

Public Eildon Board Minutes



Meeting: Board Meeting of Eildon Housing Association Ltd.
Date: 13 November 2024
Time: 5.40pm – 8.10pm (2hrs 30mins)
Location: The Weaving Shed, Selkirk

Present: Mr R Beardsley, Ms C Fancy (Chair), Mr B Frater (Vice-Chair), Ms Harvie, Mr A Lundmark, Ms C Louch, Mr R Kilshaw

Virtual: Ms H MacLeod

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)
Ms S Spence, Governance Officer (GO)

Ms Fancy Presided

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Board Items	
1.01	Welcome & Apologies The Chair opened the meeting at 5.40pm and noted apologies from Board Members Mr C Highton, Ms E McHugh, Ms J Pashley, Mr Swinton and Mr N Wilson Prior (DPA).
1.02	Declarations of Interest There was one declaration of interest reported. One Board Member declared an interest in agenda item 2.06 Rent and Service Charge Consultation as he is a tenant of the Association. The Chair thanked them for his declaration and advised that while they could not take part in the discussion or any votes required, they were welcome to stay in the meeting.
1.03	Minutes for Approval The Minute from the Board meeting held on 4 September 2024 was approved as an accurate record on the motion of Mr Frater and seconded by Ms Harvie.
1.04	Action Points & Matters Arising The Board noted the one action point, to have all annual declarations submitted by end of September had been completed. In addition to this CEO advised, the revised Rules had been registered by the Financial Conduct Authority on 7 November 2024 and can be adopted from this date. The revised Rules have been submitted to the Scottish Housing Regulator (SHR) and once confirmation has been received, the Office of Scottish Charities Regulator (OSCR) will be notified.

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	<p>CEO also advised that the ET were meeting SHR as part of a planned meeting as set out in our Engagement Plan and the paper from agenda item 2.02 Development and Treasury Management Report, with the Board discussion, will be used to inform the meeting.</p> <p>Recommendation: The Board noted the paper.</p>
1.05	<p>Draft RemCo Minutes 19 June 2024 With no comments or points raised from Board Members, the Chair moved to the Recommendation.</p> <p>Recommendation: The Board noted the contents of the paper.</p>
	Committee Items for Noting
1.06	<p>Draft Audit and Risk Committee (ARCom) Minutes 4 September 2024 In the absence of Mr Swinton, Chair of ARCom, CEO reported that on 4 September Mr Swinton had been re-elected as Chair of ARCom.</p> <p>Recommendations: The Board noted the contents of the paper.</p>
1.07	<p>Draft EEL Minutes 13 November 2024 Mr Lundmark gave a verbal update from the EEL meeting that preceded this EHA Board meeting.</p> <p>Recommendation: Board Members noted the verbal update.</p>
Strategic Items	
2.01	<p>Management Accounts (MA) & Financial Report DBS presented the Management Accounts and Financial Report Q2.</p> <p>RECOMMENDATION - The Board:</p> <ol style="list-style-type: none"> 1. Approved the Quarter 2 Management Accounts 2024/25. 2. Noted the revised estimated out-turn for 2024/25 and 3. Noted the status of the 2025/26 planning process.
2.02	<p>Development and Treasury Management Report In the absence of DPA, CEO presented Development aspects of the paper and reported this is the paper being discussed with SHR as noted at 1.04 Action Points and Matters Arising.</p> <p>RECOMMENDATION – The Board noted the movement in the development programme and considered the implications of the revisions outlined.</p>
2.03	<p>Care Performance Report Q2 2024/25 DCS presented the Care Performance Report Q2.</p> <p>RECOMMENDATION – The Board noted the contents of the paper</p>
2.04	<p>Quarterly Performance Report DBS presented the Quarterly Performance Report Q2.</p>

