



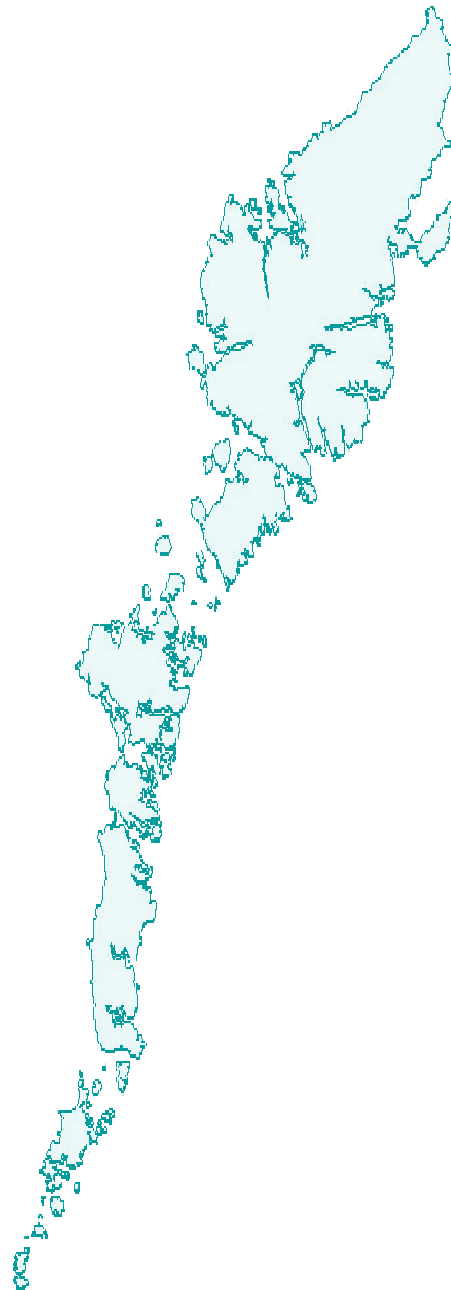
hebridean housing
partnership

Membership Application Information

Core Values

We are committed to:

- Tenant participation and a customer centred housing service
- Transparent, open decision making
- Sound financial management practices throughout the organisation
- Realising the highest professional standards in all areas of activities
- Integrity in all we do
- Promoting innovation and learning from mistakes
- Valuing our staff
- Working in partnership with other agencies
- Equal Opportunities

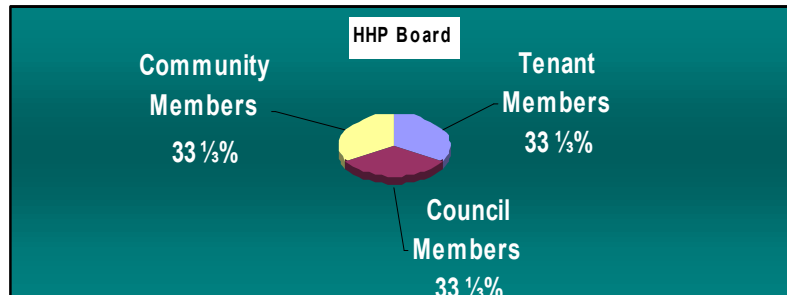


Hebridean Housing Partnership

Hebridean Housing Partnership (HHP) was formed in April 2002 and is registered under the Industrial and Provident Societies Act 1965.

HHP is a not for profit landlord which is governed by a Board of Management comprising of volunteer members including tenants, Councillors and community representatives.

The Board has a minimum of 7 and a maximum of 15 members (including three co-optees). It will have a maximum of 4 Council Appointed Members, up to 4 Community Members and up to 4 Tenant Members.



Current Board of Management

Board Members are bound by a Code of Governance and have a legal responsibility for exercising all the powers of HHP to achieve its objectives. The Boards role is to set the Business Plan Objectives, monitor performance and ensure the effective financial stewardship and high standards of governance.

Tenant Members	Council Members	Community Members	Co-opted Members
Kevin P Paterson	David Blaney	Mairi Bremner	Angela Quail
Alasdair Mackenzie	Neil Campbell	George Lonie	Iain Macmillan
Daniel Coyle	Gerry Macleod	Jane MacKinnon	Vacant Position
Vacant Position	Vacant Position	Helen Smith	

Development Plans

The Local Housing Strategy identified the need for new houses in priority areas to meet the aspirations and expectations of existing households and waiting list applicants. The funding package awarded by the Scottish Executive will enable the Partnership to carry out an extensive development programme - details of the first 5 years are given below:

No of Bedrooms	1	2	3	4	5+	Total No
Lewis	470	559	443	43	5	1520
Harris	41	49	52	3	0	145
Uist & Benbecula	102	118	177	8	3	408
Barra & Vatersay	30	28	42	4	0	104
Total	643	754	714	58	8	2177

NEW HOUSES	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Lewis	30	30	30	30	30	150
Harris	4	4	4	4	4	20
Uist	4	4	4	4	4	20
Barra	2	2	2	2	2	10
	40	40	40	40	40	200

