

MINUTE
Management Board Meeting
1:00pm on 10 December 2020
Meeting held via Teams

Present via Teams: Don Jamieson (Chair)
 Angus Lamont (Vice-Chair)
 Neil Wood
 Michael Allan
 Laurence Casserly
 Bill Gillespie
 Simon Guest
 Nigel Chapman
 Lizzie Crawford
 Mary Black (Ancho)

In Attendance: Jason MacGilp, Group CEO and Company Secretary (*Item 1.1 onwards*)
 Derek Adam, Director of Finance & People Services (*Item 5.1 onwards*)
 Meg Deasley, Director of Property Services (*Item 5.1 onwards*)
 Morag Boyter, Director of Business Services (*Item 5.1 onwards*)
 Paul Robertson, Head of Customer Services (Tenancy) (*Item 5.1 onwards*)
 Carolyn Owens, Governance Services Manager (*Minute, Item 1.1 onwards*)
 Derek Hogg, Harper Macleod LLP (*Item 7.2 only*)

	Item	Action
1.	<p>Board Members only session</p> <p>Members discussed the Agenda for the meeting and highlighted those areas that were of greatest concern in order that best use of the time available be made.</p>	
2.	<p>Apologies</p> <p>Apologies were received from Helen Barton.</p>	Noted
3.	<p>Declarations of Interest</p> <p>Michael Allan and Simon Guest declared an interest as Directors of CHS/Cairn Living.</p> <p><i>At the request of the Chair members agreed to consider Agenda item 7.2 next.</i></p>	<p>Noted</p> <p>Agreed</p>
7.2	Confidential	
1.1	Confidential	
4.	MINUTES OF PREVIOUS MEETINGS	
4.1	<p>CHA Board Meeting – 29 October 2020 (a)</p> <p><u>Item 1.1</u> – Confidential <u>Item 4.1</u> - Confidential</p>	

4.2	<p><u>Item 5.1</u> - The Group CEO reported that the Port of Leith development scheme Granton 3 had been finalised and a report for approval under delegated authority by the Chair and Vice-Chair would be presented next week.</p> <p><u>Item 7.1</u> – The JBSG met on 26 November and an approved Minute would be circulated next week.</p> <p>Subject to the changes noted, the Minute of the Meeting held on 29 October was proposed by Simon Guest, seconded by Michael Allan and approved.</p> <p>Ancho Minute – 15 October 2020 (n)</p> <p>The Ancho Chair advised that Etta Mounce had resigned due to being unable to give the time and commitment, and Leanne Stirling had stepped down due to family commitments. Ancho Board membership was now nine members.</p> <p>The Minute was noted.</p>	Approved
4.3	<p>Audit & Performance Committee – 17 November 2020</p> <p>The Committee had proposed a change to the Terms of Reference to allow eight members from across unspecified Group Boards. The revised wording would be presented to the CHA Board for approval as Group parent at a future meeting.</p> <p>The Minute was noted.</p>	Noted
4.4	<p>Cairn Living (CHS) – 24 November 2020</p> <p>An offer had been accepted for the Coatbridge office sale. CHS members had discussed a proposal for the capital receipts to be ring-fenced for community development or energy efficiency improvements. It was agreed to bring a Report to CHA Board for approval once the legals had concluded.</p> <p>The Minute was noted.</p>	Action CO
4.5	<p>Asset Management WG Meeting – 12 November 2020</p> <p>The proposals on Inverleith/Madelvic had been submitted to CEC with no response as yet. A further proposal would be presented to the January Board meeting to proceed with the proposed transition. Subject to amendment of minor typos in item 4.4 the Minute was noted.</p>	Action MD
5.	<p>Matters Arising</p> <p>Considered under Item 4.</p>	
5.1	<p>Action Tracker</p> <p>The Action Tracker would be revised and updated. The tracker was noted.</p>	Noted
6.	<p>GROUP UPDATES</p>	
6.1	<p>Partnership Investment Delivery update</p> <p>The Director of Property Services presented the report advising that following the restructure she would be taking over line management of the Ancho property team from January 2021. The Ancho Chair confirmed any delays in</p>	

