

Official Eildon Board Minutes



Meeting: Board Meeting of Eildon Housing Association Ltd.
 Date: Wednesday 10 November 2021
 Time: 5.30pm
 Location: Weaving Shed with virtual attendees

Present: Mr D Alexander, Ms A Ballantyne, Mr R Beardsley, Mr P Gilbert (virtual), Ms A Harvie (virtual), Mr C Highton (virtual), Mr A Lundmark, Ms E McHugh, 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
 Ms A Miller, Director Housing & Care Services (DHCS)
 Ms S Spence, Governance Officer

Ref	Subject
Board Items	
21.11.101	Welcome & Apologies The Chair welcomed everyone to the meeting, noting Mr Wilson-Prior (DPA) as an apology.
21.11.102	Declarations of Interest None.
21.11.103	Minutes for Approval The minutes of the Board meeting held on 1 September 2021 were approved as a correct record of the meeting on the motion of Dr Mordue and seconded by Ms Ballantyne.
21.11.104	Action Points & Matters Arising There were no matters arising from the meeting on 1 September 2021.
21.11.105	Committee Items for Approval/Noting ARCom, 1 September 2021 CEO confirmed the re-election of Mr Swinton as Chair of ARCom. Remuneration Committee, 22 September 2021 CEO confirmed re-election of Ms Ballantyne as Chair of Remco which was agreed by the membership of the Committee by exchange of emails as this was the only item of business. The Board approved the appointment of both Chairs.

Ref	Subject
Strategic Items for Discussion/Approval	
21.11.201	<p>Management Accounts & Financial Report Q2</p> <p>Presented by: DBS DBS gave a PowerPoint presentation and Board members highlighted the following points:</p> <ul style="list-style-type: none"> • Clarification on the pension figures. • Contractual rates for care staff • Re worked outturns • Robustness of Eildon's supply chain <p>CEO answered the above points to the Board's satisfaction. Outcome: The Board approved:</p> <ul style="list-style-type: none"> • The Quarter 2 Management Accounts • The revised estimated out-term for 2021/22
21.11.202	<p>Development & Treasury Management Report Q2</p> <p>Presented by DBS DBS delivered a PowerPoint presentation and in DPA's absence advised that of the 33 schemes, 19 remain as per the February 2021 plan, with 14 that have slipped back one year. Board members discussed the implications of some of the figures and satisfied it showed their confidence in the robustness of the Development and Treasury Management Report Q2/. Outcome: The Board noted the movement in the development programme and approved the extension of the programme.</p>
21.11.203	<p>Q2 Performance Report</p> <p>Presented by DBS Board members discussed the rise in complaints that were community based due to customers spending more time in their homes. Outcome: The Board noted the contents of the paper and the Quarter 2 Performance Booklet.</p>
21.11.204	<p>Role Description for Governing Body Members and Office Bearers</p> <p>Presented by CEO Board members requested some changes to the Governing Body Members and Office Bearers Role Descriptions, to truly reflect the commitment by Eildon Board members. Outcome: The Board agreed to adopt the revised role descriptions contained in the paper.</p>
21.11.205	<p>Revised Codes of Conduct for Board and Staff Members</p> <p>Presented by CEO CEO advised the Code of Conduct for Staff is adapted from the model codes and adapted for Eildon's purposes. Outcome: The Board agreed to adopt the revised Board and Staff Codes of Conduct.</p>

