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, 20 March 2019 @ 5.30pm

	ATTENDANCE & APOLOGIES
1	**Attendance & Apologies** Present Norman Macleod Mairi Bremner Roddy Mackay Dolene Smith Alasdair Mackenzie Roddy Nicolson David Blaney Alex Gardner Norman Macdonald Iain Macmillan (Skype) Apologies Paul Finnegan Fiona Macleod Staff & Consultants In Attendance Dena Macleod (Chief Executive) John Maciver (Director of Operations) Donald Macleod (Director of Finance & Corporate Services) Donalda Mackinnon (Area Manager, Lewis) Angus Macneil (Assets & Contracts Manager) Katrina Rowlands (Development Manager) Mina Maclean (Senior Allocations Officer) Gary Macleod (Service Development Manager) Isabel Macmillan (Debt Management Officer) Jane Ballantyne (Tenant Participation Officer) Jonathan Fairgrieve (Admin Assistant) Iona France (Governance Officer – Minute Taker) The Chair welcomed Cllrs Norman A Macdonald and Paul Finnegan to the Board and acknowledged their experience and work in the community and hoped that this would enhance the knowledge and skills of the Board. The Chair called for nominations to sit on the Audit & Risk Committee. Mrs Mairi Bremner nominated Mr Roddy Nicolson to sit on the Audit & Risk Committee. **Mr Nicolson accepted the nomination to sit on the Audit & Risk Committee.**
	PRELIMINARY PROCEDURAL MATTERS
2	**Declaration of Interest** Mr Alasdair Mackenzie and Mr Alex Gardner declared an interest in Item 6.6.
	Presentation to Staff Member There was a presentation from the Chair to Mr Magnus Johnson, Senior Housing Officer, who was retiring from his position after 39 years' public service 33 of which were in housing with HHP and, prior to stock transfer, CNES.
3.1	**Minute of Board Meeting 13 February 2019** **The minute of the Board meeting of 13 February 2019 was submitted and approved as a true and accurate record of the proceedings of the meeting.**
3.2	**Action Sheet** **The Action Sheet was noted.**
4	**Date of Next Meeting** An additional Board Meeting will be held on 27 March 2019. The next scheduled Board Meeting will be on 22 May 2019.
5	**Health & Safety** The Director of Operations provided an update on the three Health & Safety incidents reported to the Board on 13 February 2019: • Following the accident at the Sealladh a' Chliseim development, which had been reported to the Health & Safety Executive (HSE), the employee was back at work; • Following the fire in the property in Daliburgh, the tenant is back home and recovering well; and • Work is continuing at the property in Tong following the fire and the tenant is being housed in temporary accommodation.

	ITEMS FOR DECISION
6.1	**<u>Business Plan 2019/20 – 2023/24</u>** The Business Plan 2019/20 – 2023/24 was presented to the Board for review and approval. The 2019/20 – 2023/24 Business Plan takes account of consultation events over the past six months, decisions taken at the Board meeting on 6 March 2019 and responses to the consultation process which ran from 21 February 2019 to 13 March 2019. The Business Plan incorporates the 30 year Financial Projections, an updated five year Development Plan which is prepared in conjunction with CNES' Local Housing Strategy (LHS) and their Strategic Housing Investment Plan (SHIP). The 2019 Risk Appetite Statement and a revised Risk Register were also included in the Business Plan. The Chief Executive advised that the seven Strategic Goals had been reviewed and condensed to four Strategic Goals as follows: 1. Placing tenants at the centre of everything we do 2. Investing in an environmentally sustainable way in tenants' homes 3. Being a good employer that attracts and retains high quality staff 4. Working with partners to contribute to the wellbeing of communities throughout the Outer Hebrides The Business Plan comprises 4 main sections: • Who we are; • Where we are; • Where we want to be; and • How we plan to get there. The key deliverables of the plan will be monitored through a Delivery Plan which will be reviewed by Managers on a monthly basis and presented to the Board on a quarterly basis. The Business Plan will be reviewed on an annual basis with a full review undertaken in Year 4 of the plan. The report also sought approval for the Chief Executive to sign the Outer Hebrides Community Planning Partnership (OHCPP) Agreement. As a Local Partner we are asked to sign the Partnership Agreement which runs form 2018-2027 which was revised in November 2018. **The Board:** **a) approved the Business Plan 2019/20 to 2023/24 including the 30 year cash flow projections; and** **b) authorised the Chief Executive to sign the OHCPP Partnership Agreement.**
6.2	**<u>Annual Financing Strategy</u>** The report informed the Board that there was no requirement for additional borrowing during 2019/20 based on the budgets which were before the Board for approval at Item 6.3. **The Board approved the Annual Financing Strategy.**
6.3	**<u>Budgets 2019/20</u>** The 2019/20 budgets were presented to the Board for consideration and approval. The budgets had been presented to the Finance Working Group on 14 March 2019 and there were minor changes to the budget for a development which had been updated to reflect the tender return costs and resulted in a slight increase to the private finance contribution. The report outlined the variances in the budgets from the previous year. There was a significant increase in the Supervision & Management costs to reflect the outcome of the Pay & Grading review. **The Board approved the 2019/20 budgets.**
6.4	**<u>Fraud Checklist</u>** The Director of Finance & Corporate Services presented to the Board the Fraud Checklist for 2018/19. Following approval of the Fraud Policy in March 2016, a Fraud Checklist was introduced to accompany the Fraud Policy. The checklist was approved at Audit & Risk earlier in the day. **The Board reviewed and approved the Fraud Checklist.**

