



Minutes of the Board Meeting held on Tuesday 8th December 2009 at 4pm at Link House, 2c New Mart Road, Edinburgh.

Present:	Mr R Robertson (Chairman)	In attendance:	Mr C Sanderson
	Mr A Colston		Mr N Hall
	Mr D McMillan		Mr C Culross
	Mr B Reidford		Ms E Johnston
	Mr J O'Neill		Mrs B Higgins
	Mr E Banks		Mrs H Bayne
	Mr T Clark		Mrs M Middleton
	Mr P Foreman		
	Mr B Shorter		Ms P Boniface (Minutes)
	Mr R Stirrat		
	Mr J Hinton		
	Mr D Esslemont		
	Cllr D Wilson		

BUSINESS

- | | Action |
|---|---------------|
| 1. DECLARATIONS OF INTEREST | |
| None | |
| 2. APOLOGIES | |
| Apologies were received from Mr C Macneill. | |
| 3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 10th NOVEMBER 2009 | |
| The minutes of the meeting held on November 10 th 2009 were approved. | |
| Moved: Mr Banks | |
| Seconded: Mr Foreman | |
| 4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10th NOVEMBER 2009 | |
| 4.1 Millarston Drive Paisley | |
| CONFIDENTIAL | |

4.2 Gifts & Hospitality Policy

The Board noted the amendments agreed at the November meeting had been done and the policy was now finalised.

4.3 Edinburgh Care & Support Tender

Ms Johnston confirmed to the Board that as an independent review had been instructed by the City of Edinburgh Council with regard to the tender process, the tenders for mental health support services had not been awarded.

The Council had confirmed that the LinkLiving contract had been extended until 28th March. Ms Johnston agreed to keep the Link Group Board updated.

4.4 Repairs Service Contract

Mrs Middleton confirmed that a meeting with Connaught had been held on 1st December 2009. It was reported that Connaught's performance was improving and that a new Operations Director had been appointed. Mr Culross and Mrs Middleton would meet with the new Director in January 2010.

The Board noted the Exit Strategy was still being developed and that the matter from a risk perspective would be considered by the Risk Management Committee. A further report would be prepared for the January Board meeting.

4.5 Scottish Housing Quality Standard Delivery Plan

The Board noted the Standard Delivery Plan had been updated following the matters considered at the November meeting.

4.6 Corporate Governance Self Assessment

The Board noted that the Board minutes will be added to the new website due to be launched before Christmas 2009.

4.7 Any Other Matters Arising

Ms Bayne advised the Board that discussions were continuing to take place on the staff matter raised at the November meeting and an agreement had not yet been reached.

5. RISK MANAGEMENT COMMITTEE

5.1 Risk Management Committee

Mr Foreman provided an update on the projects discussed at the Risk Management Committee meeting, which had taken place immediately prior to the Board meeting.

Landbank Fund

It was noted that the Risk Management Committee had determined that no new site acquisitions could take place until they could be accommodated in the landbank fund total approved amount of £6.1M and new projects may

therefore not proceed until other projects were deemed no longer viable.

Gibb Street Chapelhall

A number of queries had arisen with regard to ground conditions and an extensive survey had been conducted as there was evidence of contamination. At the present time Link and the site owners, North Lanarkshire Council, were still to agree a final site price.

The project was approved subject to agreement of the site price and a suitable ground remediation strategy.

Sikeside/Laxford Place Coatbridge

The project was approved subject to receipt of an acceptable offer of grant from the Scottish Government.

Greens Avenue, Kirkintilloch

The project was approved subject to a satisfactory report on the flood risk assessment and the site confirmed as being zoned for housing.

Auchinairn Road, Bishopbriggs

The Board approved the acquisition of the reed bed site.

Auchincloch Drive, Banknock, Falkirk

The Board approved the site acquisition provided that clean title could be given to Link

Falkirk Road, Bonnybridge, Falkirk

The Board agreed that the project could be included in the landbank fund projects but may depend on another project not proceeding.