Source: HHP Housing Management System

The Partnership has developed a suite of Policies and procedures that govern the day to day operations. Some of these Policies are summarised below:

Governance

Rules

Standing Orders & Scheme of Delegation
Financial Regulations
Code of Governance
Code of Conduct for Staff
Conditions of Service for Staff
Benefits - Members and Staff
Disclosure of Interest
Equal Opportunities
Expenses - Members
Expenses - Staff
Membership
Hospitality
Openness & Confidentiality
Recruitment
Staff Training
Treasury Management
Information & Communication
Technology

Housing Management

Allocations
Arrears & Housing Benefit
Complaints
Estate Management
Nomination Arrangements
Provision of Special Needs
Rents & Service Charges
Tenancy Agreement
Tenant Participation

Property & Investment

Health & Safety
Maintenance
Procurement Building Works
Procurement Other Services

The Rules of the Partnership are the legal instrument by which the Partnership has bound itself, and these cannot be changed except by the approval of the Scottish Housing Regulator and the Financial Services Authority. It covers such matters as defining the name, objects and registered office of the Partnership and matters to do with Membership, Board Membership, borrowing powers, procedures of meetings, appointment of auditor etc. A synopsis of HHP's Rules are detailed below:

Synopsis of HHP's Rules

Objects of the Partnership - The objects clause in the Rules is fairly widely drawn, and allows the Partnership to build, improve and manage, dwellings for rent and undertake any activity allowed under Section 4 of the Housing Association Act 1985.

Profits - The Partnership may not trade for profit, neither may 'profits' (surpluses) be distributed, directly or indirectly, to members. The Annual General Meeting may determine, if recommended by the Committee, any particular application of the 'profits' - but such application must be within the objects and rules of the Partnership.

Membership - Shares carry no right to interest, dividend or bonus and shall not be held jointly (but may be held corporately by e.g. a Local Authority).

Any member may withdraw from the Partnership by giving a month's notice of their intention to do so. Members may be expelled by a resolution carried by the votes of two thirds of members if a complaint in writing of conduct detrimental to the interests of the Partnership has been received.

Borrowing Powers - The borrowing limit which is currently £200,000,000, is reviewed from time to time.

General Meetings - The Rules provide that there shall be at least one General Meeting for all members (the Annual General Meeting) in each year which will receive the accounts, elect Committee Members (a third retire annually), and appoint and Auditor.

Board of Management - Annually, Members of the Board will elect a Chairperson, who will chair meetings of the Board and the Partnership.

Members are required to declare if they have a financial or other interest in a matter under discussion, and they may not vote on the matter.

The Partnership's vision is to provide good quality and affordable homes and to secure consistently excellent housing services throughout the Western Isles. To achieve this it has set out 8 broad aims and objectives:

- *Placing tenants at the centre of everything we do, and engaging the wider community;*
- *Investing in a sustainable way in tenants' homes;*
- *Delivering continuous improvement over time;*
- *Providing efficient, effective housing management services of the highest quality whilst keeping rents affordable;*
- *Being a good employer that attracts and retains high quality staff;*
- *Delivering value for money;*
- *Delivering a first class homelessness service on behalf of the Comhairle;*
- *Contributing to economic development and social inclusion in the Western Isles.*

If you agree with these aims and objectives why not become a member of Hebridean Housing Partnership?

Applying for Membership

To become a member you must be at least 18 years old unless you are already our tenant. If you are our tenant, you can apply for membership from the age of 16.

You must satisfy the "local Connection" criteria by proving your main or principal residence or principle place of business or operation has been the Western Isles for a period of 3 years.

You must send a membership application form and £1 (non-refundable) to the Secretary at our registered office. Our Company Secretary on behalf of the Board will consider your application. We will return your money if we do not approve your application.

If we approve your application, you will immediately become a member of the Partnership and your name will be included in our Register of Members you will then be issued one share in the Partnership. No member can hold more than one share.

If you are a representative of an organisation which is a member of the Partnership, you cannot be a member of the Partnership as an individual yourself. If you are already a member as an individual when you start to represent an organisation which is a member, we will suspend your membership as an individual, until such times as you are no longer a representative of an organisation which is a member.

In return for a Share Subscription of £1, members agree to be bound by HHP's Rules, a synopsis of which is detailed on the previous page.

As a Member of Hebridean Housing Partnership you will receive:

- An invitation to the Annual General Meeting, and any other meetings of a general interest which may be held during the course of the year;
- The opportunity to join the Board of Management; and
- Voting rights: the Membership has the responsibility of appointing (or re-appointing) the Board of Management, a third of which retire annually as provided for by the Rules of the Partnership.

By becoming a Member of the Partnership, and participating in its activities, you will be contributing to the provision of good quality, affordable homes for people in housing need.

You can find more information on our web site www.hebrideanhousing.co.uk

For a membership application form please contact Hebridean Housing Partnership:

Creed Court, Gleann Seileach Business Park, Willowglen Road, Stornoway, HS1 2QP. Phone: 0300 123 0773