

# Eildon Public Board Minutes

Meeting: Board Meeting of Eildon Housing Association Ltd.

Date: Wednesday 14 April 2021

Time: 5:30pm

Location: Virtual

Present: Mr D Alexander (Chair), Mr R Beardsley, Ms A Ballantyne, Ms C Fancy, Mr C Highton, Mr A Lundmark, Ms E McHugh, Dr A Mordue, Mr E Swinton, and Ms C Younger.

Attendance: Mr N Istephan, Chief Executive & Company Secretary (CEO)  
Mr A A Brown, Director Finance & Corporate Services (DFCS)  
Ms A Miller, Director Community Services (DCS)  
Mr N Wilson-Prior, Director Property Assets (DPA)  
Ms S Spence, Governance Officer (GO)  
Ms A Bell, Care Manager (Older People) (CM))

Presided: Mr Alexander

Ref	Subject
<b>Board Items</b>	
<b>21.04.01</b>	<p><b>Welcome &amp; Apologies</b></p> <p>The Chair welcomed members to the meeting and introduced Ms Agnes Bell CM, who would be in attendance for Agenda Item 2.01 Extra Care Housing Model.</p> <p>Apologies were received from Mr P Gilbert and Ms Harvie. Noting Mr Lundmark was running late.</p>
<b>21.04.02</b>	<p><b>Declarations of Interest</b></p> <p>None.</p>
<b>21.04.03</b>	<p><b>Minutes for Approval</b></p> <p>The minutes of the Board meeting held on 24 March 2021 were approved as an accurate record on the motion of Mr Swinton and seconded by Mr Highton.</p>
<b>21.04.04</b>	<p><b>Action Points &amp; Matters Arising.</b></p> <p>There was only one matter arising identified by staff - Debt Collection Report, which was the subject of a paper under item 3.02 on the Agenda.</p>
<b>21.04.06</b>	<p><b>RemCo</b></p> <p>The Chair advised Ms Ballantyne had given a verbal report on the discussions at RemCo's last meeting.</p>
<b>Strategic Items for Discussion/Approval</b>	
<b>21.04.201</b>	<p><b>Extra Care Housing Model</b></p> <p>Mr Lundmark joined the meeting at this point.</p> <p>Presented by DCS</p>

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	<p>The Board discussed the virtues of collaborating with partners as the preferred and accepted way of working for this project noting discussions have been extended to expanding the community hub through working with the voluntary and third sector on a range of activities with the emphasis on health and well-being and social activities. Following a discussion on the risks and how they are managed, the Board requested regular quarterly reports on ECH.</p> <p>Outcome: The Board</p> <ul style="list-style-type: none"> <li>• Considered and approved the content of the report.</li> </ul>
<b>21.04.202</b>	<p><b>Board Member Review and Revised Governance Action Plan</b></p> <p>Presented by: CEO CEO updated Board members on the topics to be covered during the training sessions.</p> <p>Outcome: The Board approved the report including the training programme noting the Housing to 2040 session is planned for 28 April 2021 and to consider a session on Independent Review of Adult Care Services as discussed earlier in the meeting.</p>
<b>21.04.203</b>	<p><b>Strategic Implementation Plan</b></p> <p>Presented by CEO Board members noted the reporting mechanism to inform the Strategic Implementation Plan.</p> <p>Outcome: The Board approved the paper.</p>
<b>21.04.204</b>	<p><b>Performance Indicators</b></p> <p>Presented by DFCS Board members considered different ways of reporting performance indicators.</p> <p>Outcome: The Board approved the Performance Indicator Targets for the Year 2021/22.</p>
<b>21.04.205</b>	<p><b>Procurement Strategy</b></p> <p>Presented by: DPA With no changes to the Procurement Strategy to consider the Board noted the annual revision to the strategy.</p> <p>Outcome: The Board noted the contents of the paper and approved the adoption of the 2021 Procurement Strategy.</p>
<b>Other items for Board Approval/Noting</b>	
<b>21.04.301</b>	<p><b>Legal Actions Update Report</b></p> <p>Presented by: DCS DCS reminded Board members that limitations to progressing enforcement measures are still in place due to the pandemic and these limits will be lifted as restrictions are eased.</p>

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	Outcome: The Board noted the progress with regard to the legal action cases included within the report.
<b>21.04.302</b>	<b>Debt Collection – Former Tenant Arrears</b>  Presented by: DCS DCS advised this report was a request from Board members following the Tenancy Write Offs discussion at the February meeting and evaluates the effectiveness of Scott and Company. Outcome: The Board noted the contents of the report.
<b>21.04.303</b>	<b>Tenancy Related Write Offs</b>  Presented by: DCS With no questions or comments from Board members on this paper the Chair asked for approval of the recommendations. Outcomes: The Board: <ul style="list-style-type: none"> <li>• Approved the Write Offs of £6,573.07 of former tenant debt as outlined in Appendix 1 of the paper.</li> <li>• Noted the balance of arrears written off under delegated authority.</li> <li>• Noted the balance of arrears at key stages of the recovery process.</li> </ul>
<b>Standard Items</b>	
<b>21.03.301</b>	<b>Disposal of Land/Property</b> None
<b>20.03.09</b>	<b>Payments &amp; Benefits</b> None
<b>20.03.10</b>	<b>List of Signings and Use of Seal</b> None
<b>20.03.11</b>	<b>Guidance Notes</b> None
<b>20.03.12</b>	<b>Membership Applications</b> The Board considered and approved the application for Membership of the Association.
<b>19.03.13</b>	<b>AOCB</b> There were three items raised under AOCB. <ol style="list-style-type: none"> <li>1. All Board and Executive Team members to complete and return a Care Inspectorate Application for Registration in relation to extra care housing.</li> <li>2. Short-life working groups memberships were noted.</li> <li>3. Update on Scottish Social Services Council investigation, recorded as a notifiable event, had been completed.</li> </ol> <i>Meeting closed at 8.15pm</i>

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David Alexander, Chairman