



Ref.	Item	Action
	<p>The board asked that item 12 paragraph 3 be reworded to show that we have improved.</p> <p>The board approved the minute as a true record subject to the amendment above.</p> <p>Proposed by Steven, seconded by Roy</p>	
5.	SCHEDULE OF MATTERS ARISING	Approved
	<p>Stevie spoke to the schedule to advise the board that the Executive summary only requires a foreword from the Chair and they the booklet will be ready to go to the printers and will be circulated before Christmas.</p> <p>Stevie updated the Board regarding the Board recruitment advert and there had been some interest from a couple of tenants about joining which will be followed up. The Board asked if we would be advertising in the SFHA newsletter, Stevie responded that we are hoping to get more tenant members, so we have advertised locally however we haven't ruled it out if this isn't successful.</p>	
6.	BOARD ANNUAL REVIEW OF GOVERNANCE DOCUMENTS	
	<p>Grit spoke to the report for the Board Annual Review to ask that the Board read and sign the documents being circulated around the table, Financial Regulations, Financial Procedures and Code of Conduct (Board). They were also asked to return their Declaration of Interest forms.</p> <p>The Board asked about the section of the Financial Regulations relating to building new developments as it didn't have any information on a financial assessment being presented to the Board prior to the decision to build more homes. Stevie responded that we would do an internal assessment if we were to start development, however we will add a line to the Financial Regulations to clarify this.</p> <p>The Board asked what the procedure is if the Chair or Chief Executive were involved in fraudulent activity, how is this dealt with? Stevie responded that through the Whistle Blowing, Fraud and Corruption policy it would be reported to the Regulator and not dealt with internally as it would be for other members of staff. The Board asked for this to be clarified in Financial Regulations policy.</p>	BA



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7.	GOVERNANCE SELF-ASSESSMENT	
	<p>Grit informed the board that in April 2021 we are required to be compliant with Diversity and Human Rights regulations as part of the new Regulatory Framework. The process for compliance will begin now and the Board is asked to complete Equality Monitoring forms annually. It will be required to be reported on by the Regulator.</p>	
	<p>Stevie spoke to the report and thanked the Board for all the work they have done within the working groups and asked that a special meeting on 21st October be arranged to spend the necessary time to consider all of the content as there is a lot (<i>It was later agreed that the meeting on 21 October would not go ahead and the content would instead be covered at the special board meeting following the rearranged AGM</i>) Stevie also confirmed that the findings from the internal audit will be considered prior to the submission of the Assurance Statement to the Regulator.</p>	
	<p>The Board asked if the Internal Auditors BDO will be present at the meeting and Stevie confirmed that they would be in attendance.</p>	SM
	<p>The Board asked that the guidance paper on Assurance Statements published by the Regulator be circulated to the Board members prior to the special meeting.</p>	GN
	<p>The Board agreed to hold a special meeting on Monday 21st October</p>	AGREED
8.	TENDER AWARD: FIRE SAFETY	
	<p>Paula spoke to the report to ask the Board to approve McDermott Group as the contractor for installation of the smoke alarms and heat detectors. Paula told the Board that there are plans to have a public exhibition for tenants to let them know what the upgrades mean for them and to show them the devices that will be used.</p>	
	<p>The Board asked what the value is of the contract, [REDACTED] Stevie also confirmed to the Board that the contract was achieved through ARCHIE and Paula had worked alongside POLHA to benchmark the contract against other RSLs.</p>	
	<p>The Board asked what is the plan to minimise the disruption to tenants during the upgrades? Paula responded to say</p>	



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	<p>haven't had a MH4 Board meeting since the External Auditor's report we have been unable to change this as yet. A proposal will be discussed at the upcoming MH4 Board meeting before needing final approval from the Board. Stevie confirmed that Barry would confirm what the timescale is to have the lease agreement amended.</p>	BA
	<p>The Board asked that the current status check box be changed on page 105 of the cover report as we are not currently in high engagement.</p>	BA
	<p>The Board have asked that the Turnover Artefact figure on the FCA return and the Gross income figure on the OSCR return be checked as there is a difference. This will be clarified on the Matters Arising Schedule for the next board meeting.</p>	BA
	<p>The Board approved the FCA Return subject to the above amendments.</p>	APPROVED
11.	OSCR RETURN 2019	
	<p>The Board has asked that the check box to say that we do not publish on our website and annual report be changed as it is published.</p>	
	<p>The Board approved the OSCR return subject to the above amendment.</p>	APPROVED
12.	AUDITED FINANCIAL STATEMENT 2019	
	<p>The Board asked about the wider role item on page 131 as there was no quotation on this regarding Community grants etc. Stevie responded to the Board to say he would ask Barry the question and report back to the Board.</p>	BA
	<p>The Board approved the Audited Financial Statement</p>	APPROVED
13.	ACTION PLAN FROM TIG SCRUTINY EXERCISE	
	<p>Stevie spoke to the report from to confirm that officers have accepted all the recommendations from the TIG groups, some have been implemented straight away and some will take a bit longer. Stevie went on to say that the recommendations which will take longer an action plan has been made to set out deadlines. The Board asked if TIG were happy with our response and Stevie confirmed that they are.</p>	



