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, 22 May 2019 @ 5.30pm

ATTENDANCE & APOLOGIES	
1	**Attendance & Apologies** Present Norman Macleod Mairi Bremner Roddy Mackay Dolene Smith Alasdair Mackenzie Roddy Nicolson David Blaney Norman Macdonald Paul Finnegan Apologies Iain Macmillan Fiona Macleod Calum Mackay Alex Gardner Staff & Consultants In Attendance Dena Macleod (Chief Executive) John Maciver (Director of Operations) Donald Macleod (Director of Finance & Corporate Services) Angus Smith (Corporate Resources Manager) Angus Macneil (Assets & Contracts Manager) Katrina Rowlands (Development Manager) Gary Macleod (Service Development Manager) Isabel Macmillan (Debt Management Officer) Peter O'Donnell (Investment Manager) Jonathan Fairgrieve (Admin Assistant) Iona France (Governance Officer – Minute Taker)
PRELIMINARY PROCEDURAL MATTERS	
2	**Declaration of Interest** Norman Macdonald, Roddy Mackay and Paul Finnegan declared an interest in Item 10.6.
3.1	**Minute of Board Meeting 20 March 2019** **The minute of the Board meeting of 20 March 2019 was submitted and approved as a true and accurate record of the proceedings of the meeting.**
3.2	**Action Sheet** ITEM 17 The Director of Operations advised three offers had been received for the properties at Braehead and one had been accepted. The legal process was ongoing and the final purchase price would be confirmed to Board Members once this had concluded. **The Action Sheet was noted.**
4	**Date of Next Meeting** The date of the next meeting will be 19 June 2019. Members were advised of the change of date for the November 2019 Board meeting to 19 November 2019.
5	**Health & Safety** The Director of Operations advised of an incident which occurred outside the office at Creed Court on Friday 17 May 2019 when a tenant tripped and fell. Discussions were ongoing with HIE to ensure any trip risk was rectified as soon as possible,

ITEMS FOR DECISION	
6.1	**<u>Annual Return on the Charter 2018/19</u>** The report presented our Annual Return on the Charter (ARC) 2018/19 and Energy Efficiency Standard for Social Housing (EESSH) to the Board for review and approval. The report summarised performance on arrears, voids, repairs, development and lettings and provided comparisons to previous years' data. The Director of Finance and Corporate Services provided context to the comparison figures. The decrease in the average length of time to complete repairs was due to a policy change in January 2018 on how this time was calculated. The increase in arrears and former tenant arrears were due in part to the impact of Universal Credit but also partly driven by individual cases with large arrears. The level of void loss had decreased as had the number of void properties with no properties void for more than 6 months as at 31 March 2019. The number of applicants on the housing list, along with the number of new applicants added to the housing list continued to trend downwards. **The Board reviewed and approved, subject to the reconciliation of any queries raised, the 2018/19:** **a) Draft Annual Return on the Charter; and** **b) Draft EESSH.**
6.2	**<u>Review of Standing Orders</u>** The report presented a revised draft of the Standing Orders for consultation with Board Members and Staff. The Chief Executive advised that along with the regular annual review the Standing Orders were revised following the Pay & Grading review with the scheme of delegation to officers updated to include the Head of Executive office and reflect this role would also undertake the Company Secretarial duties. The Chief Executive further advised that, following the consultation period, a Working Group comprising an Audit & Risk Committee member, a Board Member and members of staff would be convened to review the Standing Orders, prior to coming to the Board for approval. Mr Roddy Nicolson agreed to sit on the Working Group. **The Board approved the revised Standing Orders for consultation with Board Members and Staff.**
6.3	**<u>Asset Management Strategy</u>** The report provided an update on the progress of the 2016-2020 Asset Management Strategy Action Plan. The Action Plan had been updated to incorporate the requirements of the recent health and safety audit and to reflect the requirements of the 2018 Stock Condition Survey. It was further proposed as part of the Action Plan that the housing stock be reviewed and categorised into core stock, stock under review and non-core stock. The Assets & Contractors Manager advised that the Strategy would be reviewed over the coming 6 months. A timetable for the review will be presented at the August 2019 Board Meeting. **The Board approved the Asset Management Strategy Action Plan update.**
6.4	**<u>Development Monitoring Report</u>** The report advised the Board of progress with the Development Programme 2018-2021. The Director of Operations advised that a meeting with Scottish Government had taken place earlier in the week to discuss the detail of the 2019/20 Development Programme and a final plan would be presented to the Comhairle shortly. The majority of the developments for 2019/20 were in progress although Goathill would be a large part of the programme accounting for more than half the anticipated spend. There was a separate report on Goathill on the Agenda. The Development Manager advised that since the Board meeting on 20 March 2019 the sites at Corran Ciosmul, Sealladh A' Chliseim and Langley Apartments have all been completed and allocated. The contractor Community Benefit requirements have also been delivered at Sealladh A'Chliseim and Langley Apartments. The developments at Tarbert, Horgabost and Breasclete are now all on site and progressing well. The Breasclete Community Council had suggested the name "Sgeir Ghlais" for the site. This was the only suggestion received and is the name given to the shoreline below the development. Planning permission had been received for the 4 rural Uist sites and they were at building warrant stage, with no site start as yet. **The Board:** **a) approved Sgeir Ghlais as the name for the new development at Breasclete, Isle of Lewis;** **b) noted the detailed update of developments;** **c) noted the overview of the Development Programme; and** **d) noted the feasibilities update.**

