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 Tuesday, 19 November 2019 @ 5.30pm

ATTENDANCE & APOLOGIES	
1	**Attendance & Apologies** Present Norman M Macleod (Chair) Calum Mackay (Vice Chair) Roddy Mackay Roddy Nicolson Norman A Macdonald Fiona Macleod (via telephone) Alex Gardner Paul Finnegan Apologies Iain Macmillan David Blaney Staff & Consultants In Attendance Dena Macleod (Chief Executive) John Maciver (Director of Operations) Donald Macleod (Director of Finance & Corporate Services) Anna Coyle (Head of Executive Office) Jonathan Fairgrieve (Corporate Services Officer – Minute Taker) Donalda Mackinnon (Area Manager) Katia Petteloot (Finance Manager) Angus MacNeil (Assets & Contracts Manager) Isabel Macmillan (Debt Management Officer) Peter O'Donnell (Investment Manager) Gary Macleod (Service Development Manager) Angus Smith (Corporate Resources Manager) Sawan Morrison (Fixed Asset Accountant) Tina Cook (Training & Development Officer) As this is our first Board Meeting since the passing of long standing Board Member, Mairi Bremner, Norman Macleod took the opportunity to pay tribute to Mairi and a minute silence was observed by all present as a mark of respect. Roddy Nicolson was nominated to fill the Community vacancy created by the passing of Mairi Bremner and he accepted this nomination. The Board noted that earlier in the day Roddy Nicolson had been appointed at Chair of the Audit & Risk Committee and alongside Roddy Mackay as Vice-Chair. Nominations were taken to fill the vacancy on the Audit & Risk Committee. Calum Mackay nominated Iain Macmillan which was seconded by Roddy Mackay. As Mr Macmillan was not present the Company Secretary was asked to confirm if his nomination is accepted.
PRELIMINARY PROCEDURAL MATTERS	
2	**Declaration of Interest** No declarations of interest were made.
3.1.1	**Minute of Board Meeting 28 August 2019** **The minute of the Board meeting of 28 August 2019 was submitted and approved as a true and accurate record of the proceedings of the meeting.**
3.1.2	**Minute of Board Meeting 29 August 2019** **The minute of the Board meeting of 29 August 2019 was submitted and approved as a true and accurate record of the proceedings of the meeting.**
3.2	**Action Sheet** Nothing to report. **The Action Sheet was noted.**
4	**Date of Next Meeting** The date of the next meeting will be 12 February 2020. The Chief Executive took nominations to attend the CIH Annual Conference on 3 & 4 March 2020, Alex Gardner expressed interest in attending. Calum Mackay was nominated to present long service awards to staff on 13 December 2019.
5	**Health & Safety** The Director of Operations advised Board Members the flagstones outside the office had been repaired.

