



MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE BOARD MEETING HELD ON TUESDAY 24 MAY AT 5.30PM IN THE ASSOCIATION'S OFFICES AT 45 GARRIOCH ROAD, G20 8RG

PRESENT:

Board Member	Attended	Apologies
Lorain Mackinnon (LM) (Chair)	√	
Betty Smith (BS)	√	
Lynn Graham (LG)		√
Les Currie (LC)	√	
Alastair Goold (AG)	√	
Cllr. Mohammed Razaq (MR)		
David Brophy (DB)		√
Roger Popplewell (RP)	√	
Sandra Blair (SB)	√	
Brian Treaty (BT)		√
Eleanor Brown (EB)	√	
Linda Duff (LD)		√

IN ATTENDANCE:

Staff Member	Agenda Item
Lynn Wassell (LW)	All
Donna Birrell (DBir)	All
Bryony Willett (BW)	All
Eleanor Biggs (EBiggs)	All
Caroline Cameron (CC)	Item 4
Kim Grant (KG)	All
Gordon Wilson	Item 7

Item No.	Issue	Action by
1.0	OFFICE SAFETY PROCEDURES	
1.1	Getting home safely – Arrangements were made to ensure that everyone present at the meeting would get home safely.	
1.2	Apologies – Apologies were received on behalf of Lynn Graham, David Brophy, Brian Treaty and Linda Duff.	
1.3	Declaration of Interests – LM declared an interest in Agenda Item 11. EB declared in interest in Agenda Item 17.	
2.0	APPROVAL OF MINUTES OF 7 APRIL 2016	
2.1	RP was noted as Chair for the meeting in the list of Board members	

2.2	present. The Minutes to be amended to show LM as Chair. The minutes of a Board meeting held on 7 March 2016 were proposed for approval by SB and seconded by RP and agreed by the Board.	
3.0	ACTION TRACKER	
3.1	Meeting of 28 April 2015 EBiggs advised that a revised covenant had been received from the Bank, RBS. The Auditors were now reviewing the financial aspects of the covenant. The Bank has confirmed that adopting the 'deemed value' approach will not result in any detriment and the proposed covenant will be on a like for like basis.	
3.2	Meeting of 9 February 2016 Item 8.2: CC advised that complaints training for Concierge staff had been put on hold pending completion of the Concierge Review. As soon as this is complete and all staff in place, complaints training will be arranged.	
3.3	Meeting of 7 March 2016 Item 2.1: A Board member advised that he had now written to the Regulator on a personal basis. LW advised that the lead Regulator for MHA had recently changed to Kirsty Anderson who would now liaise with the Association.	
3.4	Meeting of 22 March 2016 Item 5.0: KG advised that Board appraisals would be held in August 2016. Letters had now been sent to Board members suggesting appraisal dates/times.	
4.0	ANNUAL RETURN ON THE CHARTER & QUARTER 4 PERFORMANCE REPORT	
4.1	CC reported that a full copy of the Charter Return had been provided to Board members. It was required that Board members read and approve the Charter submission although it is actually signed off by Officers. CC further noted that the few pieces of missing information had now been provided. CC provided the following missing information: <ul style="list-style-type: none"> • C23.1 The total value of former tenant arrears at year end: £288,502 • Amount and percentage of former tenant arrears written off at the year-end (Indicator 23) 41.43% <p>CC advised that this compared very well with the previous year's figure of 60.7%.</p> <p>The Board noted that there were over 1,000 responses to the tenant satisfaction survey which was very good. CC added that, with the exception of one area, satisfaction levels increased.</p> <p>It was proposed by SB and seconded by LM that the Board approved the Maryhill Housing ARC return for 2015/16. This was agreed by the Board.</p>	
4.2	CC advised that the Quarter 4 Performance Report replicated the data in the Annual Charter.	

