

# Public Eildon Board Minutes

Meeting: Board Meeting of Eildon Housing Association Ltd.

Date: 15 February 2023

Time: 5.30pm

Location: Weaving Shed / Virtual attendees

Present: Ms Ballantyne, Mr R Beardsley, Ms C Fancy (Chair), Mr B Frater, Mr C Highton (until 7.30pm), Ms C Louch, Ms Harvie (virtual), Mr A Lundmark, Ms E McHugh, Dr A Mordue, Mr Swinton

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

## Ms Fancy presided

| Ref                | Subject   | Action |
|--------------------|---|--------|
| <b>Board Items</b> |   |        |
| <b>23.02.101</b>   | <b>Welcome &amp; Apologies</b><br>The Chair welcomed everyone and opened the meeting at 5.34pm. Apologies were noted from Ms Younger. The Chair advised Ms Younger had resigned from the Board as of 8 February 2022. The Board noted thanks to Ms Younger for her 6 years of service.  |        |
| <b>23.02.102</b>   | <b>Declarations of Interest</b><br>As a tenant of Eildon Housing Association, Mr Beardsley noted a declaration of interest for agenda item 2.05 Rent Increase 2023/24 – Consultation Feedback. The Chair thanked Mr Beardsley for his declaration and advised while he could not contribute to the discussion, he was welcome to stay in the meeting. |        |
| <b>23.02.103</b>   | <b>Minutes for Approval</b><br>The minutes of the Board meeting held on 7 December 2022 were approved as an accurate record on the motion of Ms Ballantyne and seconded by Dr Mordue.   |        |
| <b>23.02.104</b>   | <b>Action Points &amp; Matters Arising</b><br>Board Members noted and accepted the responses to the Action Points and Matters Arising from 7 December 2022.   |        |
| <b>23.02.105</b>   | <b>Remuneration Committee (Remco) 1 February 2023</b><br>Ms Ballantyne, Chair of Remco updated the Board on the Remco Meeting held on 1 February 2023.<br><br>Board Members noted the draft Remco minutes 1 February 2023.  |        |

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| <b>Strategic Items for Discussion/Approval</b> |  |        |
| 23.02.201                                      | <p><b>Management Accounts &amp; Financial Report Q3</b><br/>DBS gave an overview of the Management Accounts and Financial Report Q3.</p> <p>Following the DBS overview Board Members raised and discussed the liquidity ratios and loan covenants and the energy costs in the Weaving Shed following the refurbishment.</p> <p><b>RECOMMENDATION</b> - The Board:</p> <ul style="list-style-type: none"> <li>a) Approved the Quarter 3 Management Accounts 2022/23,</li> <li>b) Noted the revised estimated out-turn for 2022/23, and</li> <li>c) Noted the potential areas of influence from the external environment on Eildon's future business and financial plans.</li> </ul>   |        |
| 23.02.202                                      | <p><b>Development &amp; Treasury Management Report Q3</b><br/>DPA presented the Development aspect of the Development and Treasury Management Report.</p> <p>Board Members raised and discussed the following points:</p> <ul style="list-style-type: none"> <li>• Pace of the development programme</li> <li>• Clarification on completions</li> <li>• Affordable Housing Supply Programme (AHSP), in the Scottish Government (SG) budget to ease delivery</li> <li>• Deliverability of 167 units in year two</li> </ul> <p><b>RECOMMENDATIONS</b> - The Board:</p> <ul style="list-style-type: none"> <li>a) Noted the potential cost and funding implications of the current development programme and build this into the development of the 23/24 5Year Viability Plan which will be presented to Board in March.</li> <li>b) Noted and agreed the continued prudent approach to any further site starts or new contracts until a fuller analysis and projections can be made as part of the 23/24 5 Year Viability Plan.</li> <li>c) Noted and agreed that staff need to work within the parameters of prudence and viability but continue to pro-actively pursue opportunities for new developments with lenders, land-owners and contractors.</li> </ul> |        |
| 23.02.203                                      | <p><b>Performance Report Q3</b><br/>DBS presented the paper highlighting the improvements made to the complaints process.</p> <p>Board Members raised and discussed the following points:</p>  |        |

