



**Meeting: BOARD**

**Date & Time: Tuesday 30 May 2017 at 5.30pm**

**Venue: 51 North Bridge Street, Hawick**

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

**In Attendance:** Margaret Ross (Chief Executive)  
Gregor Booth (Operations Director)  
Nigel Hall (Haddon & Turnbull WS) for Company Secretaries  
June Wilson (Executive Assistant)

**1. Apologies**

Apologies for absence were received from Eileen Frame and Doreen Steele.

Billy Robson was not in attendance.

**2. Declarations of Interest**

A Declaration of Interest was noted from one Board Member.

**3. Minutes of Previous Meeting – 25 April 2017**

The Minutes of Meeting held on 25 April 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 noted.

**5. Chair's Items**

Appointment of New Board Member

Ronnie Dumma was appointed as Board Member and the Chair extended a warm welcome to Mr Dumma and wished him well in his role as Board Member.

AGM Venue

It was agreed to hold the AGM at the Buccleuch Arms Hotel in Newtown St Boswells.

CEO Recruitment Update

The Chair updated the Board Members.

Additional Item – Chairperson Position

There has been an expression of interest. Formal appointment will be at the Board Meeting after the AGM in September 2017.

## 6. Chief Executive's Items

### Business Insights Meeting

Noted

### CPP Delivery Group

Noted

## 7. Performance Reports – April 2017

The Performance Reports for April 2017 were discussed in detail, and noted by the Board Members.

## 8. Asset Management Strategy 2016-2021 - Update

Board Members were asked to approve the various actions being progressed as outlined in the report.

**Board Members discussed and approved the various actions outlined in the report.**

## 9. Annual Return on the Charter (ARC) 2016-17

The Annual Return of the Charter 2016-17 was approved by the Board Members and it will be submitted to the Scottish Housing Regulator.

## 10. Application to Purchase Land

Due to there being no direct personal interest, it was agreed that the Board Member declaring their interest could remain in the meeting

Board Members were requested to authorise the sale of a piece of land to the south of 71 Howdenburn Court, Jedburgh.

**Action: It was agreed the Operations Director would further discuss the valuation with the Valuer and Developer.**

## 11. Planned Maintenance Update and Authorisation of Expenditure

Board Members were asked to approve planned and cyclical maintenance expenditure over £50,000 for the current and subsequent two financial years.

**Board Members approved the expenditure on the central heating installation programme, gas servicing contract and the 3 year contract for supply of kitchens, as per the table below.**

Element	Budget
Central Heating	£147,600
Servicing of gas boilers, fires and appliances and thermostatic valves	£190,000
Supply of kitchens	£102,000

## 12. Review of Policies and Strategies

**All Policies and Strategies discussed were approved by the Board Members.**

### 13. Review of Employee Policies

The Employment Policies, which are incorporated within the Employee Handbook are currently due for review. Board Members were asked to review and approve the changes to the following policies:

**Board Members approved all of the policies.**

### 14. Employees Satisfaction Survey 2017

Board Members were asked to consider and note the feedback on satisfaction levels and comments made within the 2017 Employee Satisfaction Survey.

It was agreed that on the whole the results look good and it was noted that there was a positive increase in satisfaction levels between 2011-2017.

**Board members noted the Report.**

### 15. Stock Condition Survey

The Board were asked to note the progress being made with the stock condition survey exercise.

**Board Members noted the Report.**

### 16. Governance

#### Board Recruitment Update

Ronnie Dumma has joined the Board this month taking it to full capacity. 2 tenants have expressed interest in joining the Board, the CEO is in the process of meeting with them and an application has been received from a prospective community member. All have been made aware that there are no vacancies until September 2017 at the AGM.

### 17. Long Term Strategy Planning

#### Waverley Works

There has been an email issued to all staff to let them know how we plan to undertake jobs for tenants and other customers and this will be kept under review.

#### Strategy Session – October 2017

##### Proposed Items for Agenda

- Know Borders - Strategic Assessment presentation
- Review of Memorandum and Articles of Association

### 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, no further risks were identified.

**21. Communications to Stakeholders**

During discussion of the foregoing agenda item 12, one policy was identified which requires communicating to stakeholders.

- Property Maintenance Policy

**22. For Information – noted**

- Lawmail – April 2017 – HR monthly update issued via email on 1.5.17
- Risk Assessment 2017 via email on 9.5.17
- SFHA Website log-in details via email on 9.5.17
- Updated Business Handbook issued at Board Meeting on 30.5.17

**23. Date of Next Meeting**

Tuesday 27 June 2017

Certified as an accurate record

\_\_\_\_\_ **Chair**

\_\_\_\_\_ **Company Secretaries**

\_\_\_\_\_ **Date**