



**Minute of the Board of Management Meeting of Muirhouse Housing Association held on Monday 15<sup>th</sup> July 2019, at Muirhouse Millennium Centre**

**Present**

Bob McDougall (Chair)	Laura Calder (Vice)
Pascale Adriaens	Karen Allum
Helen Armour	Eric Hollanders
Steven Prevost	Iain Strachan
Roy Douglas	

**In Attendance**

- Stevie McAvoy (Chief Executive)
- Ainan Groat (Housing Services Team Leader)
- Grit Nielsen (Corporate Services Team leader)
- Lisa Murray (Finance & Corporate Services Assistant) - Minute

The meeting Started at 18:32

<b>Ref.</b>	<b>Item</b>	<b>Action</b>
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**GOVERNANCE**

**1. CHAIR'S OPENING REMARKS**

The Chair welcomed everyone to the meeting.

**2. DECLARATIONS OF INTERESTS**

Bob (MH4) Roy (MH4)

**3. APOLOGIES**

Martin, Anne, Willie, Julie

**REPORTS AND MINUTES (FOR APPROVAL)**

**4. MINUTE OF PREVIOUS MEETING ON 13 May 2019**

A Board member remarked that item number 9 should clarify that the data breach was at an external storage facility and that the boxes were still sealed so we are confident that the documents remained secure.

**GN**

The Board approved the Minute as a true record subject to the amendment above.

Proposed by Helen seconded by Laura

**Approved**





<b>Ref.</b>	<b>Item</b>	<b>Action</b>
7.	<b>GOVERNANCE SELF - ASSESSMENT STANDARDS 1+6</b>  Stevie spoke to the report taking the Board through standards 1 and 6. These are to be assessed in a working group with 2 Board members. The final report of the self-assessments for all standards is to be with the regulator by the end of October. Stevie confirmed that all the assessments will be compiled into a report and brought back to Board in September.  A discussion was had about holding the AGM and the Board meeting on the same date of 23 <sup>rd</sup> September. The Board agreed to move the meeting of 30 <sup>th</sup> September forward to the same date as the AGM.  A Board member asked about gaining electronic access to the self-assessment information and Grit confirmed she would be ensuring that the files would be accessible to the Board members and would circulate details to the individuals involved.  The Chair asked that the final reports be circulated electronically before the meeting on 23 <sup>rd</sup> September to ensure Board members have enough time to read them.  Action is agreed	<b>NOTED</b>  <b>GN</b>  <b>GN</b>  <b>Agreed</b>
8.	<b>CULTURE REPORT</b>  Stevie spoke to the report about where the organisation would like to be in terms of culture. The Chair commented that this was a good report but would like to see evidence that this is working. Stevie would have to define the parameters for all staff to be able to feed back.  A Board member raised the idea of having a staff survey. A discussion ensued, and it was the consensus of all Board members that this survey should be for Board and staff.  One Board member asked that the wording be changed on 5.4 take out 'following'.  Approved following the above change.	<b>SM</b>      <b>GN</b>
9.	<b>HR AND HS SUPPORT SERVICES CONTRACT REVIEW</b>  Stevie spoke to the report asking the Board to approve an extension of one year for the current HR and H&S service through Mentor. This will give the team additional time to go	<b>Approved</b>



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	<p>through the procurement procedures to tender in order to compare costs from other companies for best practice.</p> <p>A Board member commented that they felt this report should have been taken to the Staffing Sub Committee prior to going to the Board. They also felt that a year was not long enough and suggested 2 or possibly 3 years. A Board member responded by saying that this risked contravening our existing procurement policy and a report would have to be produced and brought back to Board for approval if this was to be the preferred choice.</p> <p>Following a discussion, it was agreed by the Board members that approval be given for the extension but that the report be brought before the staffing sub-committee and from then another report brought to Board on the recommendation.</p> <p>Approved for 1 year subject to review from Staffing Sub Committee</p>	<b>GN</b>
10.	<b>PROCUREMENT POLICY</b> <p>Stevie spoke to the report asking the Board to approve the updated procurement policy.</p> <p>A Board member asked about whether we have procured or are going to be procuring legal services. Stevie advised that we will be considering tendering for legal fees. He said he would take the suggestion to the next ARCHIE meeting to discuss shared services for legal fees.</p> <p>A Board member thought that a quarterly review to the AR&amp;C is excessive, and that the committee only needs to see it bi-annually. The Board agreed with this suggestion.</p> <p>A Board member asked the wording to be changed referring to FOI to take into account that there may be occasions where we would be obliged to give out information.</p> <p>A Board member with significant experience in procurement has offered to meet Officers to review the policy particularly around our requirement links to our strategy and the government framework. Report is to be brought back to Board subsequently.</p>	<b>Approved</b>     <b>SM</b>     <b>GN</b>  <b>Deferred</b>
11.	<b>ASBESTOS POLICY</b> <p>Stevie spoke to the report and asked the Board to approve the updated asbestos policy. He asked the Board to note that the</p>	



