hebridean housing partnership
Making our house your home

Agenda Item 3.1.1

HEBRIDEAN HOUSING PARTNERSHIP

Board

Minutes of Meeting held in HHP Board Room, Creed Court on Wednesday, 28 August 2019 @ 5.30pm

	ATTENDANCE & APOLOGIES
1	**Attendance & Apologies** Present: Norman M Macleod, Calum Mackay, Roddy Mackay, Alasdair Mackenzie, Roddy Nicolson, Mairi Bremner, Fiona Macleod, Alex Gardner, Iain Macmillan, Paul Finnegan Apologies: Norman A Macdonald, Dolene Smith, 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), Iona France (Governance Officer – Minute Taker), Donalda Mackinnon (Area Manager), Katia Petteloot (Finance Manager), Angus MacNeil (Assets & Contracts Manager), Isabel Macmillan (Debt Management Officer), Jane Ballantyne (TPAS Officer), Jonathan Fairgrieve (Corporate Services Officer), Kelda McMichael (Scottish Housing Regulator), Murray Smith (Scottish Housing Regulator) The Chair welcomed Anna Coyle, the recently appointed Head of Executive Office to the meeting and advised Ms Coyle would take over the role of Company Secretary. The Chair advised of two further appointments – Tina Cook, Training & Development Officer and Chris Morrison, Business Development Officer. Mr Macleod informed the Board Dolene Smith had decided not to seek re-election to the Board due to work commitments, The Chair would write to Ms Smith, on the Board's behalf, thanking her for her service. The Chair welcomed Kelda McMichael and Murray Smith from the Scottish Housing Regulator to the meeting.
	PRELIMINARY PROCEDURAL MATTERS
2	**Declaration of Interest** Alasdair Mackenzie declared an interest in Item 8.7.
3.1	**Minute of Board Meeting 19 June 2019** **The minute of the Board meeting of 19 June 2019 was submitted and approved as a true and accurate record of the proceedings of the meeting.**
3.2	**Action Sheet** Item 7 The Chief Executive confirmed the Outer Hebrides Community Planning Partnership (OHCPP) agreement had not yet been signed, The Chief Executive was to email the Community Partnership Co-ordinator to chase up.
4	**Date of Next Meeting** The date of the next meeting will be 19 November 2019.
5	**Health & Safety** The Director of Operations advised two options were being considered to make the flagstones outside the office safe and it was hoped the work would be commenced within two weeks. The Director of Operations advised following the recent house fire in Tong, insurers were assessing the damage and the tenant had made alternative accommodation arrangements.

<table>
<tr><th colspan="2">ITEMS FOR DECISION</th></tr>
<tr><td>6.1</td><td>
<u>Annual Assurance Statement</u>
The Annual Assurance Statement was presented to the Board for consideration and approval prior to submission to the Scottish Housing Regulator (SHR).
In February 2019, SHR published an updated Regulatory Framework. One of the requirements of the updated Framework is the Board must produce an Annual Assurance Statement stating they are satisfied we comply with:

all relevant regulatory requirements set out in Chapter 3 of the Regulatory framework;
all relevant standards and outcomes in the Scottish Social Housing Charter (ARC);
all relevant legislative duties; and
the Standards of Governance and Financial Management;

or, highlight any areas of non-compliance and how we will address these.
The Board had met earlier in the day to consider the Annual Assurance Evidence Checklist, which was prepared using the SHR's Statutory Guidance and the SFHA's Self-Assurance toolkit. Mr Calum Mackay asked for Regulatory Standard 2.4 evidence to be expanded to reflect the engagement with Registered Tenant Organisations (RTO's). Fiona Macleod suggested links to the evidence should be included within the document.
The Board approved the:
a) The Annual Assurance Statement for 2019; and
b) The Annual Assurance Statement Evidence Checklist.
</td></tr>
<tr><td>6.2</td><td>
<u>Governance Report</u>
The report assured the Board the requirements of the Rules in respect of minutes and books of accounts as set out in Rule 62 had been complied with for the year 2018/19. The report also detailed the five proposed local charities which would be recommended to the AGM to receive a share of £5,000 of the surplus as agreed at the Board meeting of 19 June 2019.
The Board:
a) noted the Partnership has complied with Rules 62 to 67 for the year 2018/19;
b) approved the 5 charities:

Speak Out Group (Advocacy Western Isles);
The Eilidh Macleod Memorial Trust;
Tagsa Uibhist;
CRY (Andrew Macleod Memorial Fund); and
Crossroads Lewis & Harris.

