



HEBRIDEAN HOUSING PARTNERSHIP

Board

**Minutes of Meeting held in HHP Board Room, Creed Court on Wednesday 18 March 2020 @ 5.30pm**

| ATTENDANCE & APOLOGIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |
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| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b><u>Attendance &amp; Apologies</u></b></p> <table> <tr> <td> <p><u>Present</u></p> <p>Norman Macleod (Chair)<br/>Calum Mackay (Vice-Chair)<br/>Alasdair Mackenzie<br/>Alex Gardner<br/>Norman A Macdonald<br/>Paul Finnegan<br/>Roddy Nicolson</p> <p><u>Apologies</u><br/>David Blaney<br/>Fiona Macleod<br/>Iain Macmillan<br/>Roddy Mackay</p> <p>Norman Macleod took the opportunity to pay tribute to former Board Member and Councillor for Paible, Isle of North Uist Mr Archie Campbell who was involved in setting up the shadow board during 2002 to 2006 and then served on our Board from 2006 – 2012.</p> </td><td> <p><u>Staff &amp; Consultants In Attendance</u></p> <p>Dena Macleod (Chief Executive)<br/>John Maciver (Director of Operations)<br/>Donald Macleod (Director of Finance &amp; Corporate Services)<br/>Anna Coyle (Company Secretary)<br/>Jonathan Fairgrieve (Corporate Services Officer - Minute Taker)<br/>Tina Cook (Training &amp; Development Officer)</p> </td></tr> </table> | <p><u>Present</u></p> <p>Norman Macleod (Chair)<br/>Calum Mackay (Vice-Chair)<br/>Alasdair Mackenzie<br/>Alex Gardner<br/>Norman A Macdonald<br/>Paul Finnegan<br/>Roddy Nicolson</p> <p><u>Apologies</u><br/>David Blaney<br/>Fiona Macleod<br/>Iain Macmillan<br/>Roddy Mackay</p> <p>Norman Macleod took the opportunity to pay tribute to former Board Member and Councillor for Paible, Isle of North Uist Mr Archie Campbell who was involved in setting up the shadow board during 2002 to 2006 and then served on our Board from 2006 – 2012.</p> | <p><u>Staff &amp; Consultants In Attendance</u></p> <p>Dena Macleod (Chief Executive)<br/>John Maciver (Director of Operations)<br/>Donald Macleod (Director of Finance &amp; Corporate Services)<br/>Anna Coyle (Company Secretary)<br/>Jonathan Fairgrieve (Corporate Services Officer - Minute Taker)<br/>Tina Cook (Training &amp; Development Officer)</p> |
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| Add Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Mr Gordon Macleod had been identified as a potential co-optee appointment for the Board and the Chief Executive advised members Mr Gordon Macleod indicated he was interested in joining the Board. Mr Macleod has worked as Superintendent for Police Scotland and was based in the Outer Hebrides as a Chief Inspector for a number of years. Gordon has considerable knowledge to draw upon. Members agreed Mr Macleod would be an asset to the Board.</p> <p><b>The Board agreed that Mr. Gordon Macleod be co-opted onto the Board.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |
| PRELIMINARY PROCEDURAL MATTERS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b><u>Declaration of Interest</u></b></p> <p>Mr Alasdair Mackenzie declared an interest at item 6.5.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |
| 3.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b><u>Minute of Board Meeting 12 February 2020</u></b></p> <p><b>The minute of the Board meeting of 12 February 2020 was submitted and approved as a true and accurate record of the proceedings of the meeting.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |
| 3.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b><u>Action Sheet</u></b></p> <p>Nothing to report.</p> <p><b>The Action Sheet was noted.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b><u>Date of Next Meeting</u></b></p> <p>The date of the next meeting will be 20 May 2020.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b><u>Health &amp; Safety</u></b></p> <p>The Chief Executive provided members with an update on the actions being taken regarding COVID-19. Members were notified that the Scottish Housing Regulator had extended the submission deadlines for the Annual Return on the Charter, Five Year Financial Projections and the Loan Portfolio Return to 31 July 2020. Landlords have also been advised they should notify the Regulator of any office closures which should be disclosed as a Notifiable Event.</p> <p>The Chief Executive explained an email had been received from Kevin Stewart MSP stating there should be no evictions from financial hardship suffered arising through COVID-19.</p>                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |

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|  | <p>Members were advised homeworking was being rolled out to staff who are able to carry out their job remotely and assured members that staff would still be required to provide the same quality of service as they would if working in the office building.</p> <p>It was agreed the email regarding evictions issued by Kevin Stewart MSP would be circulated to members.</p> <p>It was agreed the Chief Executive would issue a weekly update to members on COVID-19.</p> |
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| ITEMS FOR DECISION |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| 6.1                | <p><b><u>Business Plan</u></b></p> <p>The Chief Executive presented the 2020 update to the five year Business Plan (2019/20 – 2023/24). Members were advised the key changes were to the Risk Appetite section, specifically regarding New Build, which had been reduced from open to cautious following a Risk Appetite session held with the Board on 11 March 2020, and the amendment to the Risk Register to reflect the increased risk around climate change</p> <p>It was agreed the results from the recent Staff Survey would be reported to the Remuneration Working Group initially and then to the Board for noting.</p> <p>It was agreed the Risk Register would be updated regularly in light of the current situation with COVID-19 and issued to members.</p> <p><b>The Board approved the update to the Business Plan 2019/20 to 2023/24 including the 2020/21 Risk Appetite, the five year development plan and the 30 year cash flow projections.</b></p> |
| 6.2                | <p><b><u>Annual Financing Strategy</u></b></p> <p>The Director of Finance &amp; Corporate Services outlined the Annual Financing Strategy for 2020/21 to the Board for consideration and approval. The strategy was prepared prior to the COVID19 measures being put in place and will be updated accordingly if required. There is no requirement for additional borrowing during 2020/21 based on Budgets for 2020/21 reported at item 6.3.</p> <p>Members were advised the drawdown of private finance in relation to development would be in the latter half of 2020/21.</p> <p>It was agreed that there would be regular monitoring of the cash flow to take account of any changes in our arrears and any other changes which the government may impose.</p> <p><b>The Board approved the Annual Financing Strategy 2020/21.</b></p>                                                                                                                                  |
| 6.3                | <p><b><u>Budgets 2020/21</u></b></p> <p>The proposed budgets for 2020/21 were presented to the Board for consideration and approval. The budget was prepared prior to the COVID19 measures being put in place and will be updated accordingly if required. The Finance Working Group met on 25 February 2020 to review the proposed budgets and perform stress testing on the key risks. The main risks identified were on voids and arrears/bad debt and no action being taken to mitigate the risk. The Director of Finance &amp; Corporate Services advised Members voids and arrears/bad debts would continue to be monitored.</p> <p>The report outlined the variances in the budgets from the previous year. There was a significant increase in fees charged to capital due to the increased development programme in 2020/21.</p> <p><b>The Board approved the Budgets for 2020/21.</b></p>                                                                         |
| 6.4                | <p><b><u>Asset Management Strategy</u></b></p> <p>The Director of Operations presented the Asset Management Strategy 2020-2024 following consultation. Members were advised no significant amendments had been made, following consultation. The Action Plan will be reported to the Board annually.</p> <p><b>The Board approved the Asset Management Strategy 2020-2024.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6.5                | <p><b><u>Community Grants Requests</u></b></p> <p>The Board were asked to consider funding applications from the Community Grant Fund for two community projects – a garden group based in MacQueen Street, Tarbert and the Beinn Mhor Bulbs Group based in Howmore, Isle of South Uist. 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.</p> <p>The Western Isles Housing Association Communities Forum committee will be responsible for managing the Community Grant Funding for these two projects.</p>                                                                                                                                                                                                                                                        |

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|  | <p><b>The Board approved the funding application for:</b></p> <p><b>a) the Hill Group, MacQueen Street; and</b></p> <p><b>b) the Beinn Mhor Bulbs Group, Howmore.</b></p> |
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| POLICIES |  |
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| <b>7.1</b> | <p><b><u>Expenses Policies</u></b></p> <p>The Director of Finance &amp; Corporate Services presented the Member Expenses and Staff Expenses Policies to the Board for approval. There were no changes proposed to the Members Expenses Policy. The Staff Expenses Policy had been updated to reflect the new rate for Benefit in Kind charge for vans owned by us for private use and include reference to the new Head of Executive Office role.</p> <p>Members were advised that if the Staff Expenses Policy, was approved, it would be updated with Working from