	<p>the investment programme delivery were due to Covid and that the Ancho Board had been satisfied with the report.</p> <p>The report was noted.</p>	Noted
7.	ITEMS FOR DECISION/APPROVAL	
7.1	Confidential	
7.3	<p>Annual Risk Report and Risk Management Policy</p> <p>The Director of Business Services presented the report which had previously been presented to the Audit & Performance Committee.</p> <p>Board approved the changes to the Risk Register and content of the Report.</p>	Approved
7.4	<p>Schedule of Delegations</p> <p>The Director of Business Services presented the report advising of changes to the Scheme of Delegated Authority and Policies to reflect the Senior Team restructure, and that policies would be updated within cyclical reviews.</p> <p>Board approved the proposed amendments detailed within the Report.</p>	Approved
7.5	Confidential	
8.	ITEMS FOR DISCUSSION/EARLY VIEWS	
8.1	None	
9.	ITEMS FOR NOTING/PROGRESS MONITORING	
9.1	<p>Development Programme / AMWG Update</p> <p>The Director of Property Services presented the report providing an overview.</p> <p>The Report was noted.</p>	Noted
9.2	<p>Q2 Management Accounts</p> <p>The Director of Finance & Business Services presented the Report with a revised format to provide additional information. It was clarified that all staff costs were not overheads, some were service chargeable but overall the staff cost is higher. The service charge deficit within the balance sheet was explained. Members were advised that as part of the Service charge project Arneil Johnston were looking at standardised services charges, and that all tenants paying services charges had been invited to an online consultation meeting with Arneil Johnston, and it was confirmed that some changes were anticipated during the harmonisation process. A report on the outcome and next steps would be presented to the Board in January.</p> <p>The Report was noted.</p>	Noted
9.3	<p>Q2 Health & Safety</p> <p>The Director of Business Services presented the report.</p>	

<p>9.4</p>	<p>Additional context on near misses, including staff training requirement/improving procedures and lessons learned, would be provided in future reports, along with further information on specific H&S risks on homeworking and consistency of the H&S report with the KPI pack.</p> <p>The report was noted.</p> <p>CHA KPI's the summary average time hrs targets to complete emergency repairs to be clarified</p> <ul style="list-style-type: none"> - Re. efficiency, overheads is now reported as a % of total expenditure - the contact centre had full staff complement in September which had improved performance, a further paper had been presented to the Audit & Performance Committee with planned improvements which would be circulated to Board members - staff absence tolerance agreed will be confirmed back and new targets proposed for next year will include more clarity on tolerances - calls answered and inclusion of digital contacts need to be reflected within the new KPI's <p><i>Michael Allan left the meeting at 4:30pm</i></p> <p>ANCHO KPI'S – noted</p>	<p>Action MB</p> <p>Noted</p> <p>Action MB</p> <p>Action DA</p> <p>Action MB</p> <p>Noted</p>
<p>9.5</p>	<p>New risks (if any)</p> <p>The Director of Business Services advised that implementation and transition to the new Executive Team structure and other changes in staff arrangements would be added to the Risk Register. It was agreed that risks on Pentland as discussed in Item 7.2 also be added.</p>	<p>Action MB</p>
<p>9.6</p>	<p>Homeworks Update</p> <p>The Director of Property Services presented the Report. A further update would be provided at the January Board meeting.</p> <p>The Report was noted.</p>	<p>Noted</p>
<p>9.7</p>	<p>Update on Service Charges</p> <p>Considered under Item 9.2</p>	
<p>10.</p>	<p>GOVERNANCE, REGULATION & CORPORATE</p>	
<p>10.1</p>	<p>Chairperson's Update Report</p> <p>The Chair thanked the Vice-Chair for his cover whilst he was on leave of absence.</p>	
<p>10.2</p>	<p>Governance Update</p> <p>The Governance Service Manager presented the Governance Update. Following consideration of the collective Board self-assessment, Board agreed they were content with the Report and no further action was required.</p> <p>The report was noted.</p>	<p>Noted</p>

10.3	Group Meetings Schedule/Forward Planner Noted.	
11.	DECISIONS TAKEN UNDER DELEGATED AUTHORITY	
11.1	-	
12.	AOCB	
12.1	The zoom Virtual Christmas Party would commence at 7:00pm.	

The meeting ended at 4:40pm