



MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE BOARD MEETING **HELD ON THURSDAY 25TH APRIL 2019 AT 6.00 PM** **AT 45 GARRIOCH ROAD, G20 8RG**

| Item No. | Issue |
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| 1 | Welcome, safe home, apologies and declaration of interests |
| | Apologies were noted. It was also noted that one Board Member had a declared interest in the Affiliations item, as she is a Board Member of SHARE. |
| 2 | New Regulatory Framework – L&D session |
| | <p>Board and Senior Management Team were provided with a presentation on the New Regulatory Framework. This built on earlier presentations from the autumn away day and explained the changes that have been made from the 1st April 2019 and the reasons for those changes.</p> <p>The presentation also set out how the Association has responded to the changes. This includes the introduction of quarterly Assurance Board meetings and Quarterly Managers Meetings, as well as a Board Away Day in May focused on what the changes mean to the role of the Board.</p> <p>It was noted that this was an initial briefing session as part of the Board Learning & Development Plan, but that further discussion would take place at the Board Away Day in May and the Assurance Board meeting in June.</p> |
| 3 | Approval of Previous Minutes – 28th March 2019 |
| | Board reviewed the minutes from the meeting in March 2019. It was agreed that section 9.2 should be amended to reflect the fact that these comments had been submitted via email in advance. With this change, the minutes were approved by Board. |
| 4 | Action Tracker |
| | Board reviewed the updates provided on the Action Tracker. The Action Tracker was then approved by Board. |
| 5 | Feedback from Committees |
| | There had been no Committee meetings since the previous Board meeting. |
| 6 | Feedback from conferences / training |
| | There had been no conferences or training attended by Board Members since the previous meeting. |

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| 7 | <p data-bbox="264 188 919 219">Leasing Properties Policy and Notifiable Event</p> <p data-bbox="264 255 1382 387">This report provided an updated Leasing Properties Policy to Board. It also explained how historically the Association had not followed the Scottish Housing Regulator’s Statutory Guidance on Disposals, setting out proposed steps to prevent similar issues occurring in the future. These actions were:</p> <ul data-bbox="272 409 1422 947" style="list-style-type: none"> - Notifiable events added to the Delegations Schedules to ensure officers and Board are clear on the requirement to check the notifiable events guidance when decisions are made. - All key governance documentation/registers now held electronically. This is already complete with an electronic disposals register now in place and an electronic fraud register introduced in 2018/19. - Development of a new Disposals Policy scheduled for Board approval in September 2019. This has been added to the Policy Schedule and Board planner for 2019/20. - Adding Regulatory/lender notifications into the standard Board report format to ensure senior staff check the guidance as part of formulating any proposal to Board. This would be introduced from May 2019. - Introducing a new monthly check on Regulatory updates by governance staff and a briefing to Senior Management Team on any new guidance. This will be a standing agenda item at monthly Senior Management Team meetings from May 2019. <p data-bbox="264 999 1422 1095">It was noted that a notifiable event had been submitted to the Regulator to advise them of the historical breaches. This had already been closed by the Regulator with no further action required.</p> <p data-bbox="264 1133 1382 1330">Board asked for clarification on the statement in the report that Board had a lack of awareness on disposals. It was explained that the issue had been with what was presented to Board. Because senior officers did not have detailed knowledge of the Statutory Guidance they had not identified a lease as a disposal. Board had therefore not been made aware of the Guidance or how it related to the Association’s leasing practices.</p> <p data-bbox="264 1368 1414 1635">Board were advised that it is now a requirement to notify the Scottish Housing Regulator of any new lease of social housing. The Association has a relatively high number of leases and a programme of ‘flipping’ them into secure tenancies and leasing a replacement property to the provider. This means we would need to frequently notify the Regulator, slowing down our allocations process. The Association therefore asked the Regulator if we could notify them in bulk, and this has been approved. The Leasing Properties Policy has therefore been updated to enable this approach and the Board noted that the Scottish Housing Regulator would be notified about the new policy.</p> <p data-bbox="264 1673 1430 1805">Other changes were proposed to the Leasing Properties Policy to increase the number of properties leased to the Syrian Refugee project through Glasgow City Council which had been very successful and over time to reduce the concentration of and overall number of temporary furnished flats leased to Glasgow City Council.</p> <p data-bbox="264 1843 1398 1906">Board approved the new Leasing Properties Policy and the amended Standing Orders and Delegations Schedule.</p> |
| 8 | <p data-bbox="264 1944 775 1975">New Model Scottish Secure Tenancy</p> <p data-bbox="264 2013 1382 2076">This report provided information to the Board on the changes introduced in the new model Scottish Secure Tenancy Agreement and the new model Scottish Short Secure</p> |

