



Minute of the Board of Management Meeting of Muirhouse Housing Association on Saturday 7 December 2019 held at the Holiday Inn, Corstorphine.

Present

Bob McDougall (Chair)	Iain Strachan (Vice Chair)
Pascale Adriaens	Eric Hollanders
Steven Prevost	Julie Smith
Iain Strachan	Martin Thoronka

In Attendance

- Stevie McAvoy (Chief Executive)
- Barry Allan (Finance and Corporate Services Manager)
- Ainan Groat (Housing Services Team Leader)
- Paula Mcvay (Asset Management Officer) – part meeting
- Grit Nielsen (Corporate Services Team Leader) – Minute

The meeting Started at 13.30

Ref.	Item	Action
	GOVERNANCE	
1.	CHAIR'S OPENING REMARKS The Chair noted that Paula had to leave the meeting and asked the board to agree to cover item 11 at the start of the meeting. The Board agreed this.	Agreed
2.	DECLARATIONS OF INTERESTS Martin and Bob for MH4.	
3.	APOLOGIES Roy, Karen, Helen.	
	REPORTS AND MINUTES (FOR APPROVAL)	
4.	MINUTE OF PREVIOUS MEETING ON 11 NOVEMBER 19 A Board Member suggested the minute should include the change to let the CEO authorise donations up to £1,000. The Board approved the minute as a true record subject to the amendment above. Proposed by Iain, seconded by Steven.	Approved
5.	SCHEDULE OF MATTERS ARISING Stevie spoke to the schedule updating the Board on matters since the last meeting. Stevie advised that the Scottish Regulator has picked MHA as one of 10 RSL's they visit to gather information on the process for the annual assurance statement. Stevie advised that we are now preparing the	



Ref.	Item	Action
	<p>information for the Regulator to review in advance of the meeting.</p> <p>A Board Member pointed out that action under item 6 had not been completed. Barry to follow up and report at the meeting in February.</p>	BA
11.	<p>HEALTH AND SAFETY REPORT</p> <p>Paula spoke to the report advising the Board that this is a new quarterly update report provided to Board to ensure they have full oversight over our progress with health and safety related works and our commitment to tenant safety.</p> <p>A Board Member queried if tenants will have access to this report also, which Stevie confirmed as it will be published on our website.</p> <p>A Board Member noted that it was a good report which provides easy overview over key health and safety areas.</p> <p>It was suggested we could consider changing the asbestos references to be cumulative. Paula will consider if it is better to report on property numbers rather than percentages.</p> <p>The Board noted the Health and Safety Report.</p> <p>Paula gave a short update on the procurement for a Stock Condition Survey. There had only been one bid, so the bidder had been approved and will commence work soon.</p> <p><i>Paula left the meeting.</i></p>	Noted
6.	<p>MHA/MH4 RENT REVIEW 2020-21</p> <p>Barry advised the Board that the rent consultation with tenants is on track to go out this week both in paper form and electronically. It will include options for increases in rent of 1.5%, 1.9% and 2.5%.</p> <p>A Board Member queried the choice of peer group and why a certain housing organisation was missing. Barry advised that the peer group comes from Housemark membership and so that particular organisation may not be a member.</p> <p>A Board Member advised that he had had a conversation with Barry about changing the percentages in the SFHA affordability tool and run the numbers through a lower percentage to take into account the number of tenants we have who are on housing benefits. This could provide a picture that's more realistic for MHA in terms of affordability.</p>	BA



Ref.	Item	Action
	<p>are covered more in-depth, but that we have to ensure the Board still has oversight over the other standards for example through the quarterly governance report.</p> <p>The Board discussed ways to include tenants in the process of preparing the annual assurance statement and whether this could be done through the governance self-assessment. It was agreed that it would be beneficial to include our Tenant Improvement Group to some extent.</p> <p>The Board approved the proposed recommendations for changes to the governance self-assessment.</p>	<p>Action</p> <p>Approved</p>
9.	<p>BOARD MEMBER REMUNERATION AND EXPENSES POLICY DISCUSSION PAPER</p> <p>Barry spoke to the report advising the Board that the Audit and Risk Committee had discussed this at their meeting in October. We have taken advice from TC Young and RSM and based on this we feel hesitant about remuneration, especially given the tax implications.</p> <p>The Board had a discussion around retaining Board Members and how to achieve this without financial incentive. It was suggested that career patterns are changing and, in the future, will look completely different, so we have to adapt to this as well. The Board discussed that financial support to Board Members would be aimed more at low income Board Members than high income Board Members.</p> <p>The Board agreed that remuneration should not be considered any further at this point, but that the policy for Board Member expenses should include an option for considering compensating Board Members for 'loss of earnings' on a case to case basis.</p> <p>REPORTS AND MINUTES (FOR NOTING)</p>	<p>Agreed</p>
10.	<p>CULTURE ASPIRATIONS UPDATE REPORT</p> <p>Stevie gave an update to the Board, advising them on the successful staff day in October, which has resulted in a staff focus group working on a new performance development framework.</p> <p>A Board Member pointed out that culture is about the staff and the Board being on the 'same page' and that it would be helpful if this could be evidenced through a survey, to get an idea of what Board think of staff involvement and the other way around. Stevie</p>	<p>SM</p>



Ref.	Item	Action
	suggested we could utilise the new Board consultants to carry out a survey.	
	The Board noted the update report.	Noted
12.	PROJECT PLAN FOR THE BUSINESS PLAN The Board noted the updated project plan for the business plan.	Noted
13.	WORK PLAN 2019-20 The Board noted the updated work plan.	Noted
14.	AOB A Board Member noted that since the Board had just decided to go ahead with an Options Appraisal, we would have to ensure that it is independent and neutral. Stevie advised that we will ensure a brief is put together that avoids any leading information. The Board was advised that the exercise to tender for new Board Development Consultants had been completed and that interviews had been held with the bidders. The Board Members involved in the procurement process advised that the winning bidder had been marginally ahead, and, on this basis, they recommended the appointment of Indigo House for the contract. The Board approved the appointment of Indigo House as Board Development Consultants on a three-year contract.	Approved
	DATE OF NEXT MEETING 10 February 2020	

The meeting closed at 14.50