

Official Eildon Board Minutes



Meeting: Board Meeting of Eildon Housing Association Ltd.
 Date: 19 February 2025
 Time: 6.22pm – 8.28pm (2hrs 6min)
 Location: The Weaving Shed, Ettrick Mill, Dunsdale Road, Selkirk TD7 5EB

Present: Mr R Beardsley, Ms C Fancy (Chair), Mr B Frater (Vice-Chair), Mr Highton, Mr A Lundmark, Ms C Louch, Ms H MacLeod, Mr R Kilshaw, Ms J Pashley, Mr E Swinton

Virtual: Ms E McHugh

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 Cathie Fancy Presided

Ref	Subject	Action
Board Items		
1.01	Welcome & Apologies The Chair opened the meeting at 6.22pm, following a presentation from Research Resource on the Customer Satisfaction Surveys, in connection with 2.08 Rent & Service Charge Increase – Consultation Feedback. The Chair noted apologies from Ms A Harvie.	
1.02	Declarations of Interest The Chair advised there had been two declarations of interest reported. One for agenda item 2.06 Rent & Service Charge Increase – Consultation Feedback and the other for agenda item 3.01 Legal Actions. The Chair thanked both Board Members for their declarations and advised that they could remain in the meeting but would not be invited to speak or vote on the respective items.	
1.03	Minutes for Approval The Minutes from the Board meeting held on 13 December 2024 were approved as an accurate record on the motion of Mr Frater and seconded by Ms H MacLeod.	
1.04	Action Points & Matters Arising from the previous meeting. DCS updated the Board on the progress to implementing the revised and Board approved Allocation Policy. Recommendation: The Board noted the paper.	

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1.05	<p>Draft RemCo Minutes 29 January 2025</p> <p>Mr Frater, Chair of RemCo gave an overview of the RemCo Minutes 29 January 2025. drawing Board Members attention to:</p> <ul style="list-style-type: none"> • Salary Sacrifice Pension Contributions Scheme • 2025/26 Propose Pay Award <p>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 Eildon Enterprise Limited (EEL) Minutes 19 February 2025</p> <p>Mr Lundmark, Chair of EEL, gave a verbal update from the EEL meeting that preceded this Board meeting, drawing Board Members attention to:</p> <ul style="list-style-type: none"> • EEL Management Accounts for Q3 • Proposed Rent Increase for Mid-Market Rent (MMR) 2025/26 <p>Recommendations: The Board noted verbal update.</p>	
Strategic Items		
2.01	<p>Management Accounts & Financial Report</p> <p>DBS presented the Management Accounts (MA) and Financial Report Q2.</p> <p>Following a discussion on the MA and Financial Report the Chair then moved to the Recommendations.</p> <p>RECOMMENDATION - The Board:</p> <ol style="list-style-type: none"> 1. Approved the Quarter 3 Management Accounts 2024/25. 2. Noted the revised estimated out-turn for 2024/25. 	
2.02	<p>Development and Treasury Management Report</p> <p>The DPA presented Development aspects of the paper.</p> <p>DBS gave an overview of the Finance aspects of the paper.</p> <p>Board Members discussed the performance bonds for contactors and felt it was important they should be met and monitored.</p> <p>The Chair then moved to the Recommendations.</p>	

