



Minutes of the Board Meeting held on Tuesday 13<sup>th</sup> October 2009 at 4pm at Link House, 2c New Mart Road, Edinburgh.

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Present: Mr R Robertson (Chairman)  
Mr A Colston  
Mr D McMillan  
Mr B Reidford  
Mr J O'Neill  
Mr C Macneil  
Mr J Hinton  
Mr E Banks

In attendance: Mr C Sanderson  
Mr C Culross  
Ms E Johnston  
Mrs B Higgins  
Mrs H Bayne  
Mr C Archibald  
Mrs M Middleton  
Ms P Boniface (Minutes)

Observer: Cllr David Wilson

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## BUSINESS

### 1. DECLARATIONS OF INTEREST

None

### 2. APOLOGIES

Apologies were received from Mr Foreman, Mr Shorter, Mr Stirrat, Mr Esslemont, Mr Clark and Ms Currie.

### 3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 8<sup>th</sup> SEPTEMBER 2009

The minutes of the meeting held on September 8<sup>th</sup> 2009 were approved subject to the following changes:

#### Item 8 Greendykes B

The Director of Regeneration & Development advised that it would not be possible to obtain a Road Bond for this development. However, the City of Edinburgh Council has provided a copy of the final 'Road Construction Consent- Record of Site Inspection' together with a supporting email confirming that the roads have been built to an adoptable standard. This was accepted by the Board.

Discussions were continuing on the issue of collateral warranties and the

**Action**

transaction would not be finalised until this matter was resolved to Link's satisfaction.

Moved: Mr Reidford

Seconded: Mr Hinton

#### **4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 8<sup>th</sup> SEPTEMBER 2009**

##### **4.1 Millarston Drive Paisley**

CONFIDENTIAL

##### **4.2 LinkLiving/The Action Group**

Mr Sanderson updated the Board that the proposed joint statement had been revised and sent to Mr Farquharson for comment. It was indicated that the LinkLiving Board had concerns over the last two paragraphs of the statement. Members questioned the value of issuing a public statement at this stage in view of the length of time taken to complete and agree the statement before issue.

Ms Johnston confirmed that future joint working with TAG will be discussed in full at the LinkLiving Away Day scheduled on 24<sup>th</sup> October.

The Director of LinkLiving did confirm that the LinkLiving Board would like some clarity and steering on joint working and mergers from the Link Group.

##### **4.3 Horizon**

Mr Robertson and Mr Sanderson reported that they attended Horizon's Special General Meeting in September where Members voted unanimously to join the Link Group. Both confirmed that they had enjoyed the meeting and found it to be very positive.

##### **4.4 Shared Ownership 20 Year Leases**

Mrs Higgins confirmed to the Board that the case (Case 1) with outstanding arrears is still being pursued.

Also the tenants who are having difficulties with arrears have been notified to make appointments to discuss issues further.

Mrs Higgins also confirmed that Link is entitled to charge for damages in situations where extensions to lease have not been signed by tenants.

##### **4.5 Mayfield Drive, Denny**

Mrs Higgins stated that she had approached Falkirk Council about reimbursement of Link's costs in respect of this project. Falkirk Council confirmed that they would not pay for any costs attributed to Link and that each party was to pay their own project costs.

##### **4.6 Any other Matter Arising**

None

#### **5. APPLICATIONS FOR MEMBERSHIP**

*The Board approved the applications for membership from:*

*Mark Reid  
Cathie Fancy*

## 6. FEEDBACK FROM STRATEGY DAY

### 6.1 New Strategic Objectives

Mr Robertson commented that the report was a fair summary for the day.  
***The Board approved the recommendations in the report.***

Mr Sanderson confirmed that he will develop this as a basis of our business plan objectives.

CS

### 6.2 New Structure Options

The Board was asked to consider the report which highlighted some of the items discussed in the afternoon session on the Strategy Day.

The question was raised as to whether to involve an external consultant.

***Mr Sanderson stated that he felt that the Board and Senior Management Group could manage without the need of a consultant. The Board agreed that the options appraisal & cost-benefit analysis should be developed in-house.***

***Discussion took place regarding workload and timescales for the Senior Management Group to progress this. The Board agreed that the options appraisal would be brought back for discussion at the December 2009 meeting.***

It was also agreed that Mr Robertson would arrange for a discussion to take place with the convenors.