POLICIES FOR APPROVAL	
7.1	<u>**Appointments of Consultants Policy**</u> The updated Appointment of Consultants Policy was presented for review and approval. The Corporate Resources Manager confirmed that only minor updates had been made to the policy to reflect current procurement legislation. **The Board approved the Appointment of Consultants Policy.**
7.2	<u>**Communications Policy**</u> The updated Communications & Communication Tools Policy were presented for review and approval. The Chief Executive advised that there had been no material changes to the policies. It was proposed that the review period for the Communications Policies be changed to 3 years rather than annually. Mr Norman Macdonald stated that it was important that all organisation members of the Community Planning Partnership (CPP) were collectively supportive in terms of communications. **The Board approved the Communications Policy and the Communications Tools Policy.**
7.3	<u>**Corporate Payroll Policy**</u> The updated Corporate Payroll Policy was presented for approval for consultation with Staff and Unison. The Chief Executive advised that the policy had been updated following the Pay & Grading review and discussions were ongoing with Unison to agree the process for the annual pay award. **The Board approved the Corporate Payroll Policy for consultation with Staff and Unison.**
7.4	<u>**Entitlements, Payments & Benefits Policy**</u> The updated Entitlements, Payments & Benefits Policy was presented for review and approval. The Director of Finance & Corporate Services advised that only minor changes had been made to the policy and the contractors list had been updated. **The Board approved the Entitlements, Payments and Benefits Policy.**
7.5	<u>**Membership Policy**</u> The updated Membership Policy was presented for review and approval. The Governance Officer advised that the "local connection" definition had been updated to enable acceptance from applicants who have lived and worked in the Outer Hebrides for a period of 3 consecutive years and not necessarily the last 3 years. **The Board approved the Membership Policy.**
7.6	<u>**Recovery of Sundry Debts Policy**</u> The updated Recovery of Sundry Debts Policy was presented for review and approval. The Director of Finance & corporate Services advised that only minor changes had been made to the Policy with the Write Off paragraphs updated and the removal of recharges for furniture packs. **The Board approved the Recovery of Sundry Debts Policy.**
7.7	<u>**Office Health & Safety Policies**</u> The Office Fire Safety Policy and the Managing Violence and Aggression at Work Policy were presented for review and approval. The Corporate Services Manager advised that only minor updates had been made to the policies. **The Board approved the Office Fire Safety Policy and the Managing Violence & Aggression at Work Policy.**
7.8	<u>**Personal Relationships at Work Policy**</u> The Personal Relationships at Work Policy was presented for approval for consultation with Staff and Unison. The Chief Executive advised that this was a new policy and was based on an EVH Model Policy. **The Board approved the Personal Relationships at Work Policy for consultation with Staff and Unison.**
7.9	<u>**Adverse Weather Conditions Policy**</u> The Adverse Weather Conditions Policy was presented for approval for consultation with Staff and Unison. The Chief Executive advised that this was a new policy and was based on an EVH Model Policy. **The Board approved the Adverse Weather Policy for consultation with Staff and Unison**

7.10	**<u>Landlord Health & Safety Policies</u>** This report presented a suite of policies for approval following an external audit report commissioned from ACS Risk group on our Landlord Facilities Health, Safety and Welfare Management systems. The audit identified a requirement to produce or update policies on fire safety, electrical safety, legionella and water systems and on play parks. It was proposed that a virement of £147k be approved from unallocated investment budget to the planned maintenance budget. This would fund the work for 2019/20 and the long term financial plans would be updated to reflect the change in funding required. **The Board approved the:** **a) Landlord's Fire Safety Policy;** **b) Electrical Safety Policy;** **c) Water Systems and Legionella Policy;** **d) Play Areas Policy;** **e) virement of £147k from the unallocated investment budget to planned maintenance budget in 2019/20 to fund the work; and** **f) updating of long term financial plans to reflect the change in funding of planned maintenance and investment works.**
MONITORING REPORTS	
8.1	**<u>Quarterly Treasury Report to 31 March 2019</u>** The report informed the Board of the Treasury Management activities of the fourth quarter of 2018/19. The Director of Finance & Corporate Services advised there was no movement on the outstanding loan balance since the previous quarter. The cash balance had reduced by £2.4m due in part to the funding of development and in part due to a landbanking acquisition which completed just prior to 31 March 2019 and for which the receipt of grant from Scottish Government was not received until April 2019. **The Board noted the Quarterly Treasury Report to 31 March 2019.**
NOTING REPORTS	
9.1	**<u>Review of Corporate Registers</u>** This report assured Board Members that HHP's registers are functioning in accordance with the Partnership's constitutional documents, regulatory and legal requirements and that they are fully up to date. **The Board noted the Review of Corporate Registers.**
MEETING GOES INTO PRIVATE SESSION	

Chairperson Mr Norman M Macleod

SIGNED ………………………………………………………

DATE ………………………………………………………