



Minutes of the Board Meeting held on Tuesday 12 October 2010 at 4pm at Link House, 2c New Mart Road, Edinburgh.

Present:	Mr R Robertson (Chair)	In attendance:	Mr C Sanderson
	Mr E Banks		Mrs H Bayne
	Mr A Colston		Mr C Culross
	Mr J Hinton		Ms E Johnston
	Mr C Macneill		Ms J Wilson (Minutes)
	Cllr D Wilson		
	Mr J O'Neill		
	Mr R Stirrat		

BUSINESS

Action

- 1. DECLARATIONS OF INTEREST**

Mr Colston declared an interest in agenda item 4.4, Extension of Preferred Development Partners.
- 2. APOLOGIES**

Apologies were received from Mr Esslemont, Mr Reidford, Mr Foreman, Ms Currie and Mr McMillan (Leave of Absence)
- 3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 14th SEPTEMBER 2010**

The minutes of the meeting held on 14th September 2010 were approved subject to the following amendment.

8.0 DECLARATION OF INTERESTS

To insert the word "one" in the sentence so that it read "*The outcome being that there was only **one** case to be investigated further which involved the granting of a tenancy to the step daughter of a member of staff*".

Moved: Mr Banks
Seconded: Mr Colston

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 14th SEPTEMBER 2010

4.1 Edinburgh Dispersed Stock Review

The Board noted that the final business case for the disposal of the Edinburgh dispersed stock had now been submitted to the Scottish Housing Regulator for all 30 identified properties and immediate disposal of the first eight which are currently void. A marketing report and valuation has been undertaken and while all RSLs operating in Edinburgh had been invited to consider purchase none wished to proceed.

The Board further noted that the Regulator is now in receipt of everything required to provide the necessary disposal consent.

4.2 New Housing & Financial Systems

The Board noted that the New Housing and Financial System project is progressing well and that a detailed project implementation plan is being prepared and the installation project will commence soon.

4.3 Glasgow Simon Community (GSC)

The Board noted that a meeting with GSC had been arranged for early November. Mr Sanderson advised that there were currently 4 interested parties. The Board noted that there would be an update provided after the meeting in November with GSC in November. **CS**

4.4 Extension of Preferred Development Partners

Mr Sanderson advised the Board that Link had not been successful in the bid for the Extension of Preferred Development Partners with East Lothian Council.

Mr Sanderson further advised that he was still waiting to hear what the result of the bids in Fife and Midlothian would be. The Board noted that they would be updated in due course. **CC**

4.5 Group Structure Consultation

The Board noted that following the September Board meeting further consultation was about to take place with the 3 advice teams. Work is continuing to develop potential changes to the Standing Orders to reflect changing the way in which the Board and sub committees operate. The changes centre around the Group Board meeting every 2 months and sub committee meetings happening every other month, on the basis that the sub-committees (particularly the Development sub-committee which replaces the Risk Management Committee) would have delegated authority. The intentions of the 6 Linkwide Board Members (who are not on the Link Group Board) with regard to a continuing involvement with Link are also being determined by the Chief Executive.

Mr Sanderson advised that so far he had received responses from 5 of the 6 Linkwide Board members and they had all indicated that they might be interested in joining other subsidiary boards.

4.6 Edinburgh Private Sector Leasing Tender (PSL)

The Board noted that the Link was now six weeks into the Edinburgh Private Sector Leasing Contract and significant progress had been made. The City of Edinburgh Council had welcomed Link's commitment and good performance achieved in the challenging timescales involved. Mr Sanderson advised the Board that there would be a joint Press Release between City of Edinburgh Council and Link published in the Evening News within the next couple of days. The Board further noted that other councils are showing an interest in PSL schemes so there could be further opportunities for Link.

4.7 Millarston Drive Paisley

CONFIDENTIAL

4.8 Declaration of Interest

The Board noted that all six missing forms were in respect of members of staff on long term sick leave and that they would be obtained when the members of staff returned to work. The Board further noted that with regard to the housing allocation the Risk and Compliance Officer was satisfied that from the information provided, Link can conclude that the application and allocation of the tenancy to the Link staff member's step daughter was conducted no differently than it would have been for an arbitrary third party.

4.9 Any other Matters Arising

None.

