

Public Eildon Board Minutes



Meeting: Board Meeting of Eildon Housing Association Ltd.
Date: 14 August 2024
Time: 5.36pm – 8.00pm
Location: The Weaving Shed, Selkirk

PRESENT: Ms C Fancy (Chair), Mr B Frater (Vice-Chair), Ms Harvie, Mr C Highton, Dr A Mordue, Ms C Louch, Mr R Kilshaw, Ms H MacLeod, Ms E McHugh, Mr E Swinton

IN ATTENDANCE: Mr N Istephan, CEO and Company Secretary (CEO)
Ms L Mirley, Director of Business Support (DBS)
Ms A Miller, Director of Community Services (DCS)
Mr N Wilson-Prior, Director of Property Assets (DPA)
Ms S Spence, Governance Officer (GO)

Ms Fancy Presided

Ref	Subject
Board Items	
1.01	Welcome & Apologies The Chair opened the meeting at 5.36pm and noted apologies from Board Members Mr Beardsley and Mr Lundmark.
1.02	Declarations of Interest There were no Declarations of Interest reported.
1.03	Minutes for Approval The Minutes from the Board meeting held on 19 June 2024 were approved as an accurate record on the motion of Mr Highton and seconded by Mr Frater.
1.04	Action Points & Matters Arising CEO presented the paper and reported that the first Board Away Days SLWG will be held on 28 August 2024. Recommendation: The Board noted the Action Points from the last meeting.
1.05	The Board's Minutes, Seals Registers and Books CEO presented the paper, explaining that this paper is to confirm to the Board that over the course of the reporting year 2023/24, Eildon has complied with its Rules, Clauses 62 - 67 in respect to the administration of Board Minutes, Use of Seal and keeping of our Registers and Books. Recommendation: The Board noted the contents of the paper.

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1.06	Declarations of Interest Annual Report The CEO presented the Declarations of Interest Annual Report that is in compliance with our Entitlements, Payments and Benefits Policy. Recommendations: The Board noted the contents of the paper.
1.07	Draft RemCo, 19 June 2024 Recommendation: Board Members noted the Draft RemCo Minutes to be approved at its next meeting on 18 September 2024.
1.08	EEL AGM and Board Meeting Q4 14 August 2024 In the absence of the Chair of EEL the CEO, gave an update from the EEL AGM and EEL Board meeting held prior to this meeting.
Strategic Items	
2.01	Financial Performance and Management Account Report DBS presented the paper. RECOMMENDATION - The Board: <ol style="list-style-type: none"> 1. Approved the Quarter 1 Management Accounts 2024/25. 2. Noted the revised estimated out-turn for 2024/25.
2.02	Development and Treasury Management Report DPA presented this paper and reported on the progress of the development sites. RECOMMENDATION - The Board noted the movement in the development programme and considered the implications of the revisions outlined.
2.03	Annual Assurance Statement CEO gave an overview of the Annual Assurance Statement Workshop. RECOMMENDATION – The Board noted the tabled paper and agreed delegated authority be given to the Chair to approve the Annual Assurance Statement to be submitted to the Scottish Housing Regulator.
2.04	Quarterly Performance Report DBS presented the Quarterly Performance Paper. RECOMMENDATION - The Board noted the contents of the paper and the Quarter One Performance Booklet.
2.05	Care Services Performance Report DCS tabled paper, highlighting the report incorporated feedback on the report proposed at the last Board meeting. RECOMMENDATION - The Board noted the performance of Care Services.

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2.06	<p>Tender Approval - Tweedbridge Court, Peebles DPA presented the paper gave a brief overview of the development.</p> <p>RECOMMENDATION – The Board:</p> <ol style="list-style-type: none"> 1. Noted the progress on the Tweedbridge Court project at Peebles. 2. Noted that any approach for HAG will be to a minimum of 125% of benchmark 3. Approved proceeding to enter a Design and Build contract to develop twenty-two new homes at the Tweedbridge Court with the JR Group in accordance with the terms, conditions and costs outlined within this report, subject to securing Scottish Government tender approval of a grant of a minimum of 125% of Benchmark. 4. Approved the delegation of the signing of the building contracts to the Director of Property Assets in accordance with the approved scheme of financial delegation, once formal confirmation of grant availability in 2025/26 has been received.
Routine Items	
3.01	<p>a) Rent Arrears</p> <p>Recommendation: The Board approved to seek Decree to Evict if this action is required.</p>
	<p>b) Other Tenancy Issues (Delegated Authority) DCS advised that delegated authority from the Chair and Vice-chair had been sought.</p> <p>RECOMMENDATION - The Board noted the action taken and to homologate the decision made the Board's Chair and Vice-Chair.</p>
	<p>c) Updates DCS presented the paper.</p> <p>RECOMMENDATION - The Board noted progress with regard to the legal action cases included within this report.</p>
3.02	<p>Tenancy Debt Write Offs DCS presented the paper and reported that the Simple Procedure process have been reviewed in-house, to resolve the older cases as soon as possible.</p> <p>RECOMMENDATION - The Board is invited to:</p> <ol style="list-style-type: none"> 1. Approved the write offs of former tenant debt, as outlined in Appendix 1. 2. Approved the write offs of former tenant credit, as outlined in Appendix 2. 3. Noted the balance of arrears and credits/prepayments written off under delegated authority. 4. Noted the cumulative totals of all debt written off this year.

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Standard Items	
4.01	Disposal of Land/Property/Leases & Granting of a Security. There were no disposals reported.
4.02	Payments & Benefits – Granting of a tenancy DCS presented this paper. Recommendation: The Board noted the granting of a tenancy to a close relative of an employee.
4.03	List of Signings and Use of Seal There were no List of Signings or Use of Seal reported.
4.04	Membership Applications There were no Membership Applications reported.
5	AOCB AGM/SGM Arrangements <ul style="list-style-type: none"> The CEO reminded Board Members that there is an SGM ahead of the AGM and the conditions of an SGM is to consider one topic only. The purpose of the SGM is to update the Rules at Clause 17 – Borrowing Powers. The CEO advised that a nomination for Ms Pashley had been received from Mr Frater for Ms Pashley's election to the Board at the AGM. Board Members due to retire, and seek re-election, at this year's AGM are: Ms Fancy, Mr Frater, Mr Highton and Ms Louch. Board Away Day Programme CEO advised the SLWG had been rescheduled for 28 August 2024. Board Recruitment CEO advised with succession planning in mind a Board Recruitment drive is being considered. Although the Board will have full membership after the AGM, Eildon has the capacity to co-opt three more Members onto its Board. Chair closed the meeting at 8.00pm