

Homes for Life Board Meeting
Summary Minute of Board Meeting held at 7pm Wednesday 19th February
2020
in the Maitlandfield House Hotel, Haddington

1.0	Preliminaries
1.1	<u>Start time of Meeting:</u> 7.105pm
1.2	<u>Welcome:</u> The Chair welcomed all to the meeting. He thanked Dave Roberts of Chiene & Tait for his report and attendance.
1.3	<u>Attendance:</u> <u>Present:</u> Allan Brown(Chair); Jamila Grieg (Vice Chair); David Rose (Chair of Audit & Risk Ctee); Gordon Leitch; Carol Widowson <u>In Attendance:</u> George Russell (Business Manager); Michelle Scott (acting Customer Services Manager); Alison Gorrie (Corporate Services Officer; Dave Roberts (Finance Agents- Chiene & Tait) <u>Apologies:</u> Olga Krasteva; Donna Wight; Luke Bullock The meeting noted the attendance sheet for previous meetings. The meeting considered and agreed a request from Olga Krasteva for temporary leave of absence for 3 months.
1.4	<u>Election of Chair of Audit & Risk:</u> The meeting noted that David Rose had been elected at meeting of 29 th January 20.
1.5	<u>Declarations of Interest:</u> None noted.
1.6	<u>Requests for consideration of additional items</u> under AOCB at end of meeting: None noted.
2.0	Items for Consideration & Approval
2.1	<u>Minutes</u>
2.1.1	<u>Draft Minutes:</u> The minutes of Board Meeting held 27 th November 2019 had been circulated. Subject to correction of non-material typos, the meeting agreed the draft minute. Action- AG to amend minute for signing
2.2	<u>Finance</u>
2.2.1	<u>3rd Quarter Management Accounts & Cashflow:</u> Quarterly Management Accounts & Cashflow had been circulated. Dave Roberts of Chiene & Tait presented these. Directors considered them, seeking clarification where necessary. The meeting noted good performance against all key financial indicators. The meeting noted deferral of planned maintenance. The meeting agreed the quarterly management accounts- as presented.
2.3	<u>Customer Services</u>
2.3.1	<u>Rent Increase:</u> A comprehensive report had been circulated- covering proposals, updates on budget & inflation, and feedback from tenant consultation.

	<p>Directors considered this report, seeking clarification where necessary.</p> <p>The meeting agreed the proposed:</p> <ul style="list-style-type: none"> • 2.25% rent increase from end Mar debit for new build, leased stock and ex ELC properties whose rent has already been lifted to new build equivalent for relet • 4.25% rent increase from end Mar debit for ex ELC not already increased to new build equivalent for relet- to ensure convergence over time.
2.4	<p><u>Membership Applications:</u> None noted.</p>
3.0	Items for consideration only (no approval required)
3.1	<u>Customer Services</u>
3.1.1	<p><u>Customer Services Quarterly Management Report:</u> A comprehensive report had been circulated. The acting Customer Services Manager presented this report.</p> <p>Directors considered and noted this report, seeking clarification on a range of issues.</p> <p>The Business Manager provided an update on Novus’s desire not to renew their contract and the need to identify and put in place a new contractor by mid May 2020. It was agreed that Port of Leith, Dunedin Canmore and Castle Rock Edinvar be approached in the first instance re interest of their inhouse repairs contractors, with ELC as a fall back option only if no interest or agreement could not be reached with the other identified options.</p> <p>Action- GR to:</p> <ul style="list-style-type: none"> • Approach the agreed contractors and negotiate alternative repairs service by mid-May.
3.2	<u>Audit & Risk Committee: Meeting 29th January 2020</u>
3.2.1	<p><u>Feedback from Meeting:</u> David Rose gave a verbal update from this meeting. He advised that due to volume of business and availability of information, priority had been given to immediate Health & Safety concerns and review of Key Risks. Consideration of Internal Audit Reports, and further review of Key Risks had been carried over to a further meeting – date still to be agreed, subject to auditor availability. The meeting noted this update.</p> <p>Papers had been circulated giving further detail on Prestonkirk re asbestos management and Kennedy Court re legionella management. George Russell provided further update on both.</p> <p>The meeting considered and confirmed support for actions taken and proposed on both Prestonkirk and Kennedy Court, including the working draft Asbestos Management Plan and proposed further tenant meeting on that.</p> <p>Action- GR to:</p> <ul style="list-style-type: none"> • complete Asbestos Management Plan with ACS Risk, and arrange tenant meeting on that. • liaise further with ELC and Ark HA to ensure effective overall coordination and management of respective H& S responsibilities, including review of Framework and Management agreements.
4.0	For Noting Only
4.1	<p><u>Risk Register:</u> Review by end January A&R Committee already discussed under item 3.2.1 above.</p>
4.2	<p><u>Regulation:</u> No new guidance noted.</p>

4.3	<p><u>Health & Safety:</u> The meeting had already received and discussed an update from the Business Manager on current asbestos and legionella issues at Prestonkirk and Kennedy Court respectively, at item 3,2.1 above. The Corporate Services Officer gave a verbal progress update on other Health & Safety management. The meeting noted both updates.</p>
4.4	<p><u>Winter Tenant Newsletter:</u> At start of the meeting The Customer Services Manager had circulated copies of a newsletter just issued to tenants. The meeting noted this Newsletter.</p>
4.5	<p><u>Tenant Prize Draw:</u> The meeting noted the winners of the prize draw for rent increase consultation feedback returns- as outlined in the Newsletter. Graeme MacGregor had been asked to do the draw between meetings to ensure winners could be publicised in the Newsletter.</p>
<p>5.0 5.1</p>	<p><u>AOCB</u> <u>Staffing:</u> The Business Manager provided a verbal update on actions taken since last Board, following retirement of the Customer Services Manager. The current Housing Officer had agreed to take on responsibilities of acting Customer Services Manager for a three-month initial period, pending further review, with appropriate responsibility payment. 4 agencies had been approached for temp staff to meet other immediate staffing needs, pending further review. Through Peace we had secured an experienced temp Housing Officer and through Balfour Wilson we had secured an experienced temp Admin Assistant.</p>
<p>End of Meeting: The meeting ended at 21.09</p>	
<p>Next Meetings:</p> <ul style="list-style-type: none"> • Audit & Risk Committee TBC during March, dependent on availability of Wylie & Bisset • Board Meeting: Wednesday 25th March 2020 - Venue to be confirmed 	