MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE BOARD MEETING
HELD ON THURSDAY 23rd MAY 2019 AT 6.00 PM
AT 45 GARRIOCH ROAD, G20 8RG

Item No.	Issue
1.	**Welcome, safe home, apologies and declaration of interests**
	Apologies were noted. There were no declarations of interest.
2.	**Board Code of Conduct Investigations (confidential)**
	This was a confidential agenda item.
3.	**Freedom of Information Briefing**
	Board were provided with a presentation on Freedom of Information, which explained that from November 2019 tenants and other individuals will be able to request information from Registered Social Landlords (RSL's) that is not currently publicly available. Board Members asked whether the Association would charge a fee for FOI requests. Officers advised that it is possible to do so if a request takes up a significant amount of staff time.
4.	**Approval of Previous Minutes – 25th April 2019**
	The Board **approved** the minutes of the meeting held on 25th April 2019.
5.	**Action Tracker**
	Board reviewed the updates provided on the Action Tracker. The Action Tracker was then **approved** by Board.
6.	**Feedback from Committees**
	There had been no Committee meetings since the previous Board meeting.
7.	**Feedback from Conferences/Training**
	Board Members fed back on the SHARE conference, which had provided them with a lot of useful information on Freedom of Information, Universal Credit, Scottish Social Security system changes, and the new regulatory framework. The Chair commented that he thought the Association was doing well to match best practice in the sector in relation to each of these areas.

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8.	**Annual Return on the Charter (ARC)**
	This report presented the Association's Annual Return on the Scottish Social Housing Charter (ARC) for approval by the Board. It was noted that an ARC working group of Board Members and Senior Managers had already met to discuss the draft return in detail. Some updates had been made to the draft return following the session. The Chair thanked members of the group for their contribution. Members commented that the working group session had been very helpful and that it had given them the opportunity to spend a lot more time examining the return and understanding the figures. Board Members questioned whether the narrative on the pages about performance against the Energy Efficiency Standard for Social Housing was sufficient. Officers agreed to add in additional narrative before submitting. Board **approved** the ARC to be submitted to the Scottish Housing Regulator.
9.	**Procurement Strategy and Policy**
	The Director of Resources presented the annual Procurement Strategy and Policy for Board approval. Board were advised that the Community Benefits requirements had undergone a significant re-write in the new version. Board Members asked whether tenant and resident groups would be involved in any future community benefit consultations. Officers confirmed that they would be involved. Board Members asked about how the Procurement Policy protects against fraud / bribery. Officers advised that the policy cross references to the Association's Fraud Policy, which is already in place. The Procurement Strategy and Procurement & Community Benefits Policy were then **approved** by Board.
10.	**Approach to Rent for Heating and Internet**
	The Chief Executive presented this report, which set out cost options for provision of improved heating and internet connections. Two options were given, to apply a rent increase to all customers regardless of whether they choose to take up the services, or to apply it only to those who opt in. Board Members expressed concern that customers may refuse to take up the offer as they would not be able to afford it. Officers explained that the proposals should save customers money in the long-term. It was also confirmed that all affected customers would be consulted with. The recommended approach to rent increases for customers offered internet connectivity and air source heat pumps was then **approved** by Board, with consultation to be started immediately.
11.	**Equality and Diversity Strategy**
	This report presented the new Equality and Diversity Strategy and an update on the previous action plan. It was noted that the majority of actions had been successfully delivered. Anything not complete was now part of the new Strategy and its action plan.

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	Board Members asked whether the Association had a strategy for dealing with the ageing population, particularly in relation to keeping those aged over 65 in their own homes for as long as possible. Officers advised that there was no specific strategy at presented, but that this could be further discussed at the next Board Away Day. Officers also advised that the Association offers adaptations to tenants with specific mobility or other needs, and that future development plans include the building of new elderly amenity housing. The Equality and Diversity Strategy and action plan were then **approved** by Board.
12.	**Regularisation of Finance Temporary Posts**
	This paper asked for Board approval to regularise the Finance Team structure and make two temporary posts permanent, confirming that the trade union Unite supported this proposal. This was **approved** by Board.
13.	**Hub Governance**
	The Director of Resources proposed a change to the Development Hub governance structure, to reduce the number of Hub Board meetings from quarterly to just one per year. The Board **approved** this change.
14.	**Gifts and Hospitality Annual Report**
	This report presented an annual update on the Gifts and Hospitality Register. It was noted that all items on the register had been refused or accepted in accordance with the existing policy. The Board **approved** the Gifts & Hospitality Register for 2018/19.
15.	**CEO Report**
	This report provided an update on notifiable events and other key activities. There was a discussion regarding the Board appraisal process, which was due to commence in August. It was agreed that a new section would be added to the existing form to enable Board Members to give anonymous feedback on each other. The Board **noted** the content of the CEO Report, **approved** a write-off of £5,450 commercial income debt, and **approved** authorised signatories for banking and other activities.
16.	**Annual Membership Report**
	This report provided the Board with its annual update on membership of the Association. It was noted that there were currently 121 members. Board Members agreed that it would be beneficial to try to boost these numbers over the next year. Officers advised this would be done through promotion with new customers and on the website / social media. A members event would also be organised in the summer months.
17.	**CEO appraisal and objectives/CEO remuneration (confidential)**
	This was a confidential agenda item.