



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

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Present:	Mr R Robertson (Chairman)	In attendance:	Mr C Sanderson
	Mr P Foreman		Mrs L Utterson
	Mr A Colston		Ms E Johnston
	Mr R Shorter		Mr J Pollock
	Mr D McMillan		Mrs B Higgins
	Mr D Esslemont		Mrs H Bayne
	Mr T Clark		Mr D Leaf
	Mr J Hinton		Mr A Arnott
	Mr B Reidford		Mrs K Evans
	Mr Roy Stirrat		Ms P Boniface (Minutes)

Observer: Ms Angela Currie

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## **BUSINESS**

- |  | <b>Action</b> |
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| <b>1. DECLARATIONS OF INTEREST</b>   |               |
| None   |               |
| <b>2. APOLOGIES</b>  |               |
| Apologies were received from Mr Macneill, Mr O'Neill and Mr Banks.   |               |
| The Board also noted that Councillor D Wilson had notified that he was unable to attend.   |               |
| <b>3. ELECTION OF CHAIRMAN AND VICE CHAIRMAN</b>   |               |
| The election of Mr Robertson as Chairman and Mr Foreman as Vice Chairman was proposed by Mr McMillan, seconded by Mr Clark and unanimously approved. |               |
| The Chairman welcomed Roy Stirrat to the Link Group Board following his election at the AGM.   |               |
| <b>4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> AUGUST 2009</b>   |               |
| The minutes of the meeting held on August 11 <sup>th</sup> 2009 were approved subject to the following changes:                                      |               |

## **5.1 Progress Report**

Mr Pollock clarified that although Mr Scott Smith had been appointed as Managing Director of Horizon, he would not take up this appointment at least until after Horizon's Special General Meeting (SGM) on 23<sup>rd</sup> September 2009.

Moved: Mr Clark  
Seconded: Mr Reidford

## **5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> AUGUST 2009**

### **5.1 Millarston Drive Paisley**

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### **5.2 LinkLiving/The Action Group**

Mr Sanderson reported to the board that he was still awaiting comments from The Action Group on his re-drafted proposed joint statement. Mr Sanderson is meeting with Mr Farquharson on Tuesday 15<sup>th</sup> September 2009 so an update can be provided at the next Board meeting. Mr Shorter requested that prior to its issue, the statement should be considered by the LinkLiving Board. **CS**

### **5.3 Link Giving Day**

Mrs Bayne updated the Board that the 16 projects arranged for the Link Giving Day on the 27<sup>th</sup> August had been very successful. For example, over £6,000 was raised for the McMillan Nurses. The evening event for staff was also a success and enjoyed by all.

### **5.4 Horizon**

Mr Pollock reported that a meeting with the Scottish Housing Regulator had taken place and the issues raised had been clarified to the satisfaction of the Regulator.

It was noted that the SGM for Horizon was scheduled to take place on the same day as the Link Strategy Day on 23<sup>rd</sup> September. Mr Sanderson and Mr Robertson would be attending both. A joint strategy on integration between Link and Horizon has been developed and will be implemented. Mr Pollock confirmed that his work is now complete on this project and this was the last meeting Mr Pollock would attend prior to his retirement.

The Chairman expressed his warmest thanks from the Board to Mr Pollock for his dedication, enthusiasm and hard work since his appointment as consultant to Link in October 2006.

### **5.5 Any Other Matters Arising**

There were no other matters arising.

## **6. APPLICATIONS FOR MEMBERSHIP**

The Board approved the applications for membership from:

David Wilson  
Angela Currie

## 7. ENERGY STRATEGY

The Board approved the aims and objectives of the Strategy but noted that as there was missing stock data the Strategy could not yet be completed.

It was noted that outcome indicators would be incorporated in the Strategy when costed options had been discussed at the Board, that the Executive Summary would acknowledge the Strategy's relationship with both the Affordable Warmth Strategy and the Standard Delivery Plan and that the Strategy would be reviewed further in May 2010.

CC

## 8. RISK MANAGEMENT COMMITTEE

Mr Foreman updated the Board on the issues discussed at the Risk Management meeting which took place before the Board meeting.

### **Greendykes B Edinburgh**

This project consists of 26 properties which have 2 shower rooms in the properties but no bath. It was also noted that there was a lack of storage space. The Board was also asked to note that issues were raised about demand for shared ownership in the area.

