

HEBRIDEAN HOUSING PARTNERSHIP

Board

Minutes of Meeting held on Wednesday 30 January 2008 @ 6.30pm

Held in HHP's Boardroom, Stornoway

Agenda Item 1

Present:

David Blaney (Vice-Chairperson)
 Michael Cross
 Kevin Paterson
 Archie Campbell
 Angela Quail
 Neil Campbell

Hamish Fraser
 Calum MacKay
 George Banks
 Gerry MacLeod
 Charles Nicolson

In Attendance:

Angus Lamont
 Dena Macleod
 Ian MacDonald
 Jackie MacLeod
 Catriona MacLeod
 Donna Smith (TIG)

Tony Pendle
 Angus Smith
 Angus E MacNeil
 Catherine MacIver
 Stewart Wilson (TIG)

Apologies:

George Lonie (Chairperson)

Jane MacKinnon

The Chief Executive confirmed he had received a letter of resignation from Mr Iain Reid. A proposal on how the two vacant tenant positions on the Board would be filled, will be presented to the March series of meetings.

Agenda Item	Item / Discussion
PRELIMINARY PROCEDURAL MATTERS	
2	<p><u>Declaration of Interest</u></p> <p>Charles Nicolson declared an interest in item 7 as he is a member of the Stornoway Trust.</p>
3a	<p><u>Minute of Board Meeting of 13 December 2007</u></p> <p>Amend the third bullet point in the Distribution of Board Papers item to now read:</p> <p><i>"if there are any late items not listed on the agenda, the Chairperson will ask the meeting to take the decision whether to permit the items to be discussed at the meeting or not".</i></p> <p>Approved.</p>
3b	<p><u>Minute of Resources Meeting of 12 December 2007</u></p> <p>The minute and reports of the Resources Committee were submitted as follows and which were, unless otherwise indicated, noted with regard to delegated functions and adhered with regard to referred functions.</p>
3c	<p><u>Verbal Update of Resources Committee 30 January 2008</u></p> <p>The Director of Resources reported the following decisions from the Resources Committee:</p> <p><u>Item 11 - Repairs Budget Update</u> all Cyclical Painterwork contracts would go out to tender on a one year contract next financial year in order to test the market.</p> <p><u>Item 6 - Draft Budgets 2008/09</u> rent increases for houses be set at 5.3% being RPI + 1% bringing the average rent to £53.93 a week.</p> <p><u>Item 6 - Draft Budgets 2008/09</u> garage rents and garage site rents be increased by RPI + 1%</p>

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	<p><u>Item 6 - Draft Budgets 2008/09</u> the bids for new budgets be revised to reflect the following and included in the 2008/09 budgets:</p> <p style="padding-left: 40px;">Item 2 - Development - £15,000 be removed from the priority list Item 4 - Media Relations - £9,000 be placed on the list as the lowest priority;</p> <p><u>Item 6 - Draft Budgets 2008/09</u> a basic form of Activity Based Budgeting be put in place over the next 6 months.</p> <p><u>Item 9 - Write-offs</u> the figure in recommendation a) of the Debt Write Off item be amended to £6437.84 as, until a Recovery of Sundry Debts policy is approved by the Board, HHP will only approve the former RSL arrears in Appendix 1 to the report.</p> <p><u>Item 9 - Write-offs</u> a seminar/workgroup be arranged to discuss the procedure for the Recovery of Sundry Debts prior to the Board Meeting in March 2008.</p> <p><u>Item 9 - Write-offs</u> a draft Recovery of Sundry Debts policy be presented to the Board for approval on 27 March 2008.</p>
4	<p><u>Action Sheet</u></p> <p><u>Item - 23 Aug 07 (11)</u> Amend comments section to read: <i>"Appraisal training has been rescheduled for 30 January 2008".</i></p> <p>Noted.</p>
5	<p><u>Date of Next Meeting</u></p> <p>It was agreed that the next Board Meeting will take place on 27 March 2008 @ 6.30pm.</p>
MANAGEMENT	
6	<p><u>Draft Budgets 2008/09</u></p> <p>The Director of Resources explained that the Resources Workgroup had met on 9 January 2008 and they agreed that a more realistic way to measure our Supervision & Management costs would be as a percentage of our Net Rental Income.</p> <p>To help identify realistic efficiency savings for the long term, an Activity Based Costing method will be adopted. The service areas to be reviewed during 2008/09 will be:</p> <ul style="list-style-type: none"> • Right To Buy; • Provision of office accommodation; • Repairs; • Development; and • Area Committees. <p>It was agreed that:</p> <p>a) the rent increase for houses be set at 5.3% being RPI + 1% bringing the average rent to £53.93 a week;</p> <p>b) garage rents and garage site rents be increased by RPI + 1%;</p> <p>c) the Director of Operations would investigate the proposal to dispose of the garage sites;</p> <p>d) all other services and charges as shown at Appendix 3 be increased by RPI for 2008-09;</p> <p>e) the budgets at Appendix 4 be approved on the understanding that the required efficiency savings must be in place by the end of Year 5 (2011/12);</p> <p>f) the bids for new budgets at Appendix 5 be revised to reflect the following and included in the 2008/09 budgets:</p> <p style="padding-left: 40px;">Item 2 - Development - £15,000 be removed from the priority list Item 4 - Media Relations - £9,000 be placed on the list as the lowest priority; and</p> <p>g) a basic form of Activity Based Budgeting be put in place over the next 6 months.</p>
7	<p><u>Development Programme</u></p> <p>The Director of Operations explained to Members that Communities Scotland have strongly advised HHP to have as many projects at the committed stage as possible as indications are that there is no</p>

