

Official Eildon Board Minutes



Meeting: Board Meeting of Eildon Housing Association Ltd.
Date: 21 June 2023
Time: 6.14pm – 8.23pm (2hrs 9 mins)
Location: The Weaving Shed, Selkirk

Present: Ms Ballantyne, Mr R Beardsley, Ms Fancy (Chair), Mr B Frater, Ms C Louch, Mr Lundmark and Mr Swinton.

Virtual: Ms A Harvie, Mr Highton (from 7pm).

Attendance: Mr N Istephan, Chief Executive & Company Secretary (CEO)
Ms L Mirley, Director Business Support (DBS) (until 8.00pm).
Ms A Miller, Director Community Services (DCS)
Mr N Wilson-Prior, Director Property Assets (DPA)
Ms S Spence, Governance Officer (GO)

Ms Fancy presided

Ref	Subject
Board Items	
1.01	Welcome & Apologies The Chair welcomed everyone to the meeting noting apologies from Ms E McHugh and Dr A Mordue
1.02	Declarations of Interest There were no Declarations of Interest Reported.
1.03	Minutes for Approval The minutes of the last meeting on 17 May 2023 were approved on the motion of Mr Swinton and seconded by Mr Beardsley.
1.04	Action Points & Matters Arising Board Members acknowledged that all three Actions from the May meeting had been completed. Recommendation - The Board noted the paper.
1.05	Draft EEL Board Minutes 17 May 2023 The Board noted the draft EEL Board Minutes.
1.06	Draft Audit and Risk Committee Minutes The Board noted the draft ARCom Minutes.
1.07	Remuneration Committee (RemCo) Feedback Ms Ballantyne gave a verbal update from the RemCo meeting that had preceded the EHA Board.

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Strategic Items	
2.01	Audit Summary Report DBS presented the Audit Summary Report saying it had been discussed in full at ARCom and the key points minuted. Recommendation - The Board approved this paper.
2.02	Annual Assurance Summary The CEO advised an Annual Assurance Summary workshop was held on 14 June 2023 and Board Members had reviewed and updated Eildon's Annual Assurance Checklist. Recommendation – The Board approved delegated authority to the Chair and CEO to submit the Annual Assurance Statement and for its publication on the Eildon website.
2.03	Property Asset Management Plan 2023/24 DPA gave an overview of the Procurement Annual Report. Recommendation – The Board approved the draft Property Asset Management Plan 2023/24 for publication.
2.04	Procurement Annual Report DPA gave an overview of the Procurement Annual Report. Recommendation – Board Members approved the changes to the Procurement Annual Report.
2.05	Care Services Performance Report Q4 DCS presented the Care Services Performance Report Q4. Recommendation – The Board noted the performance of the Care Services within Q4 2022/23.
2.06	Poynder Apartments Commissioning Updates DCS gave a presentation on Poynder Apartments and noted the presentation would be posted on the Board Portal with the Board Papers for reference. Recommendations – The Board: <ol style="list-style-type: none"> 1. Noted the progress in the commissioning of the ECH service in discussion with SBC with the aim of the service being operational from August 2023. 2. Approved the introduction of a Supported Housing rent characteristic for new lets in Poynder Apartments. 3. Noted a revised Rent Policy and implementation plan will be presented to Board on 15 November 2023 which will reflect the adoption of the Supported Housing rent characteristics across all care services.

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2.07	<p>High Buckholm Phase II – Delivery Shortfall DPA presented the High Buckholm Phase II paper.</p> <p>Recommendation – The Board approved the pursual of option 2 presented and approved the variation to the Development Programme output and budget.</p>
2.08	<p>Independence and Responsibility Agreement CEO presented the paper and explained EHA and EEL have to annually agree the activities that EEL can carry out and the resource implications these activities will have on the EHA.</p> <p>Recommendation – The Board approved:</p> <ol style="list-style-type: none"> 1. To continue to manage the Eildon Group midmarket rent portfolio that has been leased to EEL by EHA. 2. 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.
2.09	<p>Policy Register Reviews – Risk Management Policy CEO gave an overview of the changes to the Risk Management Policy.</p> <p>Board Members raised the following point:</p> <p>If Equalities Impact Assessments (EIAs) were being carried out. CEO advised EIAs were being developed and progressed as part of the Policy Register Review.</p> <p>Recommendation – Board Members agreed the changes to the Risk Management Policy.</p>
Routine Items	
3.01	<p>Legal Actions – a) Rent Arrears</p> <p>With no questions, from Board Members, on this routine paper, the Chair moved to the recommendation.</p> <p>Recommendation - The Board gave approval to seek Decree to Evict where this action is necessary.</p>
Standard Items	
4.01	<p>Disposal of Land/Property/Leases & Granting of a Security There were no Disposals reported.</p>
4.02	<p>Payments & Benefits</p> <p>With no questions, from Board Members, on the items noted in this Standard Item, paper, the Chair moved to the recommendation.</p> <p>Recommendation - The Board noted the granting of two offers of employment and a tenancy to an employee.</p>

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4.03	<p>List of Signings and Use of Seal</p> <p>CEO presented the paper.</p> <p>There were no questions or comments from Board Members.</p> <p>Recommendation - The Board is noted the paper.</p>
4.04	<p>Membership Applications</p> <p>There were no Membership Applications reported.</p>
5	<p>AOCB</p> <p>The CEO gave an update on the following topics:</p> <ul style="list-style-type: none"> • CEO Quarterly Report • Stakeholder events at Poynder • Westruther update <p>The Chair closed the meeting at 8.23pm</p>