***The Board agreed that the project should proceed provided that the points raised were resolved to Link's satisfaction.***

BH

### **Allander Park & Graham Terrace**

This consists of 49 properties for rent. It was noted that the only point of issue was that the properties did not meet Link's storage space requirements and also a Right of Way issue was to be checked as concerns were raised about access to the development.

BH

### **Demolition at Castle Street, Dunbarton Road Dalmuir**

A major concern was raised by the issue of a bat presence which was to be investigated further.

BH

### **Dalmuir Play Area**

Some surprise was expressed that sand was to be used as a base. Best practice regarding setting up children's play areas was to be investigated further.

BH

### **Strategic Land banking**

***It was agreed that the Risk Management Committee would have delegated power to agree to offers for land being submitted subject to "appropriate Board approval".***

## 9. SITE INTRODUCTION FEES

***The Board approved the recommendation that Link would pay third parties an introduction fee for site purchases, in appropriate circumstances. However when possible the introduction fee could be incorporated into the land value.***

## **10. SHARED OWNERSHIP 20 YEAR LEASES**

The Board considered the previously circulated report which highlighted difficulties arising when shared ownership leases had expired, including cases with arrears and where joint sharing owners (now estranged) had not made final arrangements to transfer title.

***The Board agreed that with regard to the two cases with arrears highlighted in the report, the arrears of £675.27 (case 1) would continue to be pursued but the arrears of £31.82 (case 2) would be written off.***

***The Board also agreed that Mrs Higgins would look into Link's entitlement to damages and potential access to Legal Aid.***

**BH**

Mrs Higgins will update the Board on progress at the next Board meeting.

**BH**

## **11. POLICY REVIEW**

### **11.1 Property Maintenance Policy**

***The Board approved the policy subject to a further report on likely cost implications before the policy is implemented and to the following amendments:***

- Rewording of item 5 to read "accepts full responsibility for **the policy and ensuring** its implementation.
- Item 5 first bullet point should read "regular" and not "continuous".

### **11.2 Shared Ownership Buy Back Policy**

The Board considered and discussed the previously circulated policy.

***The Board considered and approved the Shared Ownership Buy Back policy.***

### **11.3 Lettings Policy**

***The Board considered and approved the previously circulated Lettings Policy.***

Mr Arnott left the meeting.

## **12. LINKLIVING VOLUNTARY SEVERANCE**

***The Board considered and approved the Voluntary Severance Payment to a LinkLiving Staff member.***

## **13. SECTION 66 CONSENT – DISPOSAL OF PROPERTIES FOR PARAGON HA**

***The Board agreed to apply for Section 66 Consent to dispose of properties to Paragon HA which were being developed for Paragon by Link.*** BH

**14. OVERHEADS**

***The Board considered the previously circulated report and agreed to defer it for further consideration in November or December 2009.*** JNH

**15. MAYFIELD DRIVE, FALKIRK**

The Board considered and discussed the previously circulated report. The Board noted that Falkirk Council would be approached to seek reimbursement of Link's costs. BH

**16. REMUNERATION COMMITTEE**

***The Board agreed to discuss this item at the end of the Board meeting.***

**17. LEADERSHIP DEVELOPMENT PROGRAMME**

***The Board considered and noted the previously circulated report. Mrs Bayne agreed to update the Board on progress throughout the period of the programme.*** HB

**18. FINANCE DEPARTMENT REPORT**

The Board considered and noted the previously circulated report.

**19. EXECUTION OF LEGAL DOCUMENTS**

The Board considered and noted the previously circulated report.

**20. ANY OTHER BUSINESS**

**20.1 Agenda for Strategy Day**

The agenda and papers will be issued before the away day takes place and it will be held in New Mart Road.

**20.2 Royal Bank of Scotland Bankline**

Mrs Utterson tabled a report which explained that the Royal Bank of Scotland's "Bankline" system was being updated and Link required Board approval to use the new system.

***The Board noted that there would be no change to the existing bank mandate authority and agreed that Link should take up the new service.***

**21. DATE OF NEXT MEETING**

Tuesday 13th October 2009 at 4:00pm in the Sievewright Suite, 2c New Mart Road, Edinburgh.

**All staff members left the meeting.**

**22. REMUNERATION COMMITTEE**

Mr Robertson advised the Board that the Remuneration Committee had concluded its review of the performance of the Chief Executive and Directors and had taken this into account in the consideration of pay awards. The committee had also reviewed and approved appropriate adjustments to the salaries for the CE and Directors.

The Meeting closed at 18:30 p.m.