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	<p>guarantee of HAG funding for projects that are not legally committed.</p> <p>The Board agreed the following recommendations:</p> <p>a) to note the progress with regard to the 2007/08 Development Programme as detailed in the attached reports;</p> <p>b) the following recommendations for specific projects were approved as follows:</p> <p><u>Projects in Progress - Post Approval</u> Item 8 - ROTS properties (Northton Doctors House, 35 MacQueen Street, 43 MacQueen Street) The Board approved additional works to the above properties.</p> <p>Item 11 - Daliburgh Care Units The Board approved that the Director of Operations and the Chair/Vice Chair should meet with the Chief Executive at the Comhairle to express the Board's concern that settlement of this project may not be concluded by the end of the financial year.</p> <p><u>Projects in Progress - Inception to Tender</u> Item 14 - Site at 57 Back The Board approved the tender application to Communities Scotland on the basis of the lowest tender.</p> <p>Item 15 - Bridge Cottages, Newmarket The Board approved the cost plan and tender submission to Communities Scotland.</p> <p>Item 16 - Bunnavoneader - Harris The Board approved the tender application to Communities Scotland on the basis of the lowest tender.</p> <p>Item 17 - Berneray Schoolhouse-Berneray The Board approved the asbestos survey cost limit.</p> <p>Item 18 - Garrynamonie The Board approved the tender application to Communities Scotland on the basis of the lowest tender.</p> <p>Item 19 - St Brendan site, Castlebay The Board approved the tender application to Communities Scotland on the basis of the lowest tender.</p> <p>Item 21 - Tong - Milkinghill, Phase 2 The Board approved the tender submission subject to costs being contained within 5% of the current benchmark.</p> <p>Item 22 - MacRae Hostel site, Stornoway The Board approved the tender submission to Communities Scotland.</p> <p>Item 23 - Smiths Shoe Shop site, Stornoway The Board approved the tender submission to Communities Scotland.</p> <p>Item 24 - Melbost Farm Site The Board approved a short life Member/Officer Working Group drawn from Members of the Operations Committee to consider this issue and determine if the Chief Executive should make a formal offer for this site under delegated authority up to the level of the District Valuer's valuation. The Working Group Members nominated were: George Lonie, Calum MacKay, Neil Campbell, George Banks and Kevin Paterson.</p> <p>Item 29 - ROTS property - house at Balmerino Drive The Board approved the acquisition submission if costs can be contained within the Communities Scotland Benchmark and purchase as soon as possible subject to their approval.</p> <p>Item 30 - Alpha Project The Board approved a design and build project procurement method and approved the tender application to Communities Scotland on that basis.</p> <p>c) the Board approved in principle that consideration be given to including Homestake properties in future development projects subject to checks being carried out with regard to the impact of Homestake on the Partnerships Charitable Status with HRMC and subject to a further report being submitted to the Board; and</p> <p>d) the Board approved in principle the adoption of the "Golden Share" in respect of Homestake properties.</p>