6.5	**<u>Investment Programme Update</u>** The report sought approval for an amended Investment Programme 2019/20 – 2023/24. The Assets & Contracts Manager advised the Programme had been updated to take account of the Scottish Government's requirement for additional heat and smoke detectors to be installed in homes by February 2021. **The Board:** **a) noted the 2018/19 Investment Programme progress and financial update; and** **b) approved the amended Investment Programme 2019/20-2023/24.**
6.6	**<u>Community Grant Requests</u>** **Mr Alasdair Mackenzie & Mr Alex Gardner left the meeting whilst this item was discussed.** The Board were asked to consider Funding Applications from the Community Grant Fund for two community projects – a Singing Circle based in Stornoway and a Community Garden at Casimir Place, Daliburgh. Our Community Grant Fund makes funding available to support small scale community projects which will improve the quality of life for residents and make a difference to neighbourhoods. There must be a benefit to our tenants residing within the area. The Western Isles Housing Association Communities Forum committee will be responsible for managing the Community Grant Funding for these two projects **The Board approved the requests to fund the following proposals:** **a) Singing Circle in Stornoway; and** **b) Community Garden at Casimir Place, Daliburgh.**
	POLICIES FOR APPROVAL
7.1	**<u>Allocations Policy</u>** The updated Allocations Policy was presented for review and approval. The Area Manager (Lewis) advised that the Policy had been updated in line with the legislative requirements of the Housing (Scotland) Act 2014 and following a period of consultation with tenants, applicants, partner agencies and stakeholders. Following the consultation period the Housing Management Working Group (HMWG) considered the responses and several amendments were made to the policy. The key amendments to the policy were: • Priority would be awarded to ex-service personnel who have left the Armed Forces within the past 12 months, or expect to leave within six months; • The Housing (Scotland) Act 2014 gives landlords the option to apply to the Court to recover an adapted property if it is not being occupied by anyone who needs the adaptations. Recovery action would only be taken in exceptional circumstances and would require Board approval; • Priority would be given to those with key worker status where local recruitment is unlikely or has been unsuccessful; • Section 5 of the Housing (Scotland) Act 2014 removes the previous prohibition of taking ownership of property into account in allocating social housing. We would take the circumstances of individual cases into account and may decide to allocate social housing to an applicant who owned their own property; and • The majority of points awarded on medical grounds are in the intermediate category. The HMWG agreed to increase the Intermediate point category to 15 and the medium points to 20. This would give applicants with medical conditions an improved chance of being housed sooner. **The Board approved the Allocations Policy.**
7.2	**<u>Development Policies</u>** The report sought approval for the replacement of existing development policies with the Development Policy and Development Risk Policy. In May 2018 the Board approved a review schedule for our existing development policies. However, we subsequently removed the need for numerous individual policies by creating a single Development Policy which also incorporates Construction, Design & Management (CDM) and Development Consultation. The Development Risk Policy sets out the approach to the assessment and management of risk associated with our Development Programme. It will be used to identify the risks associated with undertaking development work, to minimise the association's exposure to risk and to take steps to avoid potentially damaging consequences. **The Board approved:** **a) the Development Policy; and** **b) the Development Risk Policy.**
7.3	**<u>Expenses Policies</u>** The updated Members' Expenses Policy and Staff Expenses Policy were presented to the Board for review and approval. The Director of Finance & Corporate Services advised that there had been no changes to the Members' Expenses Policy and the Staff Expenses Policy had been updated to include a provision for Standby

