



Meeting: BOARD

Date & Time: Tuesday 29 August 2017 at 5.30pm

Venue: 51 North Bridge Street, Hawick

Present: Rita Stenhouse (Chair)
David Thomson (Vice Chair)
Ian Baxter
Ronnie Dumma
Eileen Frame
David Gordon
Garyth Thomas
George Young

In Attendance: Gregor Booth (Operations Director)
Nigel Hall (Cullen Kilshaw) for Company Secretaries
June Wilson (Executive Assistant)
Ray Sneddon (Observer)
Christine Stewart (Observer)
Isla Phillips (Observer)

The Chair welcomed Ray Sneddon, Christine Stewart and Isla Phillips along to the meeting and introduced them to the Board Members and Staff. Mr Sneddon and Mrs Stewart have expressed an interest in becoming Tenant Directors and are attending their 2nd Board meeting as observers and Miss Phillips has expressed an interest in becoming a Community Director on the Board and attended her 1st Board meeting to observe.

It was noted to the non Board Members a few items are for board discussion only so non Board Members will be asked to leave the meeting.

1. Apologies

Apologies for absence were received from Billy Robson and Margaret Ross.

2. Declarations of Interest

Declarations of Interest were noted from 1 Board Member and 2 members of Staff.

3. Minutes of Previous Meeting – 27 June 2017

The Minutes of Meeting held on 27 June 2017 were approved and signed by the Chair and Company Secretaries as being an accurate record of the meeting.

4. Board Action Point Tracker

The Action Point Tracker was addressed and updates noted.

5. Chair's Items

CEO Recruitment

After being updated on the recruitment process, it was agreed to re-advertise the post.

6. Chief Executive's Items

BHN Chief Executive Meeting (07.08.17)

Noted

Community Planning Joint Delivery Team Meeting (14.8.17)

Noted

Changes to Structure of Barclays Bank

Noted

Data Accuracy Visit

Noted.

7. Performance Reports – June 2017, Apr-June 2017 and July 2017

The Performance Reports for June 2017 and Quarterly Reports for Apr-June 2017 were discussed in detail and noted by the Board Members.

8. Policies/Strategies

The Board Members approved the Employee Handbook Policies, the Rent and Service Charge Setting Policy and Environmental Policy.

9. Customer Review Panel – Re-let Standard Recommendations – Impact Report

Board Members were asked to approve the extension of the pilot sparkle clean and painting service to void properties for a further 6 months whilst awaiting the outcome of the funding bid to the Employability Innovation and Integration Fund.

The Board Members approved the continuation of the pilot scheme for a further 6 months and agreed to fund this from the Contingency Fund if no savings could be found at the 6 monthly budget review.

10. Property Conversion – Grieve Avenue, Jedburgh

Board Members were asked to approve the conversion of two 2 bed ground floor flats in Grieve Avenue, Jedburgh into one 5 bed ground floor flat.

The Board Members approved the conversion to take place once there are 2 appropriate properties available.

11. Planned Maintenance Update – External Cyclical Painterwork 2017

Due to there being no direct personal interest, the Board member declaring their interest

was asked to remain in the meeting but not take part in the discussion.
The Board Members approved the undertaking of a 3 year plus option of a 2 year extension contract for external painterwork from the 2018/19 financial year.

12. Long Term Strategy Planning

The Board agreed that the Strategy day would be deferred and a Board Meeting will be put in place for October 2017.

13. Strategic Implementation Plan 2017/18 – Quarterly Review (Apr-June 2017)

The Board Members noted the quarterly review.

14. Warm Homes Fund (National Grid)

Board Members noted the Warm Homes Fund bid submitted for air source pumps to 10 rural properties.

15. Fire Safety - Update

Board Members noted the update on actions taken or being progressed in relation to fire safety.

The following items were for discussion with Board Members. Non-Board Members left the meeting and were thanked for their attendance at the meeting.

16. Beech Avenue Brief

Discussion took place on the Master Planning Study Brief. It was agreed a press release, letters to tenants and other stakeholders, be agreed by SBC and issued at the relevant time. Councillors, MSPs and MPs also to be informed.

17. 58-80 Beech Avenue, Galashiels

Board Members noted the report.

18. Minutes of Committee Meetings

There have been no Committee meetings since the last Board Meeting.

19. Equality Impact Assessment

During discussion of the foregoing agenda items no equality issues were identified.

20. Risk Assessment

During discussion of the foregoing agenda items, the recent change in CEO recruitment

should be noted as a potential risk in item 3 on the Risk Register.

21. Communications to Stakeholders

During discussion of the foregoing agenda item 16 – Beech Avenue Brief – a press release and letter to tenants to be put in place.

22. For Information – noted

- Lawmail – June 2017 – HR monthly update issued via email on 3/7/17.
- Employment Law Updates issued via email on 24/7/17.
- SFHA Governance Conference on 1st & 2nd Sept issued via email on 26/7/17.
- SHARE Committee/Board Development Oct-Dec 2017 training opportunities via email on 26/7/17.
- Lawmail Special – July 2017 issued via email on 26/7/17.
- Lawmail – July 2017 – HR monthly update issued via email on 3/8/17.
- RIHAF Conference Information via email on 16/8/17.
- Beech Avenue Regeneration Brief via email on 18/8/17.

23. Date of Next Meeting

Tuesday 26 September 2017

- AGM: 5:30pm
- Board Meeting: 6:15pm

Certified as an accurate record

_____ **Chair**

_____ **Company Secretaries**

_____ **Date**