Ref	Subject
21.11.206	<p data-bbox="395 170 1267 206">Entitlements, Payments and Benefits Policy (EPB Policy)</p> <p data-bbox="395 241 1474 349">Presented by DBS Board members asked for clarification on the point of ‘additional payments’. Outcome: The Board approved:</p> <ul data-bbox="395 394 1453 730" style="list-style-type: none"> • The adoption of the Entitlements, Payments and Benefits Policy as set out in Appendix 1 of the paper. • The adoption of the Use of Our Contractors and Suppliers for Personal Purposes Guidance as set out in Appendix 2 of the paper. • The renaming of the Salary, Payments and Benefits Policy for Staff as the Remuneration Policy. • The removal of the separate Gifts and Hospitality Guidance for staff. • The introduction of annual reporting on the EPB at the August Board meeting alongside annual ‘registers’ reporting. <p data-bbox="395 768 644 804">The Board noted:</p> <ul data-bbox="395 808 1453 1028" style="list-style-type: none"> • The ‘supplier list’ relevant to the Entitlements, Payments and Benefits Policy will be made accessible to Board Members and staff via Sharepoint. • A new process will be implemented for the recording and management of the register of interests to ensure that it is an on-going review of the process.
21.11.207	<p data-bbox="395 1066 1027 1102">Main Street, Chirnside – Tender Approval</p> <p data-bbox="395 1137 1453 1433">Presented by: CEO CEO advised, in line with Eildon’s development procedures, Eildon is entering into a Development Agreement with Springfield Properties to develop 57 affordable homes in Chirnside. Outcome: The Board approved that Eildon enters a Development Agreement to develop 57 new homes in Chirnside with Springfield Properties in accordance with the terms, conditions and costs contained in the report.</p>
Other items for Board Approval/Noting	
21.11.301	<p data-bbox="395 1514 916 1550">Board Away Day Workshops 2021</p> <p data-bbox="395 1585 1474 1769">Presented by: CEO The Chair noted the report and tabled analysis from the Board Away Day that will be fed into the 5-Year Strategy Consultation process. Outcome: Board noted the report and tabled analysis from the Board Away Day 2021.</p>
21.11.302	<p data-bbox="395 1807 708 1843">Model Rules Update</p> <p data-bbox="395 1879 1394 2027">Presented by CEO CEO advised that Finance Conduct Authority (FCA) had approved the Rules 9 November 2021, the next stage is to notify Scottish Housing Regulator and inform Office of Scottish Charity Regulator (OSCR).</p>

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	Outcome: The Board noted to progress on the adoption of the Association's Rules.
21.11.303	<p>Bridge Homes Update</p> <p>Presented by CEO CEO verbally updated the Board on the progress with the proposal to acquire the properties from Bridge Homes in quarter four. Outcome: The Chair agreed the Board were happy with the decision in principle and asked for the report in December to cover any risks and financial implications, plus any emergency requirements if a decision could not be reached by then.</p>
21.11.304	<p>Extra Care Housing Update</p> <p>Presented by DCS DCS reported the handover of Wilkie Gardens is expected on 15 November 2021 and as reported at the Board Away Day the commissioning of the service will be in January 2022, with tenants moving in on a phased and structured entry as of 21 January 2022. Outcome: The Board noted the Project Plan update and progress set out in the report.</p>
21.11.305	<p>Tenancy Related Write Offs</p> <p>Presented by DCS Board members questioned the length of time to report on two of the cases. DCS advised Eildon must exhaust all its procedures and demonstrate that staff have taken every possible step to recover the debt. Outcome: The Board: Approved the write-off £14,557.04 of former tenant debt, as outlined in Appendix 1 of the report.</p> <ul style="list-style-type: none"> • Noted the balance of arrears and credits/prepayments written off under delegated authority. • Noted the balance of arrears at key stages of the recovery process. <p>The Chair advised the meeting was running close to the 2.5 hours allowed for Board meetings and in compliance with the Rules proposed the meeting continue for a further 30mins to conclude business. Board members agreed unanimously.</p>
21.11.306	<p>Legal Actions Update Report</p> <p>Presented by:DCS Highlighted that three cases were high level cases, and in normal circumstances Eildon would seek decree, however experience through the pandemic demonstrated the Sheriff Officers are reluctant to do this. Outcome: The Board noted the progress with regard to the legal action cases included within the report.</p>

Ref	Subject
Other Eildon Group business	
21.11.401	EEL Board Meeting 10 November 2021 Mr Lundmark reported EEL Board members had considered the accounts approved them with no risks identified.
Standard Items	
21.11.501	Disposal of Land/Property None.
21.11.502	Payments & Benefits The Board noted the granting of tenancies to two relatives of Eildon employees.
21.11.503	List of Signings and Use of Seal The Board noted the paper listing Share Certificates completed during the pandemic.
21.11.504	Guidance Notes None.
21.11.505	Membership Applications None.
21.11.506	AOCB With no AOCB to report the Chair closed the meeting at 8.20pm.

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David Alexander, Chair