	payments and a new rate for Benefit in Kind charge to tax in the event of non-compliance with the policy when using vans owned by HHP for private use. **The Board approved:** **a) The Members' Expenses Policy; and** **b) The Staff Expenses Policy.**
7.4	**<u>Rent Arrears Policy</u>** The updated Rent Arrears Policy was presented for review and approval. The Area Manager (Lewis) confirmed that only minor updates had been made to the Policy. **The Board approved the Rent Arrears Policy.**
7.5	**<u>Vulnerable Consumers Policy</u>** The updated Vulnerable Consumers Policy was presented for review and approval. The Area Manager (Lewis) confirmed that only minor updates had been made to the Policy. **The Board approved the Vulnerable Consumers Policy.**
	MONITORING & UPDATE REPORTS
8.1	**<u>Performance Monitoring Report</u>** A summary report of performance on Budgets, Investment, Development and Treasury up to 31 January 2019 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 6.5, 8.2, 8.3 and 8.5 on the Agenda to ensure Board Members receive sufficient information to enable scrutiny to be undertaken. The Chief Executive advised that there were no major changes since December 2018. **The Board noted the overall performance to 31 January 2019.**
8.2	**<u>Development Monitoring Report</u>** The report provided an update on the progress of the Development Programme 2018-20. **The Board noted:** **a) the detailed update of developments;** **b) the overview of the Development Programme; and** **c) the feasibilities update.**
8.3	**<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 Board Development Plan.**
8.4	**<u>Funder's Valuation</u>** The report informed the Board of the outcome of the Funders Valuation for 2019 prior to the report being submitted to the Funders. The Director of Finance & Corporate Services advised that the draft Existing Use Value (EUV-SH) of stock was £38.182m. This was a £4.877M increase on the previous year, and all developments due to complete in 2018/19 were included in the valuation. **The Board noted the Funder's Valuation.**
8.5	**<u>Management Report to 31 January 2019</u>** The report provided the management information to 31 January 2019. **The Board noted the management information at 31 January 2019.**
8.6	**<u>Planned Maintenance Programme 2019/20</u>** An update on the 2019/20 Planned and Cyclical Maintenance Programme was presented to the Board. The Assets & Contracts Manager outlined the methodology of determining what works were required and how they were prioritised within budget constraints. Mr Alasdair Mackenzie asked if the statutory requirements continued to increase would this have an impact on the budget for fabric repairs and environmental works. Mr Macneil confirmed that this could be the case. Budgets were reviewed annually and statutory and regulatory requirements and Health & Safety issues would always be prioritised. It was also noted that there was budgetary provision in the Investment Programme for roofing. roughcasting, and other environmental works.

	The Board noted the report.
8.7	**<u>Hebrides Energy/Our Power</u>** The report provided an update on Our Power and the implications for us following the decision taken by them on 25 January 2019 to cease trading. The Director of Operations advised the tariffs being offered by Utilita were being looked into to ascertain if they were suitable for tenants and Board Members would be kept updated as further information became available. Hebrides Energy would be keeping all their customers updated, and advice would be issued as appropriate, to our tenants who were transferred to Our Power through the void arrangement. The Chair advised that a substitute Board Member was required for Hebrides Energy whilst Mr Calum Mackay was unavailable. **The Board noted the report.** **Mr Roddy Nicolson was appointed as substitute Board Member.**
MEETING GOES INTO PRIVATE SESSION	

Chairperson Mr Norman M Macleod

SIGNED ……………………………………………………

DATE ……………………………………………………