

# Official Eildon Board Minutes

Meeting: Board Meeting of Eildon Housing Association Ltd.

Date: 15 June 2022

Time: 6.00pm

Location: Board Room/Virtual

Present: Mr D Alexander (Chair), Mr R Beardsley, Ms A Ballantyne, Ms C Fancy, Mr B Frater, Mr P Gilbert, Mr Highton, Ms C Louch, Mr A Lundmark, Ms E McHugh, Dr A Mordue

Virtual: Mr E Swinton

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 Alexander

| Ref                | Subject  |
|--------------------|--|
| <b>Board Items</b> |  |
| <b>22.06.101</b>   | <b>Welcome &amp; Apologies</b><br>The Board meeting formally started at 6.20pm<br><br>The Chair welcomed Ms Louch to her first meeting as a Board Member and welcomed back Ms Fancy. Apologies were noted from Ms Harvie and Ms Younger.         |
| <b>22.06.102</b>   | <b>Declarations of Interest</b><br>Mr Beardsley declared an interest.  |
| <b>22.06.103</b>   | <b>Minutes for Approval</b><br>The minutes of the Board meeting held on 11 May 2022 were approved as an accurate record on the motion of Dr Mordue and seconded by Mr Frater.  |
| <b>22.06.104</b>   | <b>Action Points &amp; Matters Arising.</b><br>There were no Action Points or Matters Arising to report.   |
| <b>22.06.105</b>   | <b>Committee Items for Approval/Noting</b><br><b>Audit and Risk Committee (ARCom) 1 June 2022</b><br>Mr Swinton, Chair of ARCom highlighted the main points from the ARCom meeting held on 1 June 2022:<br><br>The Board noted the ARCom Report. |
| <b>22.06.106</b>   | <b>Remuneration Committee (Remco), 15 June 2022</b><br>Ms Ballantyne, Chair of RemCo, gave a verbal update from the:<br><br>The Board noted the verbal update.   |

| Ref  | Subject   |
|--|---|
| 22.06.107                                      | <p><b>Eildon Enterprise Limited (EEL) 8 June 2022</b></p> <p>Mr Lundmark, Chair of EEL highlighted the key points of the meeting:</p> <p>The Board noted the verbal update and tabled EEL Minutes.</p>  |
| <b>Strategic Items for Discussion/Approval</b> |   |
| 22.06.201                                      | <p><b>Audit Summary Report and Letter of Representation</b></p> <p>Mr Swinton and noted the external auditor had reported EHA's AFS as a clean set of accounts with no weakness or governance issues.</p> <p><b>Recommendation</b></p> <p>The Board:</p> <ul style="list-style-type: none"> <li>• Approved the signing of the updated Annual Financial Statements for the Year Ended 31 March 2022</li> <li>• Agreed to sign the Letter of Representation</li> </ul>  |
| 22.06.202                                      | <p><b>Annual Assurance Statement (AAS)</b></p> <p>The CEO thanked Board members for their participation and contributions to the checklist at the Annual Assurance Statement (AAS) Workshop on 1 June 2022.</p> <p>The CEO advised this is the fourth AAS submission to the Scottish Housing Regulator (SHR) and through the workshop Board members had considered and strengthened last year's adherence checklist to ensure EHA are compliant with SHR standards.</p> <p><b>Recommendation:</b></p> <p>The Board asked to delegate to the Chair, through the CEO/Secretary, to submit Eildon's fourth Annual Assurance Statement to the Scottish Housing Regulator confirming compliance with the regulatory standards, using the proposed draft wording.</p> |
| 22.06.203                                      | <p><b>Property Asset Management Strategy</b></p> <p>DPA highlighted the following:</p> <ol style="list-style-type: none"> <li>1. <b>Stock Condition Data</b></li> <li>2. <b>Development Programme</b></li> <li>3. <b>Asset Performance</b></li> </ol> <p>Board Members discussed all three points in detail and were satisfied with the Executive Team's responses.</p> <p><b>Recommendation:</b></p> <p>The Board approved the content of draft Asset Management Delivery Plan.</p>  |
| 22.06.204                                      | <p><b>Customer Voice Strategy (CVS) 2022/25</b></p> <p>DCS highlighted the key points of the Strategy and noted the framework includes working with communities and focus groups.</p> <p><b>Recommendation:</b></p> <p>The Board considered and approved the reviewed Strategy and Action Plan.</p>   |
| 22.06.205                                      | <p><b>Annual Procurement Report</b></p> <p>DPA gave a summary of the Annual Procurement Report and with no questions from Board Members the Chair moved to the recommendation.</p> <p><b>Recommendation:</b></p>  |

