

Public Eildon Board Minutes

Meeting: Board Meeting of Eildon Housing Association Ltd.
 Date: 18 June 2025
 Time: 5.50pm - 7.43pm (1hr 53mins)
 Location: The Weaving Shed, Ettrick Mill, Dunsdale Road, Selkirk TD7 5EB

PRESENT: Mr R Beardsley, Ms C Fancy (Chair), Mr B Frater (Vice-chair), Ms E McHugh, Ms Harvie, Ms C Louch, Mr A Lundmark, Ms H MacLeod, Ms J Pashley

VIRTUAL: Mr C Highton

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

Ms Fancy Presided

Ref	Subject
Board Items	
1.01	Welcome & Apologies The Chair welcomed everyone to the meeting noting apologies from Mr Kilshaw and Mr Swinton. With ten Board Members present the Chair declared the meeting quorate and opened the meeting at 5.50pm.
1.02	Declarations of Interest There were no Declarations of Interest reported.
1.03	Minutes for Approval – 21 May 2025 The Minutes from the Board meeting, previously circulated for comment, held on 21 May were approved as an accurate record on the motion of Ms Harvie and seconded by Mr Frater.
1.04	Action Points & Matters Arising CEO presented the Action Points & Matters Arising Paper. Recommendation: The Board noted the Action Points from the last meeting.
1.05	Draft Eildon Enterprise Limited (EEL) Minutes 21 May 2025 Mr Lundmark, Chair of EEL gave an update from the EEL meeting held on 21 May 2025. Recommendation: The Board noted the minute of EEL on 21 May 2025.

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1.06	<p>Draft Audit and Risk Committee (ARCom) Minutes 4 June 2025 In the absence of Mr Swinton, Chair of ARCom, Ms C Louch gave an update from the ARCom meeting held on 4 June 2025.</p> <p>Recommendation: The Board noted the draft minute from ARCom on 4 June 2025.</p>
1.07	<p>Draft RemCo, 21 June 2025 Mr Frater, Chair of RemCo gave his verbal update from the meeting that preceded the Board meeting.</p> <p>Recommendation: Board Members noted the verbal update from the RemCo meeting 21 June 2025.</p>
Strategic Items	
2.01	<p>Audit Summary Report and Letter of Representation 2024/25 DBS gave an overview on the Annual Financial Statement Audit Summary, noting it had been presented to the Audit and Risk Committee on 4 June 2025.</p> <p>Recommendation: The Board</p> <ul style="list-style-type: none"> • Approved the signing of the update Annual Financial Statements for the Year Ended 31 March 2025. • Agreed to the signing of the Letter of Representation.
2.02	<p>Property Asset Management Delivery Plan (PAMS) 2025/26 The DPA gave an overview of the PAMS.</p> <p>Recommendation: The Board approved the draft Property Asset Management Plan 2025/26 for publication.</p>
2.03	<p>Procurement Annual Report The DPA gave an overview of the Procurement Annual Report explaining there is a statutory obligation for it to be published on Eildon's website to disclose annually what qualifying public procurement activities have been undertaken and are planned for the following year.</p> <p>Recommendation: The Board noted the Annual Procurement Paper for publication subject to minor revisions to be approved by Chair and Vice Chair.</p>
2.04	<p>Customer Complaints Annual Report 2024/25 DBS gave an overview of the Complaints Annual Report, advising that improvements have been made to the recording of complaints and some improvements identified towards progressing stage 2 complaints which are more complex.</p> <p>Recommendation: The Board:</p> <ol style="list-style-type: none"> 1 Considered and noted the Customer Complaints Annual Review 2024/25. 2 Agreed to the incorporation of this annual review into a new Customer Experience report for future years.

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2.05	Risk Management Policy Review DBS presented the Risk Management Policy as reported to the Audit and Risk Committee on 4 June 2025. Recommendation: Board Members noted the Risk Management Policy Review.
2.06	Customer Voice Strategy 2025-28 DCS gave an overview of the Customer Voice Strategy. Recommendation: The Board 1. Reviewed and approved the refreshed Customer Voice Strategy 2025/28 and the associated action plan for 2025/26
2.07	Care Inspectorate Complaints – Station Avenue, Duns DCS presented the Care Inspectorate (CI) Complaints – Station Avenue Duns, paper. Recommendation: The Board noted the contents of the report.
2.08	Short Life Working Group (SLWG) Board Away Day CEO explained there is an annual SLWG for the Board Away Day made up of four or five Board Members, to discuss the programme for the current year. CEO asked for volunteers to make themselves known to the Governance Officer.
Routine Items	
3.01	a) Rent Arrears With no questions or points raised the Chair moved to the recommendations. Recommendation: The Board approved to seek Decree to Evict if this action is required.
	b) Other Tenancy Issues There were no Other Tenancy Issues reported.
	c) Updates With no questions or points raised the Chair moved the Recommendation. Recommendation: The Board approved to seek Decree to Evict if this action is required.
Standard Items	
4.01	Disposal of Land/Property/Leases & Granting of a Security. There were no disposals reported.

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4.02	Payments & Benefits a) Offer of Employment There were no offers of employment reported.
	b) Granting of a tenancy There were no granting of a tenancy reported.
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 members applications reported.
5	AOCB <ul style="list-style-type: none"> • Board Recruitment Process • Asbestos Audit: <p>With no further business the Chair closed the meeting at 7.43pm</p>