

## Meeting Minutes

### Board Meeting

Thursday 16 August 2018 at 10.30am in the Wallace Suite, Leving House, Livingston

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<b>Present:</b>	Frances Wood (Chair)	<b>In attendance:</b>	Isla Gray
	Beverley Graham		Anna Evans
	Bob Hartness		Carol Bonham*
	Bob McDougall		Lorraine Utterson*
	Chris Baird**		Ross Martin~
	Douglas Taylor		Craig Sanderson~
	Grant Carson		Michelle Proust (Minutes)
	Jean Hamilton		
	Jill Pritchard***		
	Jim Watt		
	Stan Rae***		
	Stuart Dow		

\* Excluding Private/Reserved items

\*\* Excluding items 4256 to 4270

\*\*\* Excluding items 4263 to 4270

~ Item 4254 Only

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#### 4249 WELCOME AND APOLOGIES

Frances Wood welcomed everyone to the meeting.

Apologies were received from Janice Flanagan and Susie Fitton.

#### 4250 DECLARATIONS OF INTEREST

With regard to Item 4263 – Asset Management Report, Jill Pritchard declared her role as a member of Link Property's Board of Directors.

#### PRIVATE/RESERVED BUSINESS

*The following items were considered Private/Reserved Business and a separate confidential minute produced. With the exception of Isla Gray, Anna Evans and Michelle Proust, no other staff were present. Ross Martin, Link Group Chair, and Craig Sanderson, Link Group CEO, were present for the opening discussion of item 4254. Ross, Craig, Isla, Anna and Michelle left the*

*room prior to the closing discussion of item 4254. Isla, Anna and Michelle joining the meeting again for item 4255.*

**4251 Confidential Minute of the meeting held on 14 June 2018.**

**4252 Confidential Matters Arising**

**4253 Minutes of Sub-committees**

**4253.1 Unconfirmed Minutes of the Audit Committee meeting held on 4 July 2018**

**4253.2 Unconfirmed Minutes of the Employment Sub-committee held on 30 July 2018**

**4254 Link Group Options Appraisal**

*Minutes of the private discussion and decisions taken were produced by Frances Wood and incorporated into the separate confidential minute.*

**4255 Care and Repair West Lothian**

*Isla Gray, Anna Evans and Michelle Proust were welcomed back in to the meeting.*

## **ITEMS FOR DEBATE/DECISION/APPROVAL**

*Chris Baird, who had another engagement to attend, left the meeting.*

**4256 MINUTES OF THE PREVIOUS MEETING HELD ON 12 JULY 2018**

The minute of the meeting was approved as an accurate record.

**Moved: Bob McDougall**

**Seconded: Bob Hartness**

**4257 MATTERS ARISING REPORT**

- Asset Management Strategy

Members noted the Asset Performance Logic Calculator which outlined the criteria required to allocate a rating for the particular asset which is built into the system used by Docherty Consulting Ltd.

Sharon Brady-Wardrope, Asset Manager, who was unable to attend today's meeting, would draft an explanatory note to provide further detail and this would be circulated to members following the meeting.

**4258 BOARD APPRAISAL PROCESS**

The Board considered the previously circulated report and noted that the proposed programme of work set out by Anna Evans would fully satisfy the Regulatory requirements and would be undertaken for report to the Board in December.

**4259 AGM 2018 ARRANGEMENTS**

Members reviewed the previously circulated paper advising of the proposed venue and time arrangements for the 2018 AGM and other required arrangements.

Regarding members elected to join the Board to fill casual vacancies, nominations were provided for Jean Hamilton and Jim Watt, who joined the board on 14 December 2017 and 19 April, respectively.

Members noted the information provided regarding retirement of committee members. It was agreed that in addition to those Board members retiring in accordance with Rule 39.2, Bob Hartness and Jill Pritchard would also retire, with all retiring Board members being eligible for re-election without nomination at the 2018 AGM.

Bob Hartness, who has now held his position as Board Member for nine years, intimated his willingness to continue in his position as both Board member and as Vice Chair.

