that work on the pilots continue in the meantime so as to avoid delay.</p> <p>Board noted that tenants affected needed to be informed and engaged with soon and throughout the process.</p> <p>Board then approved the revised heating electric pilot for 2019/20.</p>
11	Development - conversions
	<p>This report updated Board on four potential conversion projects, seeking Board approval to proceed to apply for planning permission at two of them - Shiskine and Oran. Board were advised that Glasgow City Council were happy to combine these two conversions into one project, which meant the Association could bring the costs in under HAG benchmark on average, making the schemes financially viable.</p> <p>Board approved that these two conversions proceed to planning application.</p>
12	Corporate Business Plan 2019/20
	<p>The Chief Executive briefed the Board on the 2019/20 Corporate Business Plan and the range of appendices provided. The majority of these papers had been presented to or discussed by Board in previous meetings, including the away day in December. Board agreed that because of their involvement throughout the corporate planning process, these documents felt familiar to them and they were generally happy with their content.</p> <p>One of the appendices was the Annual Budget for 2019/20, which had been considered in draft at the February Board. Board noted the budget showed a surplus for year of £718k.</p> <p>A presentation was then given on the 30 year financial plan, which incorporated the outcome of discussions at the Board Business Planning Workshop held on 19th March. This presentation specifically highlighted the proposal that Investment works to kitchens, bathrooms and external doors and windows would be deferred until after year five of the business plan to allow sufficient resources to be allocated to replacing electric storage heaters over the first five year period.</p> <p>Board were also provided with paper copies of financial scenario testing, which showed different scenarios and whether the financial business plan remained viable should they occur. It was highlighted that the areas of highest impact occurred in scenarios of above inflation increases in repairs and maintenance costs and also increases in interest rates.</p>

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	<p>Board noted that the longer term financial plan would be revisited each year as part of the business planning process.</p> <p>It was noted that the Delivery Plan did not include reference to pipeline projects under the development section. It was agreed that an item would be added to cover these projects, and that this would be brought back to the first Assurance Board meeting in June, when progress with the Delivery Plan would be reviewed.</p> <p>The Board then approved the Corporate Business Plan, Annual Budget and Delivery Plan for 2019/20. The appendices were also approved, including the Association's Policy Schedule, Internal Audit Plan, and Key Performance Indicators and Targets.</p>
13	CEO Report
	<p>The Chief Executive presented this paper. It was noted that one notifiable event had recently been submitted to inform the Scottish Housing Regulator of our new internal auditors. This had already been closed by the Regulator with no further action required.</p> <p>The paper proposed that the Association sell a shop unit on Maryhill Road. This was approved by Board.</p> <p>The paper also recommended that the Association participate in the Glasgow City Council Homeless Partnership Project during 2019/20. This was approved by Board.</p>
14	CEO Remuneration (<i>confidential</i>)
	<p><i>This was a confidential agenda item.</i></p>