hebridean housing partnership
Making our house your home

Agenda Item 3.1

HEBRIDEAN HOUSING PARTNERSHIP

Board

Minutes of Meeting held in HHP Board Room, Creed Court on Wednesday, 13 February 2019 @ 5.30pm

ATTENDANCE & APOLOGIES	
1	**Attendance & Apologies** Present Norman Macleod Mairi Bremner Alexander Gardner Dolene Smith Fiona Macleod David Blaney Iain Macmillan Apologies Roddy Mackay John G Mitchell Calum Mackay Alasdair Mackenzie Staff & Consultants In Attendance Dena Macleod (Chief Executive) John Maciver (Director of Operations) Donald Macleod (Director of Finance & Corporate Services) Angus Macneil (Assets & Contract Manager) Peter O'Donnell (Investment Manager) Gary Macleod (Service Development Manager) Donalda Mackinnon (Area Manager -Lewis) Katia Pettleloot (Finance & Business Services Manager) Angus Smith (Corporate Resources Manager) Rona Morrison (Customer Services Assistant) James Morrison (Financial Accountant) Kenneth Mackay (Corporate Resources Officer) Isabel Macmillan (Debt Management Officer) Jane Ballantyne (TPAS Officer) Jonathan Fairgrieve (Admin Assistant) Iona France (Governance Admin Officer – Minute Taker) The Chair advised that Councillor John Mackay had resigned from the Board due to a conflict of interest as Chair of the Comhairle's Planning Board. Councillor John Mitchell had advised he would be taking a period of leave from the Board, due ill health.
1b	Due to the Leave of Absence granted to Mr Calum Mackay, Vice Chair, the Chair called for nominations for the position of Vice Chair. Mairi Bremner nominated Mr Iain Macmillan and Norman Macleod seconded the nomination. **Mr Macmillan was appointed Vice Chair.**
Add Item	Mr Roddy Nicolson indicated he was interested in joining HHP's Board. Mr Nicolson had worked for Western Isles Citizen's Advice Service for more than 35 years and had considerable knowledge to draw upon. **The Board appointed Mr Roddy Nicolson as a Co-optee with immediate effect.**
PRELIMINARY PROCEDURAL MATTERS	
2	**Declaration of Interest** There were no Declarations of Interest.
3	**Minute of Board Meeting 20 November 2018** **The Minute of the Board meeting of 20 November 2018 was submitted and approved as a true and accurate record of the proceedings of the meeting.**
4	**Action Sheet** The Chief Executive advised that the Freedom of Information Act will apply to Registered Social Landlords from 11 November 2019. The Director of Operations advised that the Housing Association Electricity Supply Company, Our Power, of which which HHP was a member, had ceased to trade. Our Power were also the partner for Hebrides Energy. Utilita had been appointed by Ofgem to take over customers of Our Power. The Director of Operations confirmed further information would be provided to tenants who were customers of Our Power and Hebrides Energy, once it was available. **The Action Sheet was noted.**