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	<p>quantity of properties checked was not in the policy and this will be 10%.</p> <p>A query was raised regarding how many of our properties could have asbestos, as the risk of asbestos only applies to properties built before 2000. Stevie advised he would confirm this and report back. He further advised that our Asbestos Register is checked during our Health and Safety Audits by Mentor.</p>	<b>PM/SM</b>
	<p>The Chair asked whether 10% of the stock would be enough to evaluate the safety and Stevie confirmed it would be and this is the percentage set by the regulator.</p> <p>Approved subject to the % of stock checked added to the policy</p>	<b>Approved</b>
<b>12.</b>	<b>STANDING ORDERS</b>	
	<p>Stevie spoke to the report asking the Board to review and approve changes to the standing orders. He asked the Board to note that the changes were mostly operational.</p> <p>A Board member asked for clarification between 1.17 and 3.9 which have the same wording. Grit confirmed that one covers governance and the other covers Housing Management. The Board member pointed out that HM costs are greater and therefore should come before the Board for approval when appointing new consultants. Stevie responded to agree with the point and would look into amending this.</p>	<b>GN</b>
	<p>A Board member asked for clarification regarding approving loan agreements. Stevie responded to say he would clarify this point and ensure the document is updated.</p>	<b>SM</b>
	<p>The Board discussed the standing order stating the number of subcommittee meetings a member may before being asked to resign. The Board agreed that the number reduced to 3.</p>	<b>Agreed</b>
	<p>A Board member asked the document to be updated to show the correct name of the MHA Fraud, corruption, bribery &amp; whistleblowing register and updated to state that Members of the Board who are married to each other or in a relationship cannot take the role of Office Bearers at the same time.</p>	<b>GN</b>
	<p>A discussion was had about the number of years a Member can sit as Chair of a sub-committee. At the moment it is 6 years and the Board would like this to be decreased to 5 years. The Chair has asked for confirmation if this can be done without changing</p>	



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	any of the existing rules. If not, the Board agreed that this change be made.	<b>GN</b>
	The Board has approved the standing orders subject to the above caveats	<b>Approved</b>
<b>13.</b>	<b>RECRUITMENT OF BOARD MEMBER POLICY</b>	
	Stevie spoke to the report to ask the Board to approve the updated policy for the recruitment of Board members. He explained that there has been minimal change to the policy apart from introducing clarity that anyone subject to legal action by MHA will not be eligible for membership and that MHA is committed to equality and diversity and attracting membership for people of all backgrounds.	
	A Board member asked whether we have a matrix of all the current Board members' skills to enable us to see where any gaps lie and recruit accordingly. The Chair agreed this was a good idea and Stevie confirmed that this was something being worked on.	<b>SM</b>
	The Board had a lively discussion about the merits of sending papers electronically as opposed to sending them in paper form. Advantages and disadvantages to both methods were discussed. Stevie acknowledged this and said that the Board portal which is in the planning stages would enable information to be more easily accessible.	
	A Board member also raised the point of remuneration for Board members and the importance of keeping an eye on the market to see if there are any moves to introduce this within the sector.	<b>SM</b>
	The Board approved this policy subject to the additions	<b>Approved</b>
<b>14.</b>	<b>DONATION REQUEST</b>	
	Ainan spoke to the report asking the Board to approve a £1,000 donation request from SHE Scotland who are looking for funding towards an educational and cultural exchange trip to Tanzania for local women. They have also agreed to use our logo and branding as publicity for MHA's support with funding.	
	The Board approved the donation request	<b>Approved</b>
<b>15.</b>	<b>PENSION REVIEW 2018-19</b>	
	Bob made a declaration of interest as a member of SHAPS, however the Board made a decision that this wasn't necessary.	



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	<p>Stevie spoke to the report asking the Board to approve the current pension arrangements.</p>	
	<p>A Board member highlighted that in 5.4 of the report 'none' had been entered which looked like no one had been consulted. Staff should be consulted every 3 years and periodically benchmark outside of the workplace.</p>	<b>BA</b>
	<p>Approved noting the above recommendations</p>	<b>Approved</b>
16.	<b>LOAN PORTFOLIO AND FYFP</b>	
	<p>Approved via email in June</p>	<b>Approved</b>
	<b>REPORT AND MINUTES FOR NOTING</b>	
17.	<b>FOI UPDATE</b>	
	<p>Ainan spoke to the report to advise the Board that from 22<sup>nd</sup> November, MHA will be subject to the Freedom of Information Act and asked the Board to note the action plan and timescales.</p>	
	<p>A discussion was had about proposed changes to the style of minutes to make them more suited for publishing online. It was explained that this meeting's minutes were going to be recorded in the new style and will be reviewed at the next meeting for comment and suggestions.</p>	<b>LM</b>
	<p>A Board member asked whether an additional member of staff would be needed to ensure the website is kept up to date and asked about the appointment of the DPO before the November deadline.</p>	
	<p>Ainan confirmed that we would be making use of current staff to update the website and Stevie commented that sharing resources to appoint a DPO is being discussed in ARCHIE and he will bring an update back to the Board.</p>	<b>SM</b>
	<p>The Board noted this report</p>	<b>Noted</b>
18.	<b>BOARD TRAINING</b>	
	<p>Stevie spoke to the report on Board training. We are now due to procure for consultants to provide support to the Board consultant support and once they have been appointed, a report</p>	<b>Noted</b>



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	will be prepared on the based on Board Members' individual and collective training needs.	
19.	<b>WORK PLAN</b>	
	The Board noted the Work Plan.	<b>Noted</b>
20.	<b>ANY OTHER BUSINESS</b>	
	No other business was raised.	
25.	<b>DATE OF NEXT MEETING</b>	
	12 August 2019	

The meeting closed at 20:45.

DRAFT