ITEMS FOR DECISION	
6.1	**Budget Timetable 2020/21** The Budget Timetable 2020/21 was presented to the Board for consideration and approval including rent consultation. The Director of Finance & Corporate Services advised members that a meeting of the Finance Working Group had been scheduled for 18 December 2019 to discuss the rent consultation. Mr Calum Mackay and Mr Alasdair Mackenzie raised concerns about the consultation period. It was agreed that this would be discussed further at item 7.1 on the agenda. **The Board approved the 2020/21 Budget Strategy for consultation, including the Budget Timetable.**
6.2	**Board Skills Assessment & Board Training Plan** The Report advised of the outcome of the Board Skills exercise carried out in September and October 2019 and detailed a training plan which took account of Board Members' responses. The report also sought approval for delegation to be given to the Chair and Chief Executive to finalise the 2020 Board Development Plan following the Development Session. **The Board:** **a) approved the Draft Board Training Plan;** **b) agreed that the development session led by the Chair would be held on 12 December 2019; and** **c) delegated responsibility for finalising the 2020 Board Development Plan to the Chair and Chief Executive.**
6.3	**Management Report to 30 September 2019** The Finance Manager presented the Management Report to 30 September 2019 to the Board for review. The Board were asked to note the Management Report and to approve that savings of £140K on interest paid be vired to reserves. The Director of Finance & Corporate Services advised budgets are set on a basis of assumptions. Any delay to development would therefore have an impact on rental income if we cannot occupy the property in line with the assumptions made in the budget. The Chief Executive advised some delays are down to site availability and not necessarily contractor default. **The Board:** **a) noted the Management Report to 30 September 2019; and** **b) approved savings of £140K on interest paid be vired to Reserves.**
6.4	**Investment Programme 2020-22 & 2019/20 Update** The Investment Programme for 2020-22 was presented for approval. The Assets & Contracts Manager proposed the approval of a two year Investment Programme to assist the packaging and procurement of works and potentially deliver some savings. It was proposed that some works packages be procured for two years. An update was provided on the 2019/20 Investment Programme with no issues to report. The Assets & Contracts Manager advised members that the Occupational Therapy (OT) Aids & Adaptation budget was fully committed for the remainder of 2019/20. It was proposed to vire £30K to the OT Budget for referrals and avoid waiting times. **The Board approved:** **a) the Investment Programme for 2020-22;** **b) tendering of up to 80% of the Investment Programme subject to work not being committed until budgets are agreed in February 2020 and 2021 for respective annual programmes; and** **c) a virement of £30K to the Occupational Therapy budget from the Investment Unallocated budget to enable works to progress during 2019/20.** **The Board noted:** **d) the 2019/20 Investment Programme progress; and** **e) the financial update.**
6.5	**Development Programme Update** The Development Manager provided an update to the Board on the progress with the Development Programme 2018-21. Members were advised there is a risk that the remaining phase at Mackenzie Avenue may slip into January 2020. There was no further update to the briefing issued to the Board week beginning 11 November 2019 on Tarbert. The Low Flyer, Balivanich was in a similar position. The contractor for Torlum and Winfield Way was being pushed for site start as soon as possible. The contract for the Scotland Street, Stornoway site had been agreed and signed with a view to a September 2020 handover. The Board agreed the purchase of land made available by the Church of Scotland in Barra and also to progress the development of the Garrabost Care Unit, An Glib site.

	The option for the name of the Scotland Street development were considered and it was agreed that Lady Matheson Court would be the name of the development. A supplementary Board Report detailing possible developments in Barvas and Shawbost had been prepared. Members agreed to take this paper in Private and Confidential due to commercial sensitivity. The Development Manager advised members the interest in the Shared Equity properties being built at Pairc Niseaboist, Horgabost was low. It was agreed that a report on the success of Shared Equity would be given to the Board in February 2020. **The Board approved:** **a) the purchase of identified land in Barra;** **b) progressing Garrabost Care Unit conversion;** **The Board noted:** **c) the update on the site at South Dell;** **d) the development progress report;** **e) the overview of developments;** **f) the feasibilities update;** **The Board agreed:** **g) the name of the Scotland Street development be Lady Matheson Court, 74 Keith Street, Stornoway; and** **h) that Stornoway Historical Society be asked to provide wording for a plaque on the wall at the Development commemorating Duncan 'Major' Morrison and Lady Matheson.**
6.6	**Gas Audit** The Investment Manager presented a report on the Gas Audit carried out during October 2019. The Board were asked to note the report and approve that Gas Audits be carried out on a two-year cycle rather than the current one-year cycle. Mr Norman Macleod raised concerns on safety issues with a two yearly audit. Members were advised that having an audit on a yearly basis rather than a two yearly basis would not have a major impact on costs. Members agreed that they would feel more comfortable to remain with a yearly audit cycle rather than switching to a two yearly cycle. **The Board:** **a) noted the report; and** **b) agreed that Gas Audits should remain carried on a yearly cycle.**
POLICIES	
7.1	**Rent & Service Charges** The Area Manager presented the Rent & Service Charges Policy to the Board. The Policy had been updated with minor changes. Alasdair Mackenzie asked if the RPI for October could be used for future rent setting rather than November to allow a longer consultation period with tenants. The Chief Executive advised it would be beneficial to consult on both the Annual Rent Increase and the Rent Policy simultaneously. It was agreed the Rent & Services Charges Policy would go for consultation alongside the Annual Rent Increase and responses would be taken to the Board Meeting on 12 February 2020. It was also highlighted that the current policy position was November RPI. **The Board approved the Rent & Service Charges Policy for consultation.**
7.2	**Attendance & Absence Policy** The Head of Executive Office presented the revised Attendance & Absence Policy and sought approval for consultation with staff and the Union. Members were updated on the amendments made to the policy and advised that these were mainly to add clarity in certain areas. **The Board approved the draft Attendance & Absence Policy for consultation with staff and the Union.**
7.3	**Policy Consultation Reponses (Paternity Leave)** Following a consultation period minor amendments were made to the Paternity Leave Policy which was presented to the Board for approval. **The Board approved the Paternity Leave Policy**
7.4	**Freedom of Information** The report advised the Board of work undertaken in preparation for the classification of Registered Social Landlords as public bodies for the purpose of the Freedom of Information (Scotland) 2002 Act (FOISA) from 11 November 2019. The Board were provided with details of the FOISA, our Guide to Information and an updated Openness & Confidentiality Policy for noting. **The Board noted:** **a) the work undertaken in preparation for FOISA, including the Guide to Information; and** **b) the update to the approved Openness & Confidentiality Policy.**