5	**<u>Date of Next Meeting</u>** The date of the next scheduled Board meeting will be 20 March 2019. There was a possibility an additional Board Meeting would be required on 6 March 2019 to enable the Goathill project to progress.
6	**<u>Health & Safety</u>** The Director of Operations advised of 3 incidents. a) There had been an accident at the Sealladh A' Chliseim site involving a Calmax employee. This incident would be covered in more detail at Item 21 on the Agenda. b) The Director of Operations further advised of two separate fires in HHP properties. In one of the incidents the tenant had sustained an injury and in the other the tenant escaped unharmed. Work is ongoing to bring the properties back up to standard. Mairi Bremner asked if an article could be placed in the next Homeward advising tenants the importance of completing the registration card which is included when purchasing any new appliance as this enables the manufacturer to contact the purchaser immediately if any recall of the appliance is necessary.
	Rona Morrison, Customer Services Assistant, was presented with the Chartered Institute of Housing Level 2 Certificate in Housing Practice by the Chair. The Chair congratulated Rona on her achievement and encouraged other staff members to follow Rona's example in achieving similar awards.
ITEMS FOR APPROVAL	
7	**<u>Draft Business Plan 2019/20 – 2023/24</u>** The Consultation Document for the draft Business Plan 2019/20 – 2023/24 was presented to the Board for review and approval. The Chief Executive advised that at the Business Planning Days in October and December 2018 the Strategic Objectives were reviewed. There had been quite a bit of discussion around the overlap between some of the objectives and it was proposed to reduce the Strategic Goals from 7 to 4 Strategic Goals which would focus on Tenants, Housing, Staff and Partners. This should make it easier to manage and monitor the actions required to achieve the objectives. Fiona Macleod suggested Strategic Goal 2 should reflect the delivery of the Strategic Housing Investment Plan (SHIP) was in partnership with CNES. Iain Macmillan agreed with this point and further suggested Strategic Goal 4 should also include reference to working in partnership with CNES to deliver the Local Housing Strategy. The Chief Executive further proposed the Risk Appetite would be agreed at the Board Meeting on 6 March 2019 to enable Members time to consider the risk and how they link to the Strategic Goals. **The Board:** **a) approved the consultation document for the Business Plan 2019/20 – 2023/24 including the revised Strategic Objectives subject to amendments to Strategic Goals 2 and 4; and** **b) agreed the risk appetite would be agreed at the 6 March 2019 meeting.**
8	**<u>Budgets 2019/20</u>** The proposed 2019/20 Budgets, including charges for rents, garages and services, were presented for consideration and approval. The Director of Finance & Corporate Services advised a consultation exercise on the proposed rent increase for 2019/20 ended on the 31 January 2019. Two options were given to tenants: • RPI Only Increase (3.2%); or • RPI + 0.5% (3.7%). The overwhelming outcome from the consultation was 89% of respondents voted for the RPI Only option. There were 61 responses to the consultation and the Director of Finance & Corporate Services thanked the Tenant Participation Officer for promoting the consultation to tenants. The Director of Finance & Corporate Services advised the proposed budgets were for noting and detailed budgets would come to the 20 March 2019 for approval. **The Board:** **a) approved the increase of house rents for 2019/20 at 3.2% (RPI Only) an increase of £2.47 per week bringing the average weekly rent to £79.59;** **b) approved an increase of 3.2% for garage rents and garage site rents for 2019/20 in line with the house rent increase;** **c) approved an increase of 3.2% for all other services and charges for 2019/20; and** **d) noted the detailed budgets will be submitted for approval on 20 March 2019 subject to the required funding being in place.**

9	**<u>Investment Programme 2019/20 – 2023/24</u>** The report sought approval for an amended 2019/20 – 2023/24 Investment Programme and provided an update on the procurement of the 2019/2020 Investment Programme. The Assets and Contracts Manager advised the programme had been amended to include replacing additional heating systems in Year 1 and the latter years of the Programme to ensure compliance with the Scottish Housing Quality Standard (SHQS) the requirements of the Energy Efficiency Standard for Social Housing (EESSH) by 2020. The Investment Manager advised Air Source Heat Pumps are continuing to alleviate fuel poverty and the older, more expensive ones in Uist & Barra are programmed to be replaced in the new Investment Programme. Since the report was written, and following the Grenfell review, Scottish Government, have advised of a new standard for smoke detectors for residential properties, including new build, which would require implementation by 2021. Scottish Government had estimated a cost of £200 per property, which would include additional smoke detectors, a heat detector in every kitchen and a carbon monoxide detector where appropriate. The additional detectors would all require to be interlinked. A revised Investment Programme will come to the Board Meeting on 20 March 2019. **The Board:** **a) approved the amended Investment Programme 2019/20-2023/24; and** **b) noted the update on the Investment Framework procurement and tendering of the 2019/20 Investment Programme.**
10	**<u>Rapid Rehousing Transition Plan</u>** The Comhairle's draft Rapid Rehousing Transition Plan, which is designed to reduce rough sleeping and end homelessness, was presented to the Board and approval was sought for delegation to the Director of Operations, in consultation with the Housing Management Working Group, to respond. Fiona Macleod stated that reducing homelessness was one of the most challenging agendas facing the community and whilst everyone having a home was what we should aspire to, there were many challenges to achieving this. Mrs Macleod asked how the Outer Hebrides Community Planning Partnership (OHCPP) was working with other agencies to address these challenges. It was suggested, if possible, this should be on the next OHCPP Agenda and Iain Macmillan agreed, if he was briefed, he would take it to the next OHCPP Executive Meeting. **The Board delegated authority to the Director of Operations, in consultation with the Housing Management Working Group, to respond to the Comhairle's draft Rapid Rehousing Transition Plan.**
POLICIES	
11	**<u>Health & Safety Policy</u>** The updated Health & Safety Policy and the Safety Testing and Risk Assessment Programme were presented for review and approval. The Chief Executive confirmed only minor changes had been made to the Policy. The Chief Executive further advised refresher Health & Safety Training would be arranged for Board Members. **The Board reviewed and approved:** **a) the revised Health & Safety Policy; and** **b) the Safety Testing and Risk Assessment Programme.**
12	**<u>Gas Safety Management Policy</u>** The updated Gas Safety Management Policy was presented for review and approval. The Investment Manager confirmed only minor changes had been made to the Policy including an update to the Void Procedure section of the Policy to reduce any potential risk to tenant safety. **The Board approved the updated Gas Safety Management Policy**
13	**<u>Estate Management Policy</u>** The updated Estate Management Policy was presented for review and approval. The Area Manager (Lewis) advised the Policy had been updated in line with the Housing (Scotland) Act 2014. The areas of change which affect the Estate Management Policy are Subletting, Assignation, Joint Tenancies and Anti-Social Behaviour. These changes relating to Subletting, Assignation and Joint Tenancies become effective in November 2019. The changes to Anti-Social Behaviour provisions become effective from 1 May 2019 and removes the need for reasonableness. **The Board approved the revised Estate Management Policy.**