In line with Rule 37.9 the Board discussed and agreed that Bob successfully fulfils his duties as a member of the Board, and that he is a useful addition to the skill mix of the Board, bringing specific expertise in financial acumen.

Members discussed Frances Wood's position as Chair, noting that in accordance with Rule 59.10 the '*Chairperson can be re-elected but must not hold office for more than 5 years*', Frances's term as Chairperson would be due to end September 2019. It was agreed that an item focusing on succession planning would be considered at the Board meeting in October.

Jim Watt and Stuart Dow provided their apologies for the AGM on 13 September 2018.

**Decisions:**

In line with Rule 37.9 the Board approved the continued Board membership of Bob Hartness.

**4260 RESIDENTS IMPROVEMENT GROUP – SCRUTINY PROJECTS UPDATE**

The Board reviewed the previously circulated report and action plan.

**Decision:**

The Board approved the action plan proposed in response to RIG's report on the Lettings Standard and noted that the actions based on recommendations of RIG's Scrutiny report on Repairs Communication are now fully complete.

**4261 POLICY REVIEW**

**4261.1 DRAFT LETTINGS POLICY**

During consideration of the previously circulated draft policy, in relation to *Section 3j – Proposal to reassess annually*, Board members requested that the viability of more frequent reassessment be explored, with a view to either quarterly or monthly reassessment.

**Decision:**

With the above comment on frequency of reassessment in mind, the Board approved the proposals to consult on the draft Lettings Policy.

**4262 QUARTER 1 KPI REPORT 2018-19**

Board members considered the previously circulated report, with a verbal update provided on the percentage of adaptations for tenants completed within 12 weeks of approval. Members noted that since the publication of the report 14 adaptations have been completed. An update on these figures would be circulated to members following the meeting.

With the above request in mind, the Board noted the content of the report.

**4263 ASSET MANAGEMENT REPORT**

*Jill Pritchard and Stan Rae, who each had other engagements to attend, left the meeting.*

The Board noted the progress and performance outlined in the previously circulated report.

**4264 HOUSING AND COMMUNITIES SERVICES REPORT**

The Board considered the previously circulated report.

Regarding the presentation of data on Rent Arrears, the Board noted that the current style of reporting differentiates between technical and non-technical arrears, and that Link Housing no longer differentiate their reporting in this way on the basis that 'a debt is a debt' and that it can be difficult to be accurate about technical arrears. The Board were asked to take a view on their preference for reporting data on rent arrears.

During their consideration Board members requested a continued split between technical and non-technical arrears, and enhanced information regarding Universal Credit payments and its impact on rent arrears.

The Board noted the progress and performance outlined in the report.

#### **4265 CARE AND REPAIR SERVICES REPORT**

The Board considered the previously circulated report, acknowledging the consistently high satisfaction survey results and the 100% satisfaction rate for quarter one. Staff were commended on their efforts.

It was noted that a meeting with South Lanarkshire Council to discuss the future of the contract was scheduled to take place at end August. A report on the SLC Care and Repair contract would be provided to the Board at its meeting in October.

The Board noted the progress and performance outlined in the report.

#### **4266 MANAGEMENT ACCOUNTS: QUARTER 1 – APRIL TO JUNE 2018**

*Lorraine Utterson and Carol Bonham joined the meeting.*

The Board considered and noted the previously circulated Management Accounts for Quarter 1 – April to June 2018.

#### **4267 LOAN COVENANT COMPLIANCE: QUARTER 1**

*1.00pm – The Chair, with agreement of the Board, suspended Standing Orders for 30 minutes.*



The Board noted the previously circulated report on Loan Covenant Compliance: Quarter 1.

**ITEMS FOR NOTE**

**4268 HORIZON EXTERNAL INFLUENCING – ACTIVITY REPORT**

The Board noted the previously circulated report.

**4269 UNCONFIRMED MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 4 JULY 2018**

The Board noted the previously circulated unconfirmed minutes of the Audit Committee meeting held on 4 July 2018.

**4270 ANY OTHER BUSINESS**

There were no items of other business.

Date of the next meeting

**The date of the next meeting is Thursday 11 October 2018 at 10:00 a.m. in Livingston.**

**Signed:** .....

**Date:**.....