| Ref  | Subject  |
|--|--|
|  | Board Members noted the Annual Procurement Report  |
| 22.06.206                                    | <p><b>Millar House – Disposal through Lease Agreement</b><br/>DCS explained that progress had been made to dispose of Millar House by way of a lease to a social care and community development charity. Board Members noted the progress and agreed it would be a good example of health and social care integration and demonstrates strong partnership working.</p> <p><b>Recommendation:</b><br/>The Board:</p> <ol style="list-style-type: none"> <li>1. Considered and noted the reprovisioning of Millar House as specialist supported accommodation and community rehabilitation service for people with enduring mental health disorders.</li> <li>2. Approved the disposal of Millar House to Carr Gomm through a commercial lease for 10-years from 19 September 2022.</li> <li>3. Noted that a copy of the Millar House report and the extract of the minute of the June Board will be submitted to the Scottish Housing Regulator to comply with the regulations on notifiable events.</li> </ol> |
| 22.06.07                                     | <p><b>Independence and Responsibility Agreement</b><br/>As this topic had been previously discussed and agreed at EEL Board, there were no comments or questions from Board Members.</p> <p><b>Recommendation:</b><br/>The Board approved the list of activities to:</p> <ul style="list-style-type: none"> <li>• Continue to manage the Eildon Group mid-market rent portfolio that has been leased to EEL by EHA.</li> <li>• Keep under review additional activities that could be undertaken by EEL on a non-charitable basis on behalf of the Eildon Group. These activities would only be pursued if a suitable business plan was developed to ensure this would be a commercially viable option.</li> </ul>  |
| <b>Other items for Board Approval/Noting</b> |  |
| 22.06.301                                    | <p><b>Tenancy Write Off – Q4 2021/22</b><br/>There were no questions raised from Board Members.</p> <p><b>Recommendation:</b><br/>The Board:</p> <ul style="list-style-type: none"> <li>• Approved the write off the former tenant debt.</li> <li>• Noted the balance of arrears and credits/prepayments written off under delegated authority.</li> <li>• Noted the balance of arrears at key stages of the recovery process.</li> </ul>  |
| <b>Other Eildon Group Business</b>           |  |
| 22.06.401                                    | <p><b>Eildon Enterprise 8 June 2022</b><br/>This item had been considered at 1.07 on the agenda.</p>   |

| Standard Items    |   |
|-------------------|---|
| <b>22.06.501</b>  | <b>Disposal of Land/Property</b><br>There were no disposals reported.   |
| <b>22.06. 502</b> | <b>Entitlements, Payments &amp; Benefits Policy (EPB)</b><br>Mr Beardsley had declared his interest in this agenda item, the Chair therefore formally asked Mr Beardsley to leave the meeting while this item was discussed.<br><br>Mr Beardsley was invited back in for the remainder the meeting. |
| <b>22.06.503</b>  | <b>List of Signings and Use of Seal</b><br>The Chair reminded Board Members there is a Register of documents signed as a formal regulatory requirement.<br><br><b>Recommendation:</b><br>The Board noted the paper.   |
| <b>22.06.504</b>  | <b>Guidance Notes</b><br>There were no guidance notes reported.   |
| <b>22.06.505</b>  | <b>Membership Applications</b><br>There were no Membership Applications reported.   |
| <b>22.06.506</b>  | <b>AOCB</b><br>The Chairman closed the meeting closed at 8.22pm   |

]