

## Official Eildon Board Minutes

Meeting: Board Meeting of Eildon Housing Association Ltd.

Date: 6 September 2023

Time: 7.05pm – 7.53pm (48mins)

Location: The Weaving Shed, Selkirk

Present: Mr R Beardsley, Ms Fancy, Mr B Frater, Ms Harvie, Mr Highton, Dr Mordue and Mr Swinton.

Virtual: Ms E McHugh,

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

**Mr Istephan presided at 1.01 before the Chair presided**

Ref	Subject
<b>Board Items</b>	
<b>1.01</b>	<p><b>Welcome &amp; Apologies</b></p> <p>The Secretary opened the meeting at 7.05pm and welcomed members to the meeting congratulating re-elected members on their reappointment to the Board at the AGM. Apologies were noted from Ms Louch, Mr Lundmark and Ms Miller (DCS).</p>
<b>1.02</b>	<p><b>2023/24 Board Elections and Committee Membership</b></p> <p>Following the Rules of the Association the Secretary presided over the meeting until a Chair was elected.</p> <ul style="list-style-type: none"> <li> <p><b>Election of Chair</b></p> <p>The Secretary asked for nominations for the position of Chair. Mr Swinton nominated Ms Fancy, this was seconded by Mr Highton. With no other nominations or objections Ms Fancy was appointed Chair.</p> <p>With the Chair being duly elected the Secretary handed over the proceedings.</p> <p>The Chair thanked Board Members for her appointment.</p> </li> <li> <p><b>Election of Vice Chair</b></p> <p>The Chair nominated Mr Frater as Vice chair, and this was seconded by Mr Swinton. With no other nominations or objections Mr Frater was appointed as Vice-chair.</p> </li> </ul>

Ref	Subject
	<ul style="list-style-type: none"> <li> <b>Membership of Audit and Risk Committee (ARCom)</b>  The Committee was confirmed as:  Mr Swinton  Mr Beardsley  Ms Harvie  Mr Lundmark  Dr Mordue  Ms Louch </li> <li> <b>Membership of Remuneration Committee (Remco)</b>  Membership of Remco was confirmed as:  Ms C Fancy  Ms E McHugh  Mr B Frater  Vacancy </li> </ul>
1.03	<p><b>Annual Declarations</b></p> <p>The Secretary advised, in accordance with Rule 38.2, Board Members are required to sign the Code of Conduct annually. If members have any additional interests to declare in the year ahead, they could do so using the Declaration of Interest form on the Portal. The Secretary reminded Board Members that Interests can be disclosed at any time during the course of the year and during any meeting.</p> <p>The Secretary highlighted in addition to the annual Code of Conduct and Declaration of Interests forms, Eildon's insurance company had asked for signed declarations in relation to insurance to be completed annually. All three forms are required to be signed and returned by end of September for audit purposes.</p>
1.04	<p><b>Declarations of Interest Annual Report</b></p> <p>The Secretary advised the Declarations of Interest Annual Report is in compliance with our Entitlements, Payments and Benefits Policy approved in November 2022. This report is to demonstrate that we conduct our affairs with openness, honesty and integrity.</p> <p><b>Recommendations:</b> The Board noted the contents of this first Entitlements, Payments and Benefits Annual Report.</p>
1.05	<p><b>Minutes for Approval</b></p> <p>The minutes of the last meeting on 16 August 2023 were approved on the motion of Mr Frater and seconded by Mr Swinton.</p>
1.06	<p><b>Action Points &amp; Matters Arising</b></p> <p>Board Members acknowledged that the two of the three actions had been completed and the third one, to finalise the CEO Job Description would be completed and reported to the RemCo meeting in September 2023.</p> <p><b>Recommendation:</b> The Board noted the paper.</p>

Ref	Subject
<b>Routine Items</b>	
<b>2.01</b>	<b>Meeting Schedule 2024/25</b> The CEO referred to the 2024/25 schedule which is based on the previous year's schedule and is drawn up trying to avoid school holidays, and to have a sensible spacing of meetings.
<b>2.02</b>	<b>Legal Actions – Rent Arrears</b> In the absence of the DCS, the CEO presented the Legal Actions paper clarifying this case was looking to seek Decree for Eviction as the arrears were over the eviction moratorium threshold of £2,250.  <b>Recommendation:</b> The Board gave approval to seek decree to evict.
<b>Routine Items</b>	
<b>3.01</b>	<b>Disposal of Land/Property/Leases and Granting of a Security</b> The CEO presented the paper and advised the shared owner had bought the property outright.  <b>Recommendation</b> - The Board noted the contents of the paper and the assets being recorded as per the Scottish Housing Regulator's Notifiable Events Guidance.
<b>3.02</b>	<b>Entitlements, Payments and Benefits – Offer of Employment</b> With no questions, from Board Members, on the items noted in this Standard Item, paper, the Chair moved to the recommendation.  <b>Recommendation:</b> The Board noted the granting of offer of employment to two close relatives of an employee of Eildon.
<b>3.03</b>	<b>List of Signings and Use of Seal</b> There were no signings or use of seal reported.
<b>3.04</b>	<b>Membership Applications</b> There were no membership applications reported.
<b>3.05</b>	<b>AOCB</b> The CEO reported that the Care Inspectorate had carried out an Unannounced Inspection of Eildon's Housing Support Services (West) and awarded Grades 5 – Very Good (out of six).  The Chair closed the meeting at 7.52pm