



Minute of the Board of Management Meeting of Muirhouse Housing Association on Thursday 17 October 2019 held at the North Edinburgh Arts Centre.

Present Bob McDougall (Chair) Iain Strachan (Vice Chair)
 Ann McDonald Eric Hollanders
 Pascale Adriaens Roy Douglas
 Steven Prevost

In Attendance Stevie McAvoy (Chief Executive)
 Barry Allan (Finance and Corporate Services Manager)
 Ainan Groat (Housing Services Team Leader)
 Paula Mcvay (Asset Management Officer)
 Lisa Murray (Finance and Corporate Services Assistant)
 Grit Nielsen (Corporate Services Team Leader)

The meeting Started at 19.05

Ref.	Item	Action
	GOVERNANCE	
1.	<p>ELECTION OF OFFICE BEARERS</p> <p>Stevie welcomed everybody to the meeting and explained that since this meeting was the first since the postponed AGM we would elect the Office Bearers of MHA. Stevie advised that though Helen had sent her apologies for the meeting she would like to also send her nominations for Bob as Chair.</p> <p>Bob accepted the nomination. As there were no other candidates Bob was elected unanimously. Bob assumed the chair.</p> <p>As Laura had tendered her resignation from the Board, Bob nominated Iain for the role of Vice Chair. Iain accepted the nomination. As there were no other candidates Iain was elected unanimously.</p> <p>Stevie confirmed his willingness to continue as Company Secretary and was elected as such.</p> <p>Stevie encouraged Board Members to consider joining one of the subcommittees as we have vacancies.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>
2.	<p>DECLARATIONS OF INTERESTS</p> <p>Roy and Bob for MH4.</p>	
3.	<p>APOLOGIES</p> <p>Apologies from Karen, Helen, Julie and Martin.</p>	



Ref.	Item	Action
	REPORTS AND MINUTES (FOR APPROVAL)	
4.	MINUTE OF PREVIOUS MEETING ON 23 SEPTEMBER 2019 A Board Member suggested the minute should be amended to reflect that conversation was had around item 20 as this was important in terms of the Assurance Statement. Lisa to amend. The Board approved the minute as a true record subject to the amendment above. Proposed by Steven, seconded by Iain.	LM Approved
5.	SCHEDULE OF MATTERS ARISING Stevie updated the Board on the Matters Arising Schedule.	
6.	TENDER AWARD: BATHROOM CONTRACT Paula spoke to the Board asking them to approve the appointment of L and D Plumbing to carry out bathroom upgrades in 84 properties. Paula noted that since last Board meeting in September staff had taken up references and met with the contractor which had been very positive as they had gotten to see the products that will be put into our properties. A Board Member asked about community benefits and Paula advised that these have yet to be identified. The Board approved the appointment of L and D Plumbing.	 Approved
7.	INTERNAL AUDIT ON GOVERNANCE SELF-ASSESSMENT Stevie spoke to the report advising the Board that the auditor had been invited to attend the meeting to present the findings but had been in a minor accident on the way and was unable to attend. Stevie spoke further about audit, advising the Board that the primary recommendation in the report is about utilising the SFHA toolkit on governance self-assessment. This was published in July when we were half-way through the process so at that point we continued to use the toolkit from the Scottish Housing Network as had been agreed at the MHA Strategy Day, especially as the differences between the two toolkits are not viewed as monumental. We will incorporate the SFHA toolkit into our next governance self-assessment. Stevie noted that since we are still working on the management responses we plan to come back to Board with the final version of the report once it has been agreed with our auditors, BDO.	



Ref.	Item	Action
	check of the housing management server. This should be added to the Improvement Plan.	BA
	A Board Member noted that an action should be added to the Improvement Plan to address the Expense Policy.	BA
	<p>The Board discussed the scoring and agreed that this was satisfactory, however a decision would need to be made as to whether any of the areas where improvements had been identified should be classified as ‘material non-compliance’.</p> <p>A Board Member noted that non-materiality as such was not defined by the Scottish Housing Regulator for the governance self-assessments, but that in general it is about issues that will ‘seriously affect tenants’. None of the improvements identified through our governance self-assessment would fall in that category.</p>	
	<p>A Board Member noted that we have to consider proportionality and that we should take comfort from the diligence we have shown in the process and the fact that we have had the process audited by an external agency. The Board discussed the importance of monitoring the progress with the improvement plan to ensure all actions are completed on time to give the Board comfort before signing of the Annual Assurance Statement next year. It was suggested that the Improvement Plan could be monitored by the subgroups of Board Members or by the Board through the Quarterly Governance Report.</p>	
	<p>The Board approved the scoring of the governance self-assessment and the Improvement Plan for each standard, subject to the amendments listed above.</p>	Approved
9.	<p>ANNUAL ASSURANCE STATEMENT</p> <p>The Board reviewed the two draft assurance statements. Based on the conversation earlier in the meeting they agreed they that they would not need the draft statement for non-compliance and will instead submit a statement stating we are compliant.</p> <p>A Board Member suggested two amendments should be made to the draft Assurance Statement for compliance. One sentence should be added to evidence that we have had external validation of our governance self-assessment process by our internal auditors and also wording should be added to a current sentence to give comfort that the Board has agreed that none of the areas identified for improvement are material. Grit to amend.</p>	GN
		Approved



Ref.	Item	Action
	The Board approved the Annual Assurance Statement subject to the amendments above to be signed by the Chair and submitted to the Scottish Housing Regulator.	
210	AOB No other business was raised.	
25.	DATE OF NEXT MEETING 11 November 2019	

The meeting closed at 20.30.