be proposed at the AGM on 29 August 2019 to each receive £1,000; and
c) approved the Draft 2020 Timetable for Board Meetings,
</td></tr>
<tr><td>6.3</td><td>
<u>Appointment of External & Internal Auditors</u>
The report was discussed at the Audit & Risk meeting earlier in the day and advised the Board of the outcome of the procurement for External and Internal Audit services as the current contracts were coming to an end.
In order to determine who would be best placed to deliver these services interviews were conducted with those who had tendered. Wylie + Bisset were the highest scoring tender for both tenders.
<u>Internal Audit</u>
Best practice, states the same firm should not perform both the internal and external audit function. Wylie + Bisset's score for the Internal Audit service was higher than their score for the External Audit service therefore it was recommended that Wylie + Bisset were appointed as Internal Auditors for a period of 4 years commencing 1 October 2019.
<u>External Audit</u>
CIB Services were the next highest scored tender for the External Audit service therefore the Audit & Risk Committee approved the recommendation to Members at the AGM the appointment of CIB Services as External Auditor.
Following approval of Internal and External Audit appointments, SHR would be notified in accordance with their Notifiable Events guidance.
The Board approved:
a) to recommend to Members at the AGM, the appointment of CIB Services as External Auditors for a period of 4 years commencing with the Audit of the year ended 31 March 2020; and
b) the appointment of Wylie + Bisset as Internal Auditors for a period of 4 years commencing 1 October 2019.
</td></tr>
</table>

6.4	<u>**Development Monitoring Report**</u> The report provided an update on the progress on the 2018-2021 Development Programme. The Director of Operations advised the Strategic Housing Investment Programme (SHIP) was currently being developed and discussions were ongoing with colleagues at CNES to ensure the SHIP takes into account demand and how it fits into the wider strategic approach. The updated SHIP will go to CNES' Committee in September 2019 and will be presented to Board in November 2019. The Director of Operations further advised it had been hoped the Scotland Street development would be on site in August 2019 but due to issues raised by the contractor the building contract had not yet concluded, although some work had taken place on site to ensure safety. Iain Macmillan asked about the ongoing risk of not spending the £25m Scottish Government monies and how the risk had changed over time. The Director of Operations advised the risk had diminished slightly with the Goathill development on site as the development represented a significant part of the programme. Work had commenced in putting together the 2020/21 programme. The Chief Executive advised the official date of the opening of Sealladh A Cliseam would be confirmed shortly and Board Members would be contacted for availability to attend. **The Board:** **a) approved the continuation of the numbering of Trosairidh for the new development at Garynamonie;** **b) noted the summarised development progress report;** **c) noted the detailed update of developments;** **d) noted the overview of the Development Programme; and** **e) noted the feasibilities update.**
POLICIES FOR APPROVAL	
7.1	<u>**Openness & Confidentiality Policy**</u> The Openness & Confidentiality Policy was presented for review and approval. The Policy had been updated to outline our responsibilities under the General Data Protection Regulation (GDPR) in more detail and to reflect the classification of Registered Social Landlords (RSLs) as public bodies for the purposes of the Freedom of Information (Scotland) 2002 Act (FOISA) from 11 November 2019. Fiona Macleod requested the section on FOISA be expanded to include a link to our Publications Framework. **The Board approved the Openness & Confidentiality Policy.**
7.2	<u>**Disclosure of Interest Policy**</u> The updated Disclosure of Interest Policy was presented for review and approval. The Chief Executive confirmed following review of the policy there had been minor formatting changes and roles and responsibilities updated following the recent Pay & Grading review. **The Board approved the Disclosure of Interest Policy.**
7.3	<u>**Early Retirement Policy**</u> The updated Early Retirement Policy was presented for review and approval. The Chief Executive advised the Policy had been updated to take into account the changes in the organisation structure and in line with legislation changes to the ages at which someone can request early retirement. The Chief Executive further advised, as we are part of Highland Council Pension Scheme, our Early Retirement Policy must comply with the rules of the Pension Fund. As we were expecting updates from Highland Council, which still had to be agreed, the review date of the policy would be changed to annually until the updates were received. **The Board approved the Early Retirement Policy.**
7.4	<u>**Paternity Leave Policy**</u> The revised Paternity Leave Policy was presented for approval for consultation with staff and Unison. The Policy had been updated to take account of the latest statutory requirements and to provide clarity on the arrangements for pay during Paternity Leave. **The Board approved the Paternity Leave Policy for consultation with staff and Unison.**
7.5	<u>**Policy Consultation Response**</u> The Personal Relationships at Work Policy was approved for consultation at the Board meeting on 19 June 2019. Following the consultation period no changes were made to the Policy. **The Board approved the Personal Relationships at Work Policy.**