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	RECOMMENDATION - The Board noted the contents of the paper and the Quarter 2 Performance Booklet.
2.05	<p>Quarterly Performance Reporting – Proposal DBS presented a proposal for Board Members to establish a Short Life Working Group (SLWG).</p> <p>RECOMMENDATION – The Board:</p> <ol style="list-style-type: none"> 1. Approved the creation of a SLWG to review performance information presented to Board with the remit and membership contained in the report. 2. Nominated and agreed the Board Members to participate in the SLWG; and 3. Agreed to the SLWG reporting its recommendations to the February 2025 Board Meeting.
2.06	<p>Rent and Service Charge Consultation 2025/26 DCS presented the Rent and Service Charge Consultation 2025/26 paper.</p> <p>RECOMMENDATION – The Board:</p> <ol style="list-style-type: none"> 1. Approved the proposal to consult on a 4% increase in basic rent. 2. Noted the ongoing review of service charges across our two sheltered housing developments in Hawick, review of restricted services for 19 sheltered housing tenants whose tenancies started before April 2018; and the review of rent and service charges within Station Avenue. It was also noted a further report is to be presented to Board on 11 December 2024 seeking approval on how best to proceed. 3. Approved the proposal to consult on an increase of 4% on service charges. 4. Approved the proposal to consult tenants in Poynder Apartments and Wilkie Gardens on an increase by 2.25% on board charges. 5. Noted a report on the outcome of the tenant consultation to be presented to Board on 19 February 2025 to agree the increase to be applied as of 1 April 2025.
2.07	<p>Annual Customer Satisfaction Consultation Timetable DCS gave a verbal update of the annual Customer Satisfaction Consultation.</p> <p>With no questions raised or points for discussion from Board Members the Chair noted the verbal update.</p>
2.08	<p>Repairs and Voids Delivery Review In the absence of the DPA the CEO gave an overview of the Repairs and Voids Delivery Review.</p> <p>Recommendation/s: The Board noted the contents of the report, especially in relation to quarterly budget updates on repair revenue spending and planned conversations on potential delivery models when the current contracts expire.</p>

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2.09	<p>Disposals In the absence of DPA, the CEO gave an overview of the disposal of a property.</p> <p>Recommendation: The Board approved the sale of this property on the grounds set out in the paper.</p>
2.10	<p>Board Away Day 2024 – Feedback CEO gave an overview of this paper.</p> <p>Recommendation/s: The Board noted the contents of the report, and for feedback with any further thoughts and suggestions to the CEO by the end of November. The Board also noted the CEO will use the Board Away Day material to assist with the development of the new 5-Year Strategy.</p> <p>The Board noted the conclusion of the work of the SLWG for the 2024 Board Away Day.</p>
	With the duration of the meeting nearing 2.5 hours the Chair asked if Board Members were willing to extend the meeting by 30minutes to conclude business. Board Members unanimously agreed to the extension.
2.11	<p>Bill Wilkie Award – Borders College – Donation CEO presented the Bill Wilkie Award paper.</p> <p>Recommendation: The Board:</p> <ol style="list-style-type: none"> 1. Noted the creation of the Bill Wilkie Award with Borders College. 2. Agreed the ‘donation’ of the annual prize to the winning student.
Routine Items	
3.01	<p>Legal Actions a) Rent Arrears With no questions raised on this routine item the Chair moved the Recommendation.</p> <p>Recommendation: The Board approved to seek Decree to Evict if this action is required.</p>
	<p>ai) Rent Arrears (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 No updates reported.</p>
3.02	<p>Tenancy Debt Write Offs DCS presented this standard agenda item and with no questions or points raised from Board Members the Chair moved to the Recommendation.</p>

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	<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.
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 – Granting of a tenancy/Offer of employment There was no granting of a tenancy or offers of employment reported.</p>
4.03	<p>List of Signings and Use of Seal The CEO presented this standard paper and with no discussion or points raised from Board Members the Chair moved to the Recommendation.</p> <p>Recommendation: The Board noted the contents of the paper.</p>
4.04	<p>Membership Applications There were no Membership Applications reported.</p>
5.0	<p>AOCB</p> <p>Board Members raised the following:</p> <ul style="list-style-type: none"> • Congratulations on being awarded CIH Scotland Award for Housing Organisation of the year 2024. • Noted the Annual Board Reviews will take place in January/February 2025. <p>The Chair reported the meeting extension had not been required and closed the meeting at 8.10pm.</p>