

Official Eildon Board Minutes



Meeting: Board Meeting of Eildon Housing Association Ltd.

Date: Wednesday, 8 December 2021

Time: 5.30pm

Location: Virtual

Present: Mr D Alexander (Chair), Mr R Beardsley, Ms A Harvie, Mr C Highton (from 6.04pm Agenda Item 2.01), Mr A Lundmark, Dr A Mordue, and Mr E Swinton.

Attendance: Mr N Istephan, Chief Executive & Company Secretary (CEO)
Ms M Mirley, Director Business Support
Ms A Miller, Director Community Services (DCS)
Mr N Wilson-Prior, Director Property Assets (DPA)
Ms S Spence, Governance Officer (GO)

Ref	Subject
Board Items	
21.12.101	The meeting formally started at: 5.34pm Welcome & Apologies The Chair welcomed everyone to the meeting noting apologies from Ms A Ballantyne, Mr P Gilbert, Ms E McHugh and Ms C Younger.
21.12.102	Declarations of Interest The Chair declared an Interest in item 2.05 – Governing Body Profile as he had been instrumental in preparing the model Governing Body Profile for SFHA. Therefore, he proposed he should not take part in discussions of this agenda item.
21.12.103	Minutes for Approval - EHA Board 11 November 2021 Board members asked for the three amendments to the November Board minutes before being proposed by Mr Beardsley and seconded by Ms Harvie.
21.12.104	Action Points & Matters Arising All matters arising were covered in agenda items.
21.12.105	Committee Items for Approval/Noting ARCom, 24 November 2021 The Board noted the ARCom Minutes for approval at the next ARCom meeting 23 February 2022. Remuneration Committee, Extra Meeting 6 December 2021

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	<p>Remuneration Committee members approved:</p> <ul style="list-style-type: none"> a) A pay award made to the Care Manual-B basic and enhanced scale points and will apply to all roles in the grade; b) No additional 21/22 pay uplift is made to those staff on SBC TUPE staff pay grades above the pending local authority pay award; and c) Consideration of the further utilisation of this funding will be deferred and considered as part of the wider strategic and financial planning process.
Strategic Items for Discussion/Approval	
21.12.201	<p>Rent Policy Review Presented by DCS</p> <p>DCS advised the last Rent Policy Review was in 2011 and the review had taken place with consultation with tenants and through discussions with staff. The review had highlighted changes to the business, strengthened the affordability section so practices will flag areas of concerns and used the SFHA Affordability model. The review had also reviewed the rent characteristics formed in 2018 to ensure the rent matrix was fit for purpose.</p> <p>Board members held a full and frank discussion including comments from absent Board members via the Chair.</p> <p>Outcomes: The Board noted the content of the cover report, the supporting information, and approved one element of the revised Rent Setting Policy.</p>
21.12.202	<p>Rent, Services and Related Charges: Proposal for 2022/23 Presented by: DCS</p> <p>DCS reported the proposed increases takes into account Outcomes on changes to the rent setting structure as discussed under Agenda Item 2.01.</p> <p>Board members agreed to consult on a rent increase.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> 1. The Board agreed the percentage increase and thereafter we will progress to formally consult with tenants. 2. The Board approved the following proposals which we will formally consult with tenants: <ul style="list-style-type: none"> a. An increase in service charges for all tenancies created after April 2018, and for tenants with a restricted service charge; b. An increase across meals and board charges

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	<p>3. The Board considered and approved the proposed increases set out in this paper for garages and leased properties and note there is no requirement to formally consult with tenants on these increases.</p>
<p>21.12.203</p>	<p>Sustainability Annex to Property Asset Management Strategy (PAMS) Presented by DPA</p> <p>DPA advised the purpose of this paper is to formally adopt the Annex to the PAMS and progress moves towards decarbonisation.</p> <p>DPA highlighted the paper sets out two route maps. One is the longer-term strategy to increase the number of properties constructed to the paper's definition of the 'Eildon Alpha' zero emissions standard and the second, lays out the strategy to decarbonise our existing homes.</p> <p>Short Life Working Groups had been invaluable to this process and had concluded. The Chair thanked SLWG members for their input and proposed that all Board members be given the opportunity to submit detailed comments and share their experience and opinions.</p> <p>Output The Board approved the draft PAMS Annex A – Sustainable Properties Route Map – for publication.</p>
<p>21.12.204</p>	<p>Legal Action – Rent Arrears and Non-occupation Presented By: DCS</p> <p>There were no issues raised by Board Members.</p> <p>Outcomes: The Board agreed the Decree to Evict when the case is called in Court and approved its enforcement.</p>
<p>21.12.205</p>	<p>Governing Body Profile Presided by: Mr Swinton</p> <p>The Chair declared his interest in this item as he had written the Governing Body Profile in his previous role as consultant to SFHA. In the absence of the Vice-chair being present, the Chair proposed Mr Swinton to Chair this item.</p> <p>Mr Swinton opened the discussion and Board members proposed amendments to Annex A of the Eildon Group Governing Body Profile:</p> <p>Outcome: The Board was invited to agree the adoption of the Governing Body Profile subject to the above considerations and as presented in this paper.</p> <p>Mr Swinton handed Chairing the meeting back to Mr Alexander for the next item.</p>

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Other items for Board Approval/Noting	
21.12.301	<p>Bridge Homes Presented by CEO</p> <p>The Chair asked CEO for an update on the progress of Bridge Homes. CEO advised the proposal had been passed through Scottish Borders Council's Admin Policy Working Group ahead of going to full council this month. A report will be presented to Eildon Board members in the new year.</p> <p>Outcome: The Board noted the details of this paper and agreed to receive further reports in due course, with a formal decision coming to the Board in the new year.</p>
21.12.302	<p>Board Member Review Process 2022 Presented by The Chair</p> <p>The Chair advised the Board members review process is an opportunity to the make changes to the design of the review process. The Chair advised the Reviews will be carried out using the same format as in 2021 and will be supported by Ms McVitie.</p> <p>Outcome: The Board approved the process and timetable for the Board Member Review process.</p>
21.12.303	<p>Legal Actions There were no legal actions to report.</p>
Standard Items	
21.12.401	<p>SLWG Board Away Day Conclusion In compliance with the Standing Orders the CEO reported the Board Away Day Short Life Working Group (SLWG) had been reported on previously and Board members had attended a successful Away Day. This SLWG was now concluded.</p>
21.12.402	<p>Disposal of Property There were no disposals of property to report.</p>
21.12.403	<p>Payments & Benefits There were no payment and benefits to report.</p>
21.12.404	<p>List of Signings and Use of Seal There were no signings or use of seal to report.</p>
21.12.405	<p>Guidance Notes There were no guidance notes to report.</p>
21.12.406	<p>Membership Applications There were no new applications to report.</p>

Ref	Subject
21.12.407	AOCB With no other business to discuss, the Chair closed the meeting at 8.29.

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David Alexander, Chair