7.5	**<u>Policy Review (Safeguarding)</u>** The report updated the Board regarding the compliance of our Safeguarding Policies with OSCR guidance. **The Board noted the review of policies in respect of Safeguarding.**
MONITORING REPORTS	
8.1	**<u>Business Planning</u>** The Chief Executive presented the Business Planning timetable and progress report on the Strategic Goals to the Board. It was agreed a Business Planning day to review the vision and risk appetite would be held on Wednesday 15 January 2020. The Chief Executive advised the Partnership had a very encouraging visit from Scottish Housing Network recently, showing a big improvement in performance. Mr Norman Macleod commended all involved. **The Board:** **a) agreed a Business Planning day be held on 15 January 2020;** **b) noted the Business Planning Timetable; and** **c) noted Quarter Two Progress on Strategic Goals.**
8.2	**<u>Quarterly Treasury Report to 30 September 2019</u>** The Treasury Management activities for the second quarter of 2019/20 were presented for review. The Director of Finance & Corporate Services advised there had been no movement on outstanding loans. The Board were advised the current Annual Financing Strategy showed funds would be drawn down in this financial year but draw down was now expected in 2020/21. **The Board noted:** **a) the quarterly report of the Analysis of Investment and Borrowing;** **b) the outstanding loans at 30 September 2019 of £4.91 million; and** **c) the cash balance at 30 September 2019 of £7.729 million.**
8.3	**<u>Five Year Development Plan/SHIP</u>** The Board were advised of the updated Strategic Housing Investment Plan (SHIP) which had been submitted to Scottish Government for approval by the Comhairle. The draft SHIP had been discussed with members of the Asset Management Working Group. The Comhairle's SHIP will inform our Five Year Development Plan which will be presented to the Board in March 2020. **The Board noted the report and the SHIP.**
8.4	**<u>Welfare Reform</u>** The Area Manager informed the Board of the impact that Universal Credit Full Service has had a year after implementation on 26 September 2018. Despite the hard work of officers, arrears have increased and waiting times to receive payments remains long. Claimants are waiting at least 5 weeks to receive their first payment but in exceptional circumstances, some are waiting for 7 weeks or longer to receive a payment. Members were advised DWP have pledged to improve the Landlord portal which will help arrear tracking. **The Board noted the report.**
8.5	**<u>Board Plan 2020</u>** The Report outlined the plan for items to be considered by Board during 2020. **The Board noted the Board Plan for 2020.**
8.6	**<u>Allocations Policy Update (Key Workers Status)</u>** The revised Allocation Policy introduced provision for Key Workers and the Area Manager presented to the Board the practical aspects of how the Key Workers Status would operate. Members agreed this report should be issued to key partners and an update be provided to the Board as part of the Allocation Report in June 2020. **The Board noted the report.**
MEETING GOES INTO PRIVATE SESSION	

Chairperson Mr Norman M Macleod

SIGNED ……………………………………………………

DATE ……………………………………………………