5.0 APPLICATION FOR MEMBERSHIP

The Board approved the applications for membership from:

Ms Elizabeth Cassidy, a Tenant from Edinburgh.
Mr James Cassidy, a Tenant from Edinburgh
Mr Gerard McCreath, a Tenant from Polmont

6.0 RISK MANAGEMENT COMMITTEE

Mr Robertson summarised the meeting of the Risk Management Committee (RMC) held immediately prior to the Board meeting.

Bridge Street, Bonnybridge

The RMC recommended that subject to a formal offer of grant from the Scottish Government and completion of all due diligence, Link should proceed with the acquisition of the 0.16H site at Bridge Street, Bonnybridge and enter into a Design & Build contract with JB Bennett.

Crowhill Road, Bishopbriggs

The RMC recommended that Link acquires the site and enters into a back to back agreement with Dawn Homes, subject to a final review by the RMC following completion of due diligence.

Bellsdyke, Larbert

The RMC recommended that Link:

- enters into purchase agreements with Persimmon Homes to acquire 67 units of affordable housing over three phases subject to the availability of grant funding and Link Group Board approval, and
- acquires the first phase of 22 units subject to the availability of a satisfactory offer of grant from the Scottish Government and completion of satisfactory due diligence.

Carradale Crescent, Broadwood

The RMC recommended that (subject to the normal due diligence process), Link enters into negotiations for the purchase of the site, at a price no higher than the net independent valuation, and to enter into a Development Agreement for a Design & Build contract with the Developer

The Board approved the recommendations from the Risk Management Committee.

Landbank Fund

Mr Culross advised the Board that the City Park Edinburgh site had been incorporated in the land bank funding, The Board noted that this was a major opportunity in Edinburgh with Link obtaining 42 units of affordable housing and with capacity for up to another 200 units to be developed.

The Board noted that the remaining units will be of mixed tenure shared equity, shared ownership, market rent and mid rent. It was further noted that Link would work with The City of Edinburgh Council to evaluate the housing mix.

Reactive Repairs Tender

The Board noted that the two tenders for reactive repairs in the East and West had been submitted to the RMC for information purposes. The Board further noted that the contracts would be awarded to Morrisons for the West Region and Mitie for the East Region.

7.0 SUSTAINABILITY STRATEGY

The Board considered the previously circulated report.

Mr Culross advised the Board that the Sustainability Strategy reflected and accommodated a number of existing strategies. It was noted that the Sustainability Policy would be brought to the November Board meeting for approval.

The Board approved the recommendation that the Sustainability Strategy should be agreed to allow the relevant policy and protocols to be developed.

The Board further agreed that delegation could be given to the Linkwide Board for any further decisions on the Strategy. CC

8.0 REACTIVE REPAIRS CONTRACT

The Board considered the previously circulated report.

Mr Culross commented that Link would need to be vigilant to ensure that performance standards did not slip in the interim as a result of neither contractor winning the Tender. **CC**

9.0 RESIGNATION OF BOARD MEMBER.

The Board considered and noted the previously circulated report.

Ms Johnston advised that Mr McFadden wished to continue on the LinkLiving Board in an advisory capacity rather than an official capacity.

Ms Johnston further advised that the LinkLiving Committee were looking at creating an advisory role specifically for Service Users who were not eligible for board membership. **EJ**

10.0 LINK HOMES FACTORING ARREARS WRITE OFF

The Board considered the previously circulated report and noted the Link Homes Factoring arrears write off totalling £16,456.

Mr Culross reassured the Board that there had been lessons learned which should ensure that this does not happen again.

11.0 EXECUTION OF LEGAL DOCUMENTS

The Board considered and noted the previously circulated report.

12.0 FINANCE REPORT

The Board considered and noted the previously circulated report.

13.0 ANY OTHER BUSINESS

13.1 Chair of LinkLiving

Mr Robertson advised the Board that Mr Banks had taken over the role of Chair of LinkLiving. Mr Robertson thanked Mr Banks for his assistance and welcomed him to his new role.

13.2 The Herald Society Awards 2010

Mr Sanderson advised the Board that Link had been short listed in the following two categories:

Service Provider of the Year (working with under 24s)

LinkLiving –SmartLiving

Service Provider of the Year (working with 65 + age group)

Link Group – Linkwide Older Persons' Advice Project (OPAP)

The Award Ceremony takes place on the 28th October 2010 in the (newly refurbished) Grand Central Hotel, Glasgow.

14.0 DATE OF NEXT MEETING

Tuesday 9th November 2010 at 4:00pm in the Sievwright Suite, 2c New Mart Road, Edinburgh.

The Meeting closed at 16:55pm.