6. OVERHEADS

The Board discussed the previously circulated report and noted that an efficiency review will be a business plan target in 2010/11 and a further in-depth review of overheads will take place in September 2012.

The Board approved the recommendation that overheads will be purchased by LinkLiving and approve that the budgets and management accounts of Linkwide and Link Homes will be presented on a direct cost basis.

7. PROPOSED RENT INCREASE 2009/2010

The Board considered the previously circulated report.

It was noted that although no pay negotiations with the Union had taken place it was not expected that December inflation (as measured by the Retail Prices Index) would be at a level which would substantiate any significant pay claim and therefore the 2% proposed rent increase should be able to accommodate

running costs in 2010/11.

The Board approved an increase based on the rent policy of RPI + 1% or 2% whichever is the greater, in accordance with the policy approved in October 2009 and to cap the additional increase at 3% for those tenants still below the rent points level.

8. APPOINTMENT OF BOARD MEMBER TO LINK HOUSING

The Board agreed the appointment of Mark Reid to the Board of Link Housing.

9. STRATEGY & DEVELOPMENT FUNDING PLAN (SDFP)

Mrs Higgins advised the Board that the three SDFPs which had to be submitted to Glasgow and Edinburgh City Council and the Scottish Government were still working documents and they included Horizon projects.

The Board approved the submission of the SFPs to the three funding authorities and noted that final versions of the plans would be available in January 2010.

10. BANK OF SCOTLAND MANDATE UPDATE

The Board approved the Link Group Bank Mandate with the Bank of Scotland (on the basis of the terms set out in the report) and that the Board Members who were to be included on the mandate as signatories (on the basis of availability) would be:

R Robertson

P Foreman

T Clark

E Banks

D Esslemont

R Stirrat

11. NEW STRUCTURE OPTIONS

The Board noted that Senior Management Group had not completed its deliberations with regard to the structure and approved the deferral of a report to the February 2010 Board meeting.

12. ASPR BENCHMARKING

The Board considered and discussed the previously circulated report noting that comparison with other RSLs was difficult in certain repair categories as there were different targets set for type of repair.

Mr Sanderson advised that the Factoring Arrears level of 73% was not acceptable and he was investigating further with relevant staff.

13. LINKLIVING CARE COMMISSION REVIEWS

The Board reviewed the previously circulated Care Commission report for the LinkLiving Midlothian service and the Edinburgh Mental Health service and

commended Ms Johnstone and the staff involved in these services for the positive inspection reports.

14. FINANCE DEPARTMENT REPORT

The Board considered and noted the previously circulated report.

15. EXECUTION OF LEGAL DOCUMENTS

The Board considered the previously circulated report.

16. ANY OTHER BUSINESS

21.1 January 2010 Board Meeting

The Board accepted the invitation from Mr Reidford to host the January 2010 meeting at the Tunnoch's factory in Uddingston.

22.2 Chartered Institute in Housing (UK) Awards

Mr Robertson confirmed that the Older Person Advice Project had won the award in the outstanding achievement in Scotland category, in which the Smart Living, Falkirk project has also been a finalist. Mr Sanderson informed the Board that he had received letters of congratulations, one from the Minister for Communities and the other from WESLO Housing Management.

22.3 Smart Living Book Launch

Mr Robertson reported that he attended a very successful book launch by the Smart Living Falkirk project and the event had been well attended.

22.4 Kirkshaws Opening Ceremony

Mr Robertson advised the Board that the opening ceremony for the 18 completed properties had been a successful event and both the local MSP and local MP had attended.

22.5 2009 Achievements

Mr Robertson proceeded to give a presentation which reflected Link Groups' achievements in 2009 by showing the Board a presentation.

On behalf of the Board he congratulated all staff for their hard work and commitment and commended their achievement during the year.

22. DATE OF NEXT MEETING

Tuesday 19th January 2010 at 4:00pm at the Tunnoch's factory in Uddingston.

The Meeting closed at 18:10 p.m.