



Minutes of the Board Meeting held on 20 January 2009 at 4.00 pm at 2c New Mart Road, Edinburgh.

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Present:	Mr R Robertson (Chairman)	In attendance:	Mrs H Bayne
	Mr E Banks		Mr C Culross
	Mr T Clark		Mrs B Higgins
	Mr A Colston		Mr N Hall
	Mr P Foreman		Ms E Johnston
	Ms W Hayhurst		Ms M Middleton
	Mr J Hinton		Mr J Pollock
	Mr D McMillan		Mr C Sanderson
	Mr C Macneill		Ms J Wilson (Minutes)
	Mr D Esslemont		
	Mr B Reidford		

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## BUSINESS

- |     |  | Action |
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| 1.  | <b>DECLARATIONS OF INTEREST</b>  |        |
|     | None   |        |
| 2.  | <b>APOLOGIES</b>   |        |
|     | Apologies were received from Mr O'Neill.   |        |
| 3.  | <b>APPROVAL OF THE MINUTES OF THE MEETING HELD ON 10 DECEMBER 2008</b>   |        |
|     | The minutes were approved subject to the following amendment:  |        |
|     | <b>13. Risk Management Committee</b>   |        |
|     | The last sentence to be amended to read " The Board also agreed in principle to housing stock acquisitions in Edinburgh and Glasgow through the accelerated HAG funding programme available <b>from the</b> Scottish Government. |        |
|     | Moved: Mr Foreman  |        |
|     | Seconded: Mr Banks   |        |
| 4.  | <b>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10 DECEMBER 2008</b>  |        |
| 4.1 | <b>Millarston Drive Paisley</b>  |        |
|     | CONFIDENTIAL   |        |

## **4.2 RBS Loan Facility**

The Board noted that Link would continue to place floating rate loans on short term LIBOR and when further facilities were arranged the matter of placing these loans on fixed rates would be reconsidered.

## **4.3 Glasgow Commonwealth Games**

Mr Sanderson presented the proposed layout for the Commonwealth Games Village, as contained in the consortium proposal submitted to Glasgow City Council on January 12<sup>th</sup> 2009. The Board noted that although the consortium bid had been submitted without being seen by Link, no commitments had been made on Link's behalf.

## **4.4 Sheltered Housing Officers – Working Time and National Minimum Wage Implications**

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## **4.5 Lift Open Market Scheme**

The Board noted that Link had been awarded the operation of the Open Market Shared Equity Pilot extension in the East of Scotland and had been invited to tender for the West region. The tender was due to be submitted on 9<sup>th</sup> February 2009.

**BH**

## **4.6 Board Member Biographies**

The Board agreed that Board Member photographs and biographies could be placed on Link's website provided no contact details were published.

**JW**

## **4.7 Larkfield Meetings**

The Chairman thanked the Board Members who had volunteered to attend Larkfield meetings, the outcome being that Link Board members would be represented at Larkfield Committee meetings for the remainder of 2009. Mr Clark advised that his attendance at the May meeting was provisional and if any other Board member were available he would stand down.

## **4.8 Any Other Matters Arising**

### **4.8.1 Linstone**

Mr Pollock reported that Linstone's Managing Director had advised that the review being undertaken would not be completed until February 2009.

### **4.8.2 Larkfield**

Mr Macmillan advised that Larkfield's Committee had completed the first review of its 30-year business plan and the financial projections were positive. The plan would be completed once the December RPI figures were published.

## **5. HORIZON PARTNERING REPORT**

***The Board considered the previously circulated report and approved the recommendation to agree to ongoing discussions to produce a Joint Statement of Intent between Link Group and Horizon.***

**JP**

6. **FINANCIAL REGULATIONS**

The Board considered the previously circulated report.

Mr Hall drew the Boards attention to section 5.10, Travel Expenses and Subsistence, where the term “Director” would be replaced with “their Line Manager” and also to section 7.3 where the word “Director” would be replaced with “Board Member”.