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	<p>The Board asked that the sentence on item 3.4 relating to high engagement be removed.</p>	SM/BM
	<p>The Board agreed to the Action Plan for the response to the Tenant Improvement Group Report.</p>	AGREED
14.	PROCUREMENT POLICY	
	<p>Paula spoke to the report to ask the Board to approve the updated procurement policy.</p>	
	<p>The Board asked if the risks to MHA on item 4.6 are reported somewhere in the policy? Stevie responded to say these are reported in the risk register and not the policy. We now follow the procurement strategies and benchmark against partners to ensure due diligence.</p>	
	<p>The Board asked if we would be using the model documents from TC Young for Freedom of Information (FOI) for procurement. Stevie confirmed we haven't as yet but we are about to appoint an organisation who will act in the function of Data Protection Officer as well as support our FOI needs..</p>	
	<p>Paula and Stevie both thanked Iain whose help was invaluable when writing this policy.</p>	
	<p>The Board Approved the Procurement Policy.</p>	APPROVED
15.	REPAIRS AND MAINTENANCE POLICY	
	<p>Paula spoke to the report to ask the Board to approve the updated Repairs and Maintenance Policy. The policy was due for renewal in April however we felt it was important to wait on the outcome of the TIG report to ensure that nothing was missed. Paula told the Board that we have good response times to reactive repairs with the contractor we have at the moment and will be looking to improve on this when we move to another contractor so the report may come back to Board for review in 12 months.</p>	
	<p>Stevie spoke to the Board about putting procurement, repairs and investment onto the agenda for the Board strategy day before Christmas to be able to discuss it in a more in-depth way.</p>	
	<p>The Board noted that there were a number of additions to this policy and asked if there was an action plan to come</p>	



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	<p>out of it – Paula confirmed that officers are already following the procedures set out in the policy, so an action plan isn't required.</p> <p>The Board asked that the statutory references be checked for 15.2 & 15.3 to ensure they are the correct ones. The Board asked how often Gas Safety Checks are carried out and Paula confirmed these are done every year and are audited externally also. Stevie told the Board we have 100% compliance with our gas safety certificates.</p> <p>The Board approved the Repairs and Maintenance policy.</p>	
16&17	<p>DOMESTIC ABUSE SUPPORT POLICY & DOMESTIC ABUSE SUPPORT POLICY (STAFF)</p> <p>The Board agreed to cover item 16 and 17 at the same time.</p> <p>Ainan spoke to the report to ask the Board to approve the Domestic Abuse Support Policy. Ainan told the Board that we signed up to the Chartered Housing Institutes campaign earlier this year to implement this policy by September and we have waited until now to bring the policy to Board the SFHA Guidance about housing policy had only been produced at the end of August. Ainan told the Board that we are committed to adopting the same definition of domestic abuse and to help the victims of this and prevent homelessness.</p> <p>Grit confirmed to the Board that our HR company Mentor have reviewed the policy and that all staff will have training on this subject. The Policy was also reviewed by the Chair of the Staffing Subcommittee (SSC) prior to being sent to the Board. The SSC Chair's feedback had been incorporated and a request had been made to circulate the policy to the full SSC.</p> <p>A member of the Staffing Subcommittee noted that whilst the policy had also been circulated to the full SSC it had been too late to provide feedback prior to the policy going to the Board.</p> <p>The Board raised the point there is no mention of elder abuse. Ainan responded that the Housing Officers have had the training to recognise the signs and try and help.</p> <p>The Board asked that given that there is a small amount of staff, what is the provision if they feel uncomfortable reporting it to a colleague, Grit responded to say that</p>	<p>PM</p> <p>APPROVED</p>



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	<p>information will be posted in the office of where someone could go and also that the organisation provides an anonymous counselling service which is free for staff.</p> <p>The Board approved the Domestic Abuse Support Policy.</p> <p>The Board approved the Domestic Abuse Support Policy for Staff.</p>	<p>APPROVED</p> <p>APPROVED</p>
	<p>REPORTS AND MINUTES (FOR NOTING)</p>	
18.	<p>ARCHIE UPDATE REPORT</p> <p>Stevie spoke to the report to update the Board on ARCHIE. Stevie told the Board that the immediate challenge to hit the group is one regarding project management and to manage the strategic objectives, the solution is to employ someone part time to manage this. Stevie told the Board that he hopes one of the larger HA's will be able to provide someone to help with this but it will come at a cost to the organisation of around £3,000 per year. Once ARCHIE has met to agree to this Stevie has confirmed he will bring a report for approval before the Board.</p> <p>The Board asked if it was a notifiable event if we are joining a financial agreement with another organisation, Stevie confirmed that TC Young have told him it is not.</p>	<p>NOTED</p>
19.	<p>SHAPS RISK ASSESSMENT</p> <p>NOTED</p>	<p>NOTED</p>
20.	<p>REPORT FROM THE SFHA GOVERNANCE CONFERENCE</p> <p>The conference had covered central key areas of current governance requirements, such as the SFHA self-assurance toolkit, the Freedom of Information Act and Social Value and Impact.</p> <p>A Board Member queried whether it had been a useful conference, which the attendees confirmed. They noted that particularly the discussions around the Assurance Statement and hearing the speakers had been useful and that the report would provide some relevant information for MHA in preparation for submitting our first Assurance Statement.</p> <p>NOTED</p>	<p>NOTED</p>



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21.	WORK PLAN NOTED	NOTED
22.	AOB Grit will circulate an email to Board members to find the best date for the rearranged AGM. The AGM will be immediately followed by a Special Board Meeting to elect Office Bearers and approve the Annual Assurance Statement.	GN
24.	DATE OF NEXT MEETING TBC	

The meeting closed at 20:20