

Official Eildon Board Minutes



Meeting: Board Meeting of Eildon Housing Association Ltd.
 Date: Wednesday 16 November 2022
 Time: 5.30pm
 Location: Weaving Shed / Virtual

Present: Ms Ballantyne, Mr R Beardsley, Ms C Fancy (Chair), Mr B Frater (until Item 2.06), Ms A Harvie (virtual), Mr C Highton, Ms C Louch, Mr A Lundmark (virtual), Ms E McHugh, Dr A Mordue, and 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 of Property Assets (DPA)
 Ms S Spence, Governance Officer

Ms Fancy presided

Ref	Subject	Action
Board Items		
22.11.101	Welcome & Apologies The Chair welcomed everyone to the meeting and opened the meeting at 5.37pm.	
22.11.102	Declarations of Interest There were no Declarations of Interest reported.	
22.11.103	Minutes for Approval The minutes of the Board meeting held on 7 September 2022 were approved as a correct record on the motion of Ms Ballantyne and seconded by Dr Mordue.	
22.11.104	Action Points & Matters Arising Care Inspectorate Forms CEO asked for these to be completed as soon as possible. Site Visits Cancelled CEO advised this site visit had been cancelled.	
22.11.105	Committee Items for Approval/Noting Audit and Risk Committee (ARCom), 7 September 2022 Mr Swinton reported he had been nominated and had accepted to be re-elected as Chair of ARCom.	

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	<p>Remuneration Committee (RemCo), 5 October 2022</p> <p>Ms Ballantyne reported she had been nominated and had accepted to be re-elected as Chair of RemCo.</p> <p>The Board noted the minutes of these meetings.</p>	
Strategic Items for Discussion/Approval		
22.11.201	<p>Management Accounts & Financial Report Q2</p> <p>DBS gave an overview of the Management Accounts and Financial Report Q2.</p> <p>Following the DBS overview Board Members discussed the Management Accounts & Financial Report Q2.</p> <p>Recommendation: The Board</p> <ol style="list-style-type: none"> 1. Approved the Quarter 2 Management Accounts 2022/23 2. Noted the revised estimated out-turn for 2022/23 3. Noted the potential areas of influence from the external environment on Eildon's future business and financial plans. 	
22.11.202	<p>Development & Treasury Management Report Q2</p> <p>The DBS and DPA gave an overview of the Development and Treasury Report Q2.</p> <p>Following this overview Board Members discussed the Development & Treasury Management Report Q2.</p> <p>Recommendation: The Board</p> <ol style="list-style-type: none"> 1. Noted the potentially significant cost of funding the current development programme as a result of the current interest rate environment, and the potential for the need to materially reduce the timing of the current five-year development programme. 2. Noted and agreed the intention to pause the commencement of any further site starts or new contracts until a fuller analysis and projection can be made. 	
22.11.203	<p>Q2 Performance Report</p> <p>DBS highlighted that one of the main key points was that tenant satisfaction had increased.</p> <p>Following the DBS presentation Board Members discussed the Q2 Performance Report.</p> <p>Recommendation: The Board noted the contents of the paper and the Quarter Two Performance Booklet</p>	

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22.11.204	<p>Care Services Performance Report Q2 DCS gave an overview of the report following which Board Members discussed the Care Services Performance Report Q2.</p> <p>Recommendation: The Board noted the performance of Care Services within Q2 2022/23.</p>	
22.11.205	<p>Rents and Consultation 2023/24 Following the DCS overview, Board Members discussed the Rents and Consultation 2023/24.</p> <p>Recommendation: The Board noted and approved the proposed rent consultation process as set out in the paper, including the attached timeline.</p>	
22.11.206	<p>IT Security Policy DBS presented the new IT Policy that sets out how IT security risks are being mitigated. The policy would be overseen by ARCom and that would be part of the planned IT Security Internal Audit planned for February 2023.</p> <p>Recommendation: The Board approved the IT Security Policy, subject to the agreed changes being made.</p> <p>Mr Frater left the meeting at this point (7.27pm)</p>	
Other items for Board Approval/Noting		
22.11.301	<p>Board Away Day 2022 The CEO thank Board Members for their attendance and the positive interactions at the Board Away Day.</p> <p>Recommendation: The Board noted the circulation of the materials used at the Away Day and provided feedback and reflections on the issues covered.</p>	
22.11.302	<p>Q2 Tenancy Related Write Off Cases With no questions or discussion from Board Members the Board moved to the Recommendations.</p> <p>Recommendation: The Board</p> <ol style="list-style-type: none"> 1. Approved the write off of £18,105.04 of former tenant debt, as outlined in Appendix 1 of the paper. 2. Noted the balance of arrears and credits/prepayments written off under delegated authority. 3. Noted the balance of arrears at key stages of the recovery process. 	

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22.11.303	<p>Legal Actions</p> <p>Rent Arrears DCS explained the changes to this process, to comply with the rent freeze legislation.</p> <p>Recommendation: The Board noted the intention, where the action is necessary, to seek Decree to Evict when the case/s are called into court and Board approval was sought. Where arrangements exist Board approval was sought for Decree to Evict if they are not maintained.</p> <p>Legal Action Update Report DCS highlighted three cases to the Board.</p> <p>Recommendation: The Board noted the progress with regard to the legal action cases included within the report.</p>	
Other Eildon Group business		
22.11.401	<p>EEL Board Meeting 16 November 2022</p> <p>Mr Lundmark gave a verbal update of the EEL Board Meeting held prior to EHA Board Meeting.</p>	
Standard Items		
22.11.501	<p>Disposal of Land/Property/Leases and Grating of a Security There were no disposals reported.</p>	
22.11.502	<p>Payments & Benefits</p> <p>Recommendation: The Board noted the granting of tenancies where there was a family connection in line with policy.</p>	
22.11.503	<p>List of Signings and Use of Seal</p> <p>Recommendation: The Board noted the paper.</p>	
22.11.504	<p>Guidance Notes There were no Guidance Notes Reported.</p>	
22.11.505	<p>Membership Applications</p> <p>Recommendation: The Board approved the applications for Membership of the Association for:</p>	
22.11.506	<p>AOCB</p> <p>DPA gave an update on the progress at the Westruther Site</p> <p>DCS gave an update on the progress to the lease for Millar House.</p>	

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	The Chair closed the meeting at 8.03pm.	

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Cathie Fancy, Chair