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	RECOMMENDATION – The Board noted the movement in the development programme and considered the implications of the revisions outlined.	
2.03	<p>Performance Report Q2 2024/25 DBS presented the Performance Report Q3.</p> <p>Following the discussion the Chair moved to the Recommendation.</p> <p>RECOMMENDATION – The Board noted the contents of the paper and the Quarter Three Performance Booklet.</p>	
2.04	<p>Care Performance Report DCS presented the Care Performance Report.</p> <p>Following the discussion the Chair moved to the Recommendation.</p> <p>RECOMMENDATION - The Board noted the contents of the paper and the Quarter 3 Performance Booklet.</p>	
2.05	<p>Draft 5-Year Strategy CEO gave an overview of the challenges that face EHA and presented the draft 5-Year Strategy.</p> <p>The Chair appreciated that the discussions from the Board Away Days 2024, on the 5-Year Strategy had been incorporated and moved to the Recommendations.</p> <p>Recommendation: The Board commented and feedback on the draft 5-Year Strategy as presented.</p>	
2.06	<p>Rent and Service Charge Increase – Consultation Feedback DCS presented the Rent and Service Charge Increase - Consultation 2025/26 paper.</p> <p>Following the discussion the Chair moved to the Recommendation.</p> <p>Recommendations – The Board noted the contents of the paper and feedback from tenants, and to approved increases from 1 April 2025 as follows:</p> <ol style="list-style-type: none"> 1. Social housing rents up by 4% (this includes 16 sharing owners with tenancies less than 20 years not included in the formal consultation process). 2. Services charges within care services up by between 2% - 10.8% (as set out in the paper approved by Board in December 2024). 3. Rent for garages up by 4%. 4. Guest room charges up by £2.20 per night. 	

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	5. Charges for NHS Meals up by 10%. 6. Board charges in extra care housing up by 2.25%. 7. Factoring services to owners up by 4%. 8. Approve increases for leased properties as follows: <ul style="list-style-type: none"> • Huntlyburn Terrace (properties leased to BGH) – up by 3.4%, based on RPI at October 2024 • Riverside House (communal kitchen) – up by 4.4%, based on RPI at October 2024 at 3.4%, plus 1%. 	
2.07	Notifiable Event – Suspected Asbestos Fibre Release DPA gave an overview of the Notifiable Event – Suspected Asbestos Fibre Release paper. Following the discussion the Chair moved to the Recommendation. Recommendation: The Board noted the contents of the report.	
2.08	Annual Customer Satisfaction Surveys DCS gave an overview of the Annual Customer Satisfaction Survey. Following the discussion the Chair moved to the Recommendation. Recommendation: 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.	
2.09	Short Life Working Group (SLWG) – Recommendations on Performance Reporting DBS gave an overview of the SLWG Recommendations on Performance Reporting. Following the discussion the Chair moved to the Recommendation. Recommendation: The Board agreed: <ol style="list-style-type: none"> 1. The proposals for performance reporting as set out in the report. 2. Noted that the performance targets for 2025/26 would be presented for approval on the basis of the report. 	
Routine Items		
3.01	Legal Actions a) Rent Arrears DCS advised of the two cases presented one case will continue to be monitored and one case was given Decree for Eviction. With no questions raised on this routine item the Chair moved the Recommendation.	

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	Recommendation: The Board approved to seek Decree to Evict if this action is required.	
	<p>b) Rent Arrears (Delegated Authority) DCS advised that delegated authority from the Chair and Vice-chair had been sought as the court dates for the reported case were 29 January and 12 February 2025 ahead of this February Board meeting. This paper is to homologate the decision made.</p> <p>With no discussions or points raised the Chair moved to the Recommendation.</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 gave an overview of the Legal Actions Updates</p> <p>With no discussions or points raised the Chair moved to the Recommendation.</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 this standard Tenancy Debt Write Off item.</p> <p>Following the discussion the Chair moved to 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; 2. Approved the write off of former tenant credit, as outlined in Appendix 2; 3. Noted the balance of arrears and credits/prepayments written off under delegated authority; and 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>	
4.02a	<p>Payments & Benefits – Granting of a Tenancy With no questions on this standard item the Chair moved to the Recommendation.</p>	

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	Recommendation: The Board noted the granting of a tenancy to two applicants one who is an employee and one who is the close relative of an employee	
4.02b	Payments & Benefits – Offer of Employment With no questions on this standard item the Chair moved to the Recommendation. Recommendation: The Board noted the granting of Offers of Employment to a close relative of employees.	
4.03	List of Signings and Use of Seal There were no List of Signing or Use of Seal reported.	
4.04	Membership Applications With no questions on this standard item the Chair moved to the Recommendation. Recommendation: The Board considered and approved the application for Membership of the Association Share Certificate 697.	
5.0	AOCB With no other current business to discuss the Chair closed the meeting at 8.28pm	