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|           | <ul style="list-style-type: none"> <li>• Smoke detector replacement programme</li> <li>• Clarification on criteria of Low Demand properties</li> <li>• Update on non-emergency repair times</li> <li>• The pressure to build in rural area</li> </ul> <p><b>RECOMMENDATION</b></p> <p>The Board noted the contents of this paper and the Quarter 3 Performance Booklet.</p>   |        |
| 23.02.204 | <p><b>Care Performance Report Q3</b><br/>DCS presented the report.</p> <p>Board Members raised and discussed the shared understanding of assessments.</p> <p><b>RECOMMENDATION</b></p> <p>The Board is noted the performance of Care Services within Q3 2022/23.</p>  |        |
| 23.02.205 | <p><b>Rent Increase 2023/24 – Consultation Feedback</b><br/>DCS gave an overview of the paper.</p> <p>Board Members thanked DCS for a well-written, detailed paper that demonstrated how the decisions on increases had been made.<br/>Board Members made the following points:</p> <ul style="list-style-type: none"> <li>• Consultation process</li> <li>• Could sheltered housing accommodation be perceived as too expensive?</li> <li>• Retail Index Price (RPI)</li> <li>• Access to benefits for tenants</li> <li>• Lobbying the Scottish Government</li> </ul> <p><b>RECOMMENDATIONS</b> - The Board noted the content of this paper and feedback from tenants, and consider the recommendations of the Executive Team as follows:</p> <ol style="list-style-type: none"> <li>1. To increase social rents by 7%.</li> <li>2. To increase rents by 7% for properties occupied by sharing owners with tenancies less than 20 years.</li> <li>3. Approved the increases in services charges within care services to ensure full cost recovery of local costs.</li> <li>4. To increase garage, guest room and meals charges by 10%.</li> <li>5. Approved increases in charges for leased properties (based on the lease agreements) as follows: <ul style="list-style-type: none"> <li>• Huntlyburn Terrace (properties leased to BGH) – 10% (October RPI)</li> </ul> </li> </ol> |        |

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|  | <ul style="list-style-type: none"> <li>Riverside House (communal kitchen) – 11% (October RPI + 1%).</li> </ul>   |        |
|  | Mr Highton left the meeting at this point.   |        |
| 23.02.206                                    | <p><b>Sustainability and (Asset Performance Evaluation) APE update</b></p> <p>The Chair noted the indication of a Board training session to discuss the findings from the APE report and asked for questions/comments from Board Members.</p> <p>Board Members discussed the energy efficiency of housing stock and the future plans of APE.</p> <p><b>RECOMMENDATION</b> - The Board noted the progress being made towards enacting the recommendations of the Sustainability Annex and the associated asset management activities.</p> |        |
| 23.02.207                                    | <p><b>Policy Review - Donation Policy</b></p> <p>CEO advised the policy had been reviewed with no changes proposed.</p> <p><b>RECOMMENDATION</b> - The Board approved the review of the Donations Policy and noted no changes were required.</p>   |        |
| <b>Other items for Board Approval/Noting</b> |  |        |
| 23.02.301a                                   | <p><b>Legal Actions – Rent Arrears</b></p> <p>With no questions raised on this standing item the Chair moved to adopt the Recommendation.</p> <p><b>RECOMMENDATIONS</b> - The Board noted the intention, where action is necessary, to seek Decree to Evict when these cases are called into court and Board approval was given to enforce it. Where arrangements exist Board approval was given to Decree to Evict if they are not maintained.</p>  |        |
| 23.02.302                                    | <p><b>Tenancy Write-Offs</b></p> <p>With no questions raised on this standing item the Chair moved to adopt the Recommendation.</p> <p><b>RECOMMENDATIONS</b> - The Board:</p> <ol style="list-style-type: none"> <li>1. Approved the write-off of former tenant debt, as outlined in Appendix 1;</li> <li>2. Noted the balance of arrears and credits/prepayments written off under delegated authority; and</li> <li>3. Noted the balance of arrears at key stages of the recovery process.</li> </ol>                                 |        |

| Other Eildon Group Business |  |  |
|-----------------------------|--|--|
| 23.02.401                   | <p><b>Eildon Enterprise Limited (EEL) Board 15 February 2023</b></p> <p>Mr Lundmark, Chair of EEL gave a verbal update of the meeting that had preceded the Board meeting and highlighted:</p> <ul style="list-style-type: none"> <li>• The EEL Management Accounts had been approved.</li> <li>• The SG had decided to extend the temporary rent restrictions on the private rented sector for a further six months, advising landlords they could increase rents up to a 3.0% cap. Eildon MMR increase would be set at 3.0% as of 1 August 2023.</li> <li>• While there is no legal obligation to consult with MMR tenants, to keep in line with Eildon social rented tenants a consultation took place for the first time.</li> </ul> |  |
| Standard Items              |  |  |
| 22.11.501                   | <p><b>Disposal of Land/Property/Leases and Granting of a Security</b></p> <p><b>RECOMMENDATION</b> - The Board approved the disposal of the random strip of land at Earlston High School site to Scottish Borders Council (SBC).</p>   |  |
| 22.11.502                   | <p><b>Payments &amp; Benefits</b></p> <p><b>RECOMMENDATION</b> - The Board noted the granting of a tenancy to Mrs Robson at 14 Oakwood Park, Galashiels.</p>   |  |
| 22.11.503                   | <p><b>List of Signings and Use of Seal</b></p> <p><b>RECOMMENDATION</b> - The Board noted the list of signings and use of seal in accordance with the Standing Orders.</p>   |  |
| 22.11.504                   | <p><b>Guidance Notes</b></p> <p>There were no Guidance Notes reported.</p>   |  |
| 22.11.505                   | <p><b>Membership Applications</b></p> <p>There were no Membership Applications reported.</p>   |  |
| 22.11.506                   | <p><b>AOCB</b></p> <p>CEO advised that Eildon had hosted a session with Integration Joint Board (IJB) which highlighted the importance of partnership working and the important activities undertaken in the supported housing sector.</p> <p>The Chair closed the meeting at 8.02pm.</p>  |  |