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| | <p>Tenancy (SSST) Agreement. The Scottish Government have stated that the new model tenancies must be used with effect from 1st May 2019.</p> <p>It was noted that it was important to have an Anti-Social Behaviour Policy that is robust enough to enable the use of SSSTs. Officers advised that the Association's Policy was revised last year in preparation for the changes, and that development of an Anti-Social Behaviour Strategy is part of the Delivery Plan for 2019/20.</p> <p>Board Members asked whether there are any issues with tenants not telling us when other people have moved into their property. Officers advised that the tenant visits now being carried out will help, as Housing Officers can proactively review each tenancy every two years.</p> <p>Board Members asked if a tenant passed away and someone in their household had not lived with them for the minimum of 1 year required to succeed the tenancy. Officers advised that each case would be considered on its merits and the aim would be to be understanding and reach the best possible outcome for the household and the Association.</p> <p>The Board then:</p> <ul style="list-style-type: none"> • Approved the use of the new Model Scottish Secure Tenancy Agreement from 1st May 2019. • Approved the use, where appropriate, of the new model Short Scottish Secure Tenancy Agreement from 1st May 2019. |
| 9 | Affiliations |
| | <p>This report provided Board with an update on organisations the Association is currently affiliated with. The Board were asked to consider whether the Association should continue with these affiliations in the future in terms of value for money for the Association. One new affiliation was also proposed, for the Council of Letting Agents (CLA). It was explained that this would be useful with the Association developing new mid-market rent properties, as the CLA offers best practice information relating to private sector tenancy documents.</p> <p>There was a detailed discussion on the Association's affiliation with SHARE. It was noted that in June 2018 the Board had agreed to leave SHARE, as the membership fee was higher than the discounts received from training and conferences. A further analysis of costs for 2018/19 had recently been carried out and this confirmed that a saving could be made by leaving SHARE, without losing out on any courses or events.</p> <p>The Chair asked Board Members to vote on the affiliation with SHARE. The vote was 3 to remain a member and 7 to leave. The Board therefore approved the future affiliations as outlined in the report, including leaving SHARE.</p> |
| 10 | The Changing Face of Allocations |
| | <p>This item provided Board with a detailed presentation on allocation policies, application pointing and choice based lettings. Officers explained that the implementation of the Housing (Scotland) Act 2014 meant that the Association's current applicants would need to be re-pointed. This exercise was already underway and would be complete by the end of June.</p> <p>Board Members asked if applicants might drop down the waiting list because of this re-pointing. Officers confirmed that applicants may move up or down depending on their needs and how these are prioritised by the new Act. Housing will work with applicants to</p> |

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| | <p>explain the impact on their individual circumstances. Officers advised that the new Allocations Policy, revised in 2018 in preparation for the Act going live, had been approved at Policy & Performance Committee. This meant that not all Board Members had seen it. It was agreed that the Policy would be added to Board Packs after the meeting.</p> <p>A representative from the Glasgow and West of Scotland Forum attended this section of the meeting. He presented a range of slides on common housing registers and choice based lettings. This included an overview of the pros and cons of such systems, and information on the current position in Glasgow regarding potential moves to a common housing register.</p> <p>Board Members asked for clarification on how time on the waiting list was taken into account when using choice based lettings. Officers explained that applicants would be placed within bands – Silver, Gold etc. – but that within a band there would be priority given to the applicant who had waited longest.</p> <p>Board Members asked how suitable choice based lettings are for homeless people, as bids often have to be made online and those who are homeless may have restricted access to the internet. Officers confirmed that this could be an issue but that additional support was provided for those who needed it to ensure social housing remains accessible to those who need it most.</p> <p>The Chair advised that the possibility of joining Glasgow City Council’s common housing register was something to keep under review over the next year. This common housing register had been discussed years ago but no final decision had been made. It was suggested that this would benefit from a more detailed discussion. Board agreed that this could be incorporated into a Board Away Day later in the year.</p> <p>Board then noted the presentation and welcomed the opportunity for further discussion on the issues it raised for the Association.</p> |
| 11 | CEO Report |
| | <p>This report provided an update on notifiable events, the Property Team restructure, and other key activities. This was noted by the Board.</p> |