

Public Eildon Board Minutes

Meeting: Board Meeting of Eildon Housing Association Ltd.

Date: 24 April 2024

Time: 5.44 – 8.24pm (2hrs 50mins)

Location: Weaving Shed

Present: Mr R Beardsley, Mr B Frater, Ms A Harvie (5.52pm), Ms C Louch, Mr R Kilshaw (co-optee), Ms H Mcleod, Ms E McHugh, Dr A Mordue, Mr E Swinton (left at 6.52)

Virtual: Mr C Highton, Mr A Lundmark

Attendance: Mr N Istephan, Chief Executive & Company Secretary (CEO)
Ms L Mirley, Director Business Support (DBS)
Ms A Miller, Director Community Services (DCS) - Virtual
Mr N Wilson-Prior, Director Property Assets (DPA) (from 6.09)
Ms S Spence, Governance Officer (GO)

Mr Frater, Vice-chair presided

Ref	Subject
Board Items	
1.01	<p>Welcome & Apologies</p> <p>The CEO welcomed everyone to the meeting and took the opportunity to propose a one-minute silence in honour of Mr Wilkie, former Chair of Eildon, who died on 5 April 2024. Mr Wilkie will be remembered for being the single most important person in making Eildon Housing the organisation it is today, entirely through voluntary effort.</p> <p>The Vice-Chair then opened the meeting at 5.44pm, noting apologies from Ms Fancy (Chair) and Ms Louch.</p>
1.02	<p>Declarations of Interest</p> <p>There were no Declarations of Interest reported.</p>
1.03	<p>Minutes for Approval</p> <p>The minutes from the Board meeting held on 13 March 2024 were approved as an accurate record on the motion of Dr Mordue and seconded by Mr Kilshaw.</p>
1.04	<p>Action Points & Matters Arising</p> <p>Board Members noted the progress to the Action Point from 13 March 2024.</p>
1.05	<p>RemCo, 13 March 2024</p> <p>With no questions from Board Members on the Draft RemCo minutes of 13 March 2024, the Vice-Chair moved to the Recommendation.</p> <p>Recommendation: Board Members noted the draft minutes of RemCo from 13 March 2024.</p>

Ref	Subject
Strategic Items for Discussion/Approval	
2.01	<p>Board Members Review</p> <p>The Chair reported the annual Board Members Review Process is a regulatory requirement to assess how effectively the Board operates and identifies training and development requirements for individual Board Members or as a group. This year's Reviews had identified five themes to progress and to help shape the Board Away Day in October.</p> <p>Through the Board Reviews it was noted that one Board Member had advised they would be stepping down at the AGM and one Board Member had served on the Board for over nine years and in compliance with the regulatory requirements, was asked to leave the meeting while the Board considered his on-going membership. On returning to the meeting the Vice-Chair thanked them for their continued contributions to the Board.</p> <p>Recommendation: The Board considered and endorsed the findings in the report and agreed to the areas identified for training and awareness raising.</p> <p>Ms Harvie joined the meeting at 5.52pm</p>
2.02	<p>Scottish Housing Regulator's Engagement Plan 2024/25</p> <p>The CEO gave a verbal update on the previously circulated Scottish Housing Regulator's (SHR) Engagement Plan for 2024/25, advising the Board that the submissions noted in the Engagement Plan due on 30 April were being progressed. The second round of submissions were due on 31 October 2024.</p> <p>Recommendation: Board Members noted the Engagement Plan.</p> <p>DPA joined the meeting at 6.09pm.</p>
2.03	<p>Procurement Strategy</p> <p>DPA gave an overview of the mandatory annual review of the Procurement Strategy. DPA highlighted the focus of this review was to request that contractors demonstrate how they will work with Eildon towards Net Zero Carbon.</p> <p>Recommendation: The Board approved the review of the Procurement Strategy and approved its publication.</p> <p>Mr Swinton left the meeting at this point 6.48pm.</p>
2.04	<p>Edgar Road, Westruther Update</p> <p>DPA presented the Edgar Road, Westruther update and gave an overview of this stalled development.</p> <p>Recommendation: The Board approved the increase in the Eildon funding commitment for the Edgar Road project.</p> <p>Mr Lundmark left the meeting at this point 8.00pm</p>

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	The Vice-Chair advised the meeting was running close to the 2.5 hours allowed for Board meetings and in compliance with the Standing Orders proposed the meeting continue for a further 30mins to conclude business. Board Members agreed unanimously.
2.05	<p>New Care Service – Poynder Gardens Learning Disability Service DCS gave an overview of the new service proposed at Poynder Gardens, which is part of the 'Coming Home: A Report on Out of Area Placements and Delayed Discharge for People with Disabilities and Complex Needs' report published by the Scottish Government.</p> <p>Recommendation: The Board considered the proposals as set out in the paper to commission the new care and support service within Poynder Gardens.</p>
2.06	<p>Customer Satisfaction Surveys 2023 DCS gave an overview of the Customer Satisfaction Surveys 2023.</p> <p>With no questions raised from Board Members the Vice-Chair moved the Recommendation.</p> <p>Recommendation: The Board noted the outcome of this year's Customer Satisfaction Surveys and areas of service improvement as set out in the report.</p>
Other items for Board Approval/Noting	
3.01	<p>Legal Actions</p> <p>a) Rent Arrears</p> <p>Recommendation: The Board noted the action taken and to homologate the decision made by the Board's Vice Chair. Approval was given to seek Decree to evict if the action was required.</p> <p>b) Other Tenancy Issue There were no other tenancy issues reported.</p> <p>c) Updates There were no further updates reported.</p>
3.02	<p>Tenancy Write-Offs DCS highlighted that the contents of the paper were an amalgamated version of quarter three and quarter four paper for year end.</p> <p>With no questions raised from Board Members the Vice-Chair moved the Recommendation.</p> <p>Recommendation: The Board:</p> <ol style="list-style-type: none"> 1. Approved the write off of former tenant debt, as outlined in Appendix 1 of the paper. 2. Approved the write off of former tenant credit, as outlined in Appendix 2 of the paper.

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	<p>3. Noted the balance of arrears and credits/prepayments written off under delegated authority; and</p> <p>4. Noted the balance of arrears at key stages of the recovery process.</p>
Standard Items	
4.01	<p>Disposal of Land/Property/Leases and Grating of a Security</p> <p>There were no disposals reported.</p>
4.02	<p>Payments & Benefits</p> <p>There were no payments or benefits reported.</p>
4.03	<p>List of Signings and Use of Seal</p> <p>There were no signings or use of seal reported.</p>
4.04	<p>Membership Applications</p> <p>There were no comments from Board Members on this Standard Paper.</p> <p>Recommendation: The Board considered and approved the application for Membership of the Association.</p>
AOCB	
5.00	<p>AOCB</p> <p>DPA reported that successful bid from the Net Zero Fund to complete decarbonisation works to our development at Hawdene Broughton had been completed and signed off today.</p> <p>The chair closed the meeting at 8.24pm.</p>