MONITORING REPORTS	
8.1	**<u>Performance Monitoring Report</u>** The report provided a summary of performance on Budgets, Investment and Development up to 30 June 2019. The Chief Executive advised there were no material variance to report at this stage of the year. Calum Mackay suggested the amount of money we spend in the community through investing in stock and in development should be promoted to give a positive message. The Chief Executive advised Intermedia Services had contacted us to feature in their 20 year anniversary edition and this would be one of the messages we promoted. The Head of Executive Office advised the increased resource in the service should lead to enhanced communication and media engagement and the results of this increased engagement would be reported to the Board. **The Board noted the overall performance to 30 June 2019.**
8.2	**<u>Business Plan Monitoring Report</u>** A progress report on the Delivery Plan for the Business Plan 2019/20 to 2023/24 was presented to the Board. The five year Business Plan 2019/20 to 2023/24 was approved at the Board meeting on 20 March 2019 when it was agreed quarterly progress reports would be presented to the Board. The Business Plan has four strategic goals and a Delivery Plan outlining how these goals would be achieved and the Action Plan outlined the progress towards achieving these goals. The areas where we were not meeting targets were primarily concerned with the ageing population. This was an islands wide concern and not limited to HHP. The Chief Executive welcomed feedback on the progress on the Action Plan and on the format of the report. The report also included the Scottish Government's Housing 2040 document which outlined their vision for housing up to 2040, and would inform the next review of our Business Plan. **The Board noted the:** **a) Business Plan Delivery Plan progress report to 30 June 2019; and** **b) Housing 2040 consultation document.**
8.3	**<u>Board Development Report</u>** The report provided a progress report following the Board Skills Assessment carried out in September and October 2018 and the Board Development Session held on 17 December 2018. The actions from the 2019 Development Plan were 80% complete with all proposed training completed. All other items were in progress. A Board Skills Assessment for 2019/20 would be carried out following the AGM. **The Board noted the progress of the 2019 Development Plan.**
8.4	**<u>Management Report to 30 June 2019</u>** The Management Report to 30 June 2019 was presented to the Board for review. The Finance Manager advised the forecast outturn for the year was in line with the financial covenants. Since the report was prepared there had been some slippage in development which was detailed at Item 9.3 on the Agenda. This would have a minor impact on turnover and would be reflected in the July Management Report. The impact would be offset by additional Renewable Heating Incentive (RHI) payments which had been received. The Investment spend to date was quite low but was still on target to achieve target at year end. **The Board noted the Management Report at 30 June 2019.**
8.5	**<u>Quarterly Treasury Report to 30 June 2019</u>** The Treasury Management activities for the first quarter of 2019/20 were presented for review. The Director of Finance & Corporate Services advised there had been no borrowing during the quarter, which is in line with the Annual Financing Strategy and in line with cash flow and budget phasing for the year. There was potential that towards the end of the financial year there would be a requirement to drawdown some of our borrowing facility to fund some developments. **The Board noted:** **a) the quarterly report on the Analysis of Investment and Borrowing;** **b) the outstanding loans at 30 June 2019 of £4.91 million; and** **c) the cash balance at 30 June 2019 of £7.358 million.**
8.6	**<u>Investment Programme 2019/20 Monitoring Report</u>** The Assets and Contracts Manager presented an update on the 2019/20 Investment Programme. The report detailed the progress of the Programme. Some Lots had moved to survey stage since the report was written. No problems were anticipated with the programme at this stage of the year. Calum Mackay asked how the Occupational Therapy (OT) Aids & Adaptation budget was funded and works allocated. The Director of Operations advised the budget was funded by a grant from Scottish Government and works were allocated following referrals from NHS Western Isles OT Department. The grant amount received this

	year was significantly lower than previous year despite being the highest allocation in Scotland, outwith specialist Housing Associations. This could potentially lead to a backlog of OT works arising. Alternatively, works could be funded from other budgets. The Director of Operations would update the Board as the year progresses and more information would be provided at the November 2019 Board meeting. **The Board noted the progress on the 2019/20 Investment Programme.**
8.7	**<u>Tenant Participation Strategy 2016 -2020 Update</u>** **Alasdair Mackenzie left the meeting during the discussion of this item.** The report provided the Board with an update on the Tenant Participation Strategy 2016 - 2020, Progress on delivering the Action Plan was set and plans for delivering the final year of the Strategy outlined. The Director of Operations confirmed initial discussions were underway for the post 2020 Strategy. The Tenant Participation Officer had worked closely with housing groups across the islands to build a strong base to develop and sustain tenant participation throughout the islands. The report also provided information on the Lettable Standard Report carried out by the Tenant Scrutiny group. This feedback will inform the next formal review of our Lettable Standards policy. **The Board noted the progress with Tenant Participation.**
MEETING GOES INTO PRIVATE SESSION	

Chairperson Mr Norman M Macleod

SIGNED ………………………………………………………

DATE ………………………………………………………