RR

## 7. POLICY REVIEW

### 7.1 Property Management Policy (Factoring)

***The Board considered and approved the previously circulated Property Management Policy.***

### 7.2 Rent Policy

***The Board considered and approved the previously circulated Rent Policy subject to the noted changes.***

The Board also noted that the recommendations for 2010/11 rent increase would be presented at the December board meeting.

## 8. NOMINATIONS COMMITTEE

### Sub-Committees

Mr Robertson updated the Board on the discussion which had taken place at the Nominations Committee that afternoon. It had been noted that new Board Members should be given the option of joining sub committees.

## **Corporate Governance Self-assessment**

It was also noted that the Corporate Governance Self Assessment carried out in 2008 would be revisited by SMG and an updated report submitted to the nominations committee in January 2010 and then to the Link Group Board in February 2010.

## **Board Members Individual Self-Assessment**

Mrs Bayne agreed to draft an appraisal document to allow members to review their own performance and contribution. This will be a pilot process with some volunteers having agreed to trial the process. It was also noted that the Chair would pilot a 360 degree feedback. The draft self-assessment form being issued to the nominations committee by 31 October 2009 and then to the Link Group Board by December 2009.

**HB**

## **9. RISK MANAGEMENT COMMITTEE**

Mr Culross confirmed that two projects were considered by means of email communication.

### **Kirkwood Street, Rutherglen**

This proposal is approve the appointment of a Design Team to take the proposed scheme to tender stage provided a letter of comfort is received from the Scottish Government on the offer of grant under the Remodelling of Older Properties Guidance.

The Link Group Board is requested to agree to front fund the development in 2010 until funding is then available from April 2011, provided the Scottish Government agree to fund the interest.

Mrs Higgins updated the Board that the project was at a very early stage with the assessment on heating options ongoing. Mr Robertson asked for findings on the assessments to be presented to the Board for approval.

### **Oakwood Phase 2 Cumbernauld**

Phase 2 (of 2) comprises a site of 26 properties, which is to be acquired from Thomas Mitchell Homes. As part of the transaction Link will enter into a Design & Build Contract with Thomas Mitchell Homes. All outstanding matters had been resolved to the RMC's satisfaction

***The Board approved the Risk Management Committee recommendations for the two projects.***

One further site missing from the email communication was **Cotton Street Paisley**, as certain matters of clarification remained outstanding. It was confirmed by Mrs Higgins that approval of this project was now needed quickly as the Council were keen to advance the project. The Board was asked whether it was comfortable to delegate authority to the Risk Management Committee to consider and if appropriate approve the project.

***The Board confirmed that it was content to delegate this decision to the Risk Management Committee. The decision of the RMC would be relayed to the Board for information.***

## **10. WEST AND EAST REGION REPAIRS**

Mrs Middleton updated the Board that she had now met with Connaught and could confirm that contract performance will remain an agenda item at Link Housing Board meetings where monthly reports will be submitted to monitor progress. The commitment by Connaught is now more evident and progress is being made.

**11. AFFORDABLE HOUSING INVESTMENT REFORM**

The Board considered and noted the previously circulated report.

**12. IS STRATEGY – NEW SYSTEMS**

The Board noted the previously circulated report. It was noted that further updates would be provided in line with progress/requests for approval to proceed.

**13. CORPORATE GOVERNANCE**

The Board noted the previously circulated report.

**14. LINK GIVING DAY**

The Board noted the previously circulated report. The positive impacts of the events were noted.

**15. FINANCE DEPARTMENT REPORT**

The Board noted the previously circulated report.

**16. EXECUTION OF LEGAL DOCUMENTS**

The Board noted the previously circulated report.

**17. ANY OTHER BUSINESS**

**17.1 Group Board Membership**

***The Board unanimously approved Councillor David Wilson's appointment to the Link Group Board, having completed the required attendance and at three board meetings as an observer.***

The Chairman & Members welcomed Councillor Wilson to the Link Group Board.

**21. DATE OF NEXT MEETING**

Tuesday 10th November 2009 at 4:00pm in the Sievewright Suite, 2c New Mart Road, Edinburgh.

The Meeting closed at 17:15 p.m.