	<p>The Board wanted to record good progress across almost all areas.</p> <p>The Board noted the Quarter 4 Performance Report.</p>	
5.0	SUSTAINABLE POLICY FOR THE PROCUREMENT OF GOODS AND SERVICES	
5.1	DBir introduced the report. The new Policy was developed as a result of the original Maryhill Improvement Project and provides a consistent approach to procurement as well as incorporating changes in legislation.	
5.2	The Policy had been reported to Policy & Performance Committee in May 2016 and improvements proposed there including changes to the levels in the Delegated Authorities had been incorporated so the Policy has been referred back to the Board for approval.	
5.3	Because of the changes to the Delegated Authorities, subject to the Board approving the Policy, changes to Standing Orders - Financial Regulations, will be included in the final version of Standing Orders.	EBiggs
5.4	<p>The new Policy also brings MHA in line with Scottish and EU procurement regulations including:</p> <ul style="list-style-type: none"> • Value for Money: Sustainability to be taken into account with price and quality. This means we must procure in a manner that improves the economic, social and environmental well-being of local communities • Adherence to current EU threshold levels • Production on an Annual Procurement Strategy by 31 December each year which is to be published • Production of an Annual Procurement Report which is to be published • Inclusion of Community Benefits for all contracts over £4m in value. MHA will be going further and will seek Community Benefits from lower value contacts • Maintenance of a Contracts Register which is to be published • Replacement of the Pre-Qualification Questionnaire with the European Single Procurement Document • Additional grounds for excluding contractors from tendering • Modifying contracts mid-term without need to re-advertise through OJEU • All procurement processes to be electronic by October 2018 	
5.5	It was asked how often the Policy will be reviewed. DBir advised that it would be reviewed annually unless there was a change in legislation which would lead to an immediate review.	
5.6	The Board noted that modification to contracts are allowed without the need to re-advertise. How would this affect any actions against a poorly performing contractor? DBir advised that there would be provisions within the contract to manage under-performance. The change was to reflect when, for example, some additional works were required or there were minor changes to the contract. In these cases there was no need to re-advertise.	

5.7	<p>LW pointed out to Board members that the Policy included the Scheme of Delegation (Appendix 2) which reported on what levels contracts awards would be approved by the Board to ensure that large numbers of small contracts would be approved without needing to come to the Board.</p> <p>It was proposed by LM and seconded by BS that the Board approve the Sustainable Procurement Policy. This was agreed by the Board.</p>	
6.0	GIFTS & HOSPITALITY ANNUAL REPORT	
6.1	<p>KG introduced the report advising that it was a requirement in the Entitlements, Payments & Benefits Policy that the Governing Body receive an annual report on the Gifts and Hospitality Register.</p>	KG
6.2	<p>KG added that, in general, gifts were accepted within the rules of the policy. One area where staff would be reminded on rules was in accepting gifts from the same source more than once in any financial year except in exceptional circumstances. This had happened in very few cases with the gifts being of low value. An update would be sent to staff in June 2016.</p> <p>It was proposed by EB and seconded by SB that the Board approve the the Gifts & Hospitality Register for 2015/16. This was agreed by the Board.</p>	
7.0	TENDER REPORT – ROOFING CONTRACT -CONFIDENTIAL	
7.1	<p>LM introduced GW to the Board. GW had been appointed to the post of Property Investment Manager.</p>	
7.2	<p>GW introduced the Report advising that it was for the re-roofing of 3 properties and roofing works on a further 18 properties. The proposed contractor had carried out work for MHA in the past and maintenance staff reported no concerns over the quality of works carried out.</p>	
7.3	<p>Board members who had experience of work being carried out by the proposed Contractor also reported that they had no concerns.</p>	
7.4	<p>GW reported that the submitted tenders had been analysed by MHA's professional advisors, Armour, and the tender proposed for acceptance represented value for money.</p> <p>It was proposed by LM and seconded by SB that the Association appoints K & G Roofing for the planned roofing works contract. This was agreed by the Board.</p>	
8.0	MARYHILL HEALTH CENTRE SITE ACQUISITION	
8.1	<p>DBir introduced the report which is an update to the Board on the current position on acquiring the Maryhill Health Centre site. DBir reported that we still did not know if our bid had been successful but would know by end-May 2016. The Board will be e-mailed with the outcome as soon as it is known.</p>	DB
8.2	<p>The selling agents have requested further information including the site</p>	

	valuation from the District Valuer and information on the availability of GCC funding. This has been provided.	
8.3	DBir reported that there was at least one other bid and that the bid from MHA was not the highest. It was asked if there were any issues concerning the density of the site compared to other developers. DBir reported that this had been discussed with Council Planning staff who reported that the maximum density was 33 units and this would be the same for all developers.	
8.4	What was the level of grant for the development of social housing units. DBir reported that it was £68,000 per unit. DB added that this grant would only be available to MHA for this site. Developers could not enter into a partnership with another RSL and seek the grant funding. It was then asked how they could put a higher bid in. DBir advised that she did not know who the bidder was nor what the detail of their bid was.	
8.5	The Board asked that, if we were unsuccessful with this bid, were there still some sites which could be purchased and developed. DBir reported that the school site was currently being developed but that Smeaton Street is the next site of interest to MHA. We had also had an approach from a developer concerning the Parkhill site. There is also a development opportunity on Maryhill Road but there had been some problems with the valuation.	
8.6	DBir advised the Board that the purpose of the report was to seek approval to progress any potential development including the appointment of a Design Team and assessment of the procurement route to be followed. Costs for these activities were included in the current budget. It was proposed by LC and seconded by SB that the Board approve the progression of the development to Tender Stage which will include an assessment of the procurement route to be followed and the appointment of a project Design Team should the bid to acquire be successful and progress to Tender Stage. This was approved by the Board.	
9.0	APPROVAL OF ELECTION OF STAFFING COMMITTEE CHAIR AND VICE-CHAIR	
	It was reported that a meeting of the Staffing Committee was held on 13 April 2016. The Committee sought Board approval for the election of office bearers: Sandra Blair – Chair Alistair Goold –Vice Chair The appointment of these office bearers was approved by the Board.	
10.0	CONFIDENTIAL ITEM	
11.0	CONFIDENTIAL ITEM	

12.0	CEO REPORT	
12.1	This report was provided for information and there were no specific questions from the Board.	
12.2	DBir gave an update on Item 2.3, Botany Windows. A solution had been agreed and work was due to start on site week commencing 23 May 2016. A pilot property had been identified which would be used to test the installation of the strengthening beam. The work started in the pilot property today but the T Section did not fit and so the work was abandoned. The Contractor has accepted that this was his error and it will be resolved by the end of this week. However, the pilot property resident is going on holiday next week and so another pilot property will need to be identified. This delay may also impact on the rest of the programme which had been drawn up to take account of holidays etc. Residents will be advised of any changes as soon as these are known.	DB
13.0	DELIVERY PLAN REVIEW 2015/16	
13.1	LW introduced the final report on the Delivery Programme for 2015/16. The majority of tasks had been completed and where these had carried through, they were in the process of being completed. LW also advised that a similar programme was in place for 2016/17 which would be monitored by the Policy & Performance Committee.	
14.0	REPORT FROM AUDIT & RISK COMMITTEE 16 MAY 2016	
14.1	<p>EBiggs gave the report in the absence of BT who had chaired the last Risk & Audit Committee:</p> <ul style="list-style-type: none"> • Changes to the accounts were approved as detailed in the Action Tracker update • A Business Continuity Policy was presented and approved. This item had been progressed quickly, reflecting the high score in the risk register. The development of detailed plans and procedures will now be completed in the next 4-6 weeks. Liaison was being undertaken across the whole organisation • The updated Risk Register and Map was approved • Financial Regulations had been remitted by the Board to Audit & Risk Committee. These were discussed and approved. Some further changes were required following the approval of the Procurement Policy earlier this evening • Management Accounts to 31 March 2016 were presented which showed a surplus of £527k compared to an anticipated deficit of £1.65m. This was mainly due to less planned maintenance work being undertaken due to resource issues in the team • A Fraud, Theft and Anti-Bribery Policy was approved • Arrangements for procuring External Audit contract were discussed. The Procurement documentation is now being drafted in line with the new Procurement Policy • Confidential item • EBiggs reported that following receipt of the Internal Audit Report a Gas Safety Audit had been quickly carried out to ensure there were no issues. Substantial assurance had been given in the report and there were no significant issues. 	EBiggs
14.2	Confidential item	

14.4	The Board noted the report from the Audit and Risk Committee.	
15.0	REPORT FROM POLICY & PERFORMANCE COMMITTEE 3 MAY 2016	
	<p>BS reported that at a meeting of the Policy and Performance Committee on 3 May the following items were discussed:</p> <ul style="list-style-type: none"> - Complaints Policy: Discussed and approved - Service Improvement Plan Templates: Discussed and agreed. These will be presented to P&P Committee in rotation throughout the year. A list of the Objectives from the Plans will be considered at the next meeting - Community Fund: New fund approved and it was agreed that regular reports on funded projects would be brought to the P&P Committee - Performance: Agreed targets for the coming year based on last year's performance and information from staff - Special meeting: A special meeting of the Committee took place on 18 May to discuss and agree changes to the Repairs Policy and specification for the new contracts being procured this year. Brian Trearty attended to provide specialist input. BW had spoken to BT who had provided further feedback which had been sent to the Procurement Consultants and will be included in the final documentation. <p>The Board noted the report from the Policy & Performance Committee.</p>	
16.0	REPORT FROM STAFFING COMMITTEE 13 APRIL 2016	
	<p>SB reported that at a meeting of the Staffing Committee on 13 April the following items were discussed:</p> <ul style="list-style-type: none"> - Shared Parental Leave Policy: Discussed and agreed - Health & Safety Strategy and Plan: Discussed and agreed - Committee Remit: Agreed and meeting dates/agenda items for remainder of year agreed - Reward and Recognition Schemes: Research to be carried out and reported back to Committee - Consider if member of Culture Club should meet with Committee - Best Companies: Summarised results had already been sent to Board members. Full, detailed results to be provided to Committee members - Arrangement for CEO's appraisal <p>The Board noted the report from the Staffing Committee.</p>	

17.0	ANY OTHER BUSINESS	
17.1	Confidential item	
18.0	DATE OF NEXT MEETING : The next MHA Board meeting will be held on Tuesday 21 June 2016 at 5.30pm	