***The Board approved the Link Group Financial Regulation 2009 subject to the above changes and the addition of a sentence being added in Chapter 2, Committee Structure, to describe the role of the Appeals Committee.*** JNH

7. **LINKLIVING VOLUNTARY SEVERANCE**

***The Board considered the previously circulated report and approved the voluntary severance application.***

Mrs Bayne advised that a further 5 applications had been received and which will be brought to February Board meeting. HB

8. **UNITE PAY CLAIM**

The Board considered the previously circulated report.

***It was agreed that the Union had not made a persuasive case for an award above inflation and therefore in the current economic climate the Board agreed that the December all items RPI (being 0.9%) would be the Inflation Related Pay Award to apply from April 2009.***

Mrs Bayne agreed to advise UNITE of the Board’s decision. HB

9. **SCOTTISH HOUSING REGULATOR – RSL STATISTICS**

***The Board considered the previously circulated report and agreed that it should be forwarded to Link Housing Association for its views on Link’s performance, compared to its peers and all RSLs generally, with particular reference to where Link’s performance was at variance with targets set and where there was scope for improvement.*** MBM

10. **ANNUAL COMPLAINTS MONITORING**

The Board considered the previously circulated report. The Board acknowledged that although the total number of complaints had risen nearly all had been resolved at Senior Officer level.

***The Board agreed that the Complaints Policy and the Process would benefit from an early review and instructed that Link Housing Association should undertake this in the first instance.*** MBM

11. **INVESTING IN AFFORDABLE HOUSING: A CONSULTATION – ITEM DEFFERED UNTIL AFTER ITEM 16.**

The Board considered the previously circulated report and the four briefing

papers enclosed with the Board papers.

Mr Pollock presented the conclusions of an internal meeting with the Linkwide development team from which a Strengths, Weaknesses, Opportunities Threats analysis had been produced on the matter of Link becoming a Lead Developer.

***The Board discussed the presentation in depth and agreed that at the February meeting the consultation paper would be discussed further.*** CS

**Ms Hayhurst left the meeting at this point.**

**Mr Reidford left the meeting at this point.**

## **12. MARKETING STRATEGY**

The Board considered the previously circulated report.

***The Board agreed that an Action Plan should be produced (to accompany the Business Plan) and which focussed on Key action points which were not only costed but also had expected outcomes.*** HB

## **13. LINKLIVING TERMS AND CONDITIONS**

The Board considered and noted the previously circulated report.

The Board noted that UNITE had held a ballot of its members on the full package of terms and conditions and that its members had accepted the proposals.

## **14. SCOTTISH GOVERNMENT – GLASGOW HOMELESS THEMATIC INSPECTION**

The Board noted that the Glasgow Homeless Thematic Inspection had been submitted. The Chairman thanked the staff involved in completing the inspection submission in such a short space of time.

## **15. FINANCE DEPARTMENT REPORT**

The Board considered and noted the previously circulated report.

## **16. EXECUTION OF LEGAL DOCUMENTS**

The Board considered and noted the previously circulated report.

## **17. 17.1 Oakwood Cumbernauld**

Mrs Higgins advised the Board that missives had been concluded for the purchase of 24 completed properties for rent, funded by the Scottish Government under the accelerated grant programme.

### **17.2 Dunfermline Building Society – Savings and Loan Scheme**

Mr Sanderson reported that the Dunfermline Building Society had announced that it was withdrawing the loans element of the Savings and Loan Scheme developed with Link on the basis of low activity.

### **17.3 Convenors meetings**

Mr Robertson advised the Board that he intended to hold a Convenors meeting in February. **CS**

### **17.4 Scottish Housing Regulator – Financial Risk and Viability Briefing**

The Board discussed the circulated briefing paper and agreed that it was a very useful and timely briefing. Mr Hall advised that the quarterly loan covenant compliance report would be produced for the next meeting. **JNH**

### **17.5 Former Board Members Reception**

Mr Sanderson advised that Mr Stephen-Samuels had not yet provided potential dates. **CS**

## **18. DATE OF NEXT MEETING**

Tuesday 10<sup>th</sup> February 2009 at 4:00pm in the Sievewright Suite, 2c New Mart Road, Edinburgh.

The Meeting closed at 6.25pm.