14	**<u>Procurement Policy</u>** The updated Procurement Policy was presented for review and approval. The Corporate Resources Manager advised the Policy had some minor updates, primarily in relation to underlying legislation and procurement thresholds. There have been no changes to the Scottish or EU thresholds this year. **The Board:** **a) approved the revised Procurement Policy; and** **b) noted the Procurement Plan for 2019.**
15	**<u>Procurement Strategy</u>** The updated Procurement Strategy 2018-2020 and performance measurement framework were presented to the Board for approval. The Corporate Resources Manager advised there were only minor changes to the strategy this year. However, the data for measurement 12 is not available from Public Contracts Scotland. It was proposed therefore to remove this measurement. The current contracts and community benefits registers were presented for noting. **The Board:** **a) approved HHP's updated Procurement Strategy 2018-2020 and performance measurement framework;** **b) noted the procurement performance for 2018; and** **c) noted the Contracts & Community Benefit Registers.**
PERFORMANCE MONITORING REPORTS	
16	**<u>Performance Monitoring Report</u>** A summary report of performance on Budgets, Investment, Development and Treasury up to 31 December 2018 was presented for review. The Chief Executive advised this report provided a high level overview of all the monitoring reports to enable Board Members to see at a glance how we are performing. The detailed monitoring reports were included at Items 24-28 on the Agenda to ensure Board Members receive sufficient information to enable scrutiny to be undertaken. The Chief Executive highlighted the slippage of around £270K on the Development Programme and this will be discussed in detail at Item 17 on the Agenda. The Chief Executive advised that in respect of Item 25, a change to the service provided to Western Isles Foyer, with HHP taking over the landlord role, was being explored and delegation was sought for the Chief Executive, in discussion with the Executive Team, to conclude that work. **The Board:** **a) noted the overall performance to 31 December 2018; and** **b) delegated authority to the Chief Executive, in discussion with the Executive Team, to conclude the review of the change of service provided to Western Isles Foyer.**

MEETING GOES INTO PRIVATE SESSION

NOTING REPORTS	
24	**<u>Board Development Plan Progress Report</u>** The report provided the progress of the 2018 Board Development following the Board Skills Exercise that was carried out during September and October 2018 and the Board Development Session held on 17 December 2018. **The Board noted the progress of the 2019 Development Plan at Appendix 1.**
25	**<u>Business Plan Monitoring Report</u>** The report provided an update on the Business Plan Action Plan agreed in March 2018. **The Board note the progress in the Business Plan Objectives Monitoring Report.**
26	**<u>Management Report to 31 December 2018</u>** The report provided the management information to 31 December 2018. **The Board noted the management information at 31 December 2018.**

27	<u>**Quarterly Treasury Report to 31 December 2018**</u> The report informed the Board of the Treasury Management activities of the third quarter of 2018/19. **The Board noted:** **a) the quarterly report on the Analysis of Investment and Borrowing;** **b) the outstanding loans at 31 December 2018 of £4.91 million; and** **c) the cash balance at 31 December 2018 of £8.81 million.**
28	<u>**Investment Programme 2018/19 Monitoring Report**</u> The report provided an update on the 2018/19 Investment Programme. **The Board noted the 2018/19 Investment Programme progress and financial update.**

Chairperson Mr Norman M Macleod

SIGNED ……………………………………………………

DATE ……………………………………………………