

Official Eildon Board Minutes

Meeting: Board Meeting of Eildon Housing Association Ltd.

Date: Wednesday, 17 August 2022

Time: 5.30pm

Location: Weaving Shed / Virtual

Present: Mr D Alexander (Chair), Mr R Beardsley, Ms A Ballantyne, Ms C Fancy, Mr B Frater, Mr P Gilbert, Ms A Harvie (virtual), Mr Highton, Ms E McHugh, Mr A Lundmark, Dr A Mordue, Mr E Swinton and Ms C Younger.

Attendance:	Mr N Istephan	Chief Executive & Company Secretary (CEO)
	Ms L Mirley	Director Business Support (DBS)
	Ms A Miller	Director Community Services (DCS)
	Mr N Wilson-Prior	Director Property Assets (DPA)
	Ms S Spence	Governance Officer (GO)

Presided: Mr D Alexander

Ref	Subject
Board Items	
22.08.01	Welcome & Apologies The Board meeting formally started at 5.45pm. The Chair welcomed members to the meeting and noted apologies had been received from Ms Louch.
22.08.102	Declarations of Interest There were no declarations of interest reported.
22.08.103	Minutes for Approval The minutes of the Board meeting held on 8 June 2022 were then approved as an accurate record on the motion of Ms Fancy and seconded by Mr Lundmark.
22.08.104	Action Points & Matters Arising. 22.06.206 Millar House Update: DCS updated the Board on the progress to dispose of Millar House by way of a lease noting it has not yet concluded. Board Members noted the paper.
22.08.105	The Board's Minutes, Seals, Registers and Books CEO reported this paper is to confirm to the Board that over the course of the reporting year 2021/22, EHA has complied with the Rules 62 - 67 in respect to the administration of Board Minutes, Use of Seal and keeping of our Registers and Books. In addition, following auditors' recommendations in 2021, the report has been expanded to summarise Data Protection, GDPR and Freedom of Information issues. The Board noted the paper.

Ref	Subject
22.08.106	EEL AGM and Board 17 August 2022 Mr Lundmark, as Chair of EEL, gave a verbal update from the two meetings that had preceded the EHA Board meeting.
22.08.107	Health & Safety Policy – Statement of Intent DPA reported the Statement of Intent now formed the introduction to the Health and Safety Manual. The Board noted the arrangements recently put in place with respect to Health & Safety matters and approved the content of the ‘Statement of Intent’ wording subject to the addition of reference to the Audit Loop in the Health and Safety Statement of Intent.
22.08.201	Financial Performance and Management Account Report 2022/23 DBS gave an overview of the Q1 Financial Performance and Management Accounts. Recommendation The Board approved: <ol style="list-style-type: none"> 1. The Quarter 1 Management Accounts 2022/23 2. The revised estimated out-turn for 2022/23
Strategic Items for Discussion/Approval	
22.08.202	Q1 Development & Treasury Management Report DPA gave an update on the Development Programme. Recommendation <ul style="list-style-type: none"> • The Board approved that Eildon Housing enter a Design and Build contract to develop 16 new homes at the Former Kelso High School in Kelso. • The Board noted the movement in the development programme and its impact on the 5 Year Viability Plan.
22.08.203	Performance Report – Q1 2022/23 DBS gave an overview of the Performance report Q1 2022/23. Board Members acknowledged the work done to reduce rent arrears. Recommendation The Board noted the contents of this paper and the Q1 Performance Booklet.
22.08.204	Care Services Performance Report - Q1 2022/23 DCS reported this is the first Care Services Performance Report which had been developed through a Short Life Working Group. Board Members appreciated the first Care Services Performance Report particularly as it demonstrates our services help people retain their independence and promotes social inclusion and wider engagement. Recommendations The Board noted the performance of Care Services within Q1 2022/23.

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Other items for Board Approval/Noting	
8.15pm	With the length of time of the Board meeting reaching 2 hours 30 mins the Chair asked Board Members if they wished to continue for a further 30 minutes in accordance with the Standing Orders. Board Members agreed to continue the meeting for an additional 30 minutes to complete items on the agenda.
22.08.301	<p>Customer Complaints Annual Review 2021/22 The Chair thanked DBS for a good and clear report. With no questions raised the Board moved to the recommendation.</p> <p>Recommendation The Board noted the Complaints Review for 2021/22</p>
22.08.302	<p>a) Legal Actions – Rent Arrears</p> <p>Recommendation Board approval was granted for Decree to Evict as payments plans had not been maintained.</p> <p>b) Legal Actions – Other Tenancy Issues</p> <p>Recommendation Board approval was granted for Decree to Evict.</p> <p>c) Legal Actions – Updates With no questions raised the Board moved to the recommendation.</p> <p>Recommendation The Board noted the progress with regard to the legal action cases included within this report.</p>
22.08.303	<p>Tenancy Related Write Offs.</p> <p>Recommendations The Board:</p> <ol style="list-style-type: none"> 1. Approved the Write-Off of former tenant debt as outlined in the Appendix 1 to the report. 2. Noted the balance of arrears written off under delegated authority. 3. Noted the balance of arrears at key stages of the recover process.
Other Eildon Group Business	
22.08.401	Discussed at 1.06 on the Agenda.
Standard Items	
22.08.501	<p>Disposal of Land/Property/Leases and Granting of a Security There were no disposals reported.</p>
22.08.502	<p>Payments & Benefits There were no payments or benefits reported.</p>

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22.08.503	List of Signings and Use of Seal There were no signings or use of seal reported.
22.08.504	Guidance Notes There were no guidance notes reported.
22.08.505	Membership Applications. Recommendation The Board considered the application for membership of the Association.
22.08.601	AOCB With no further business to discuss the Chair closed the meeting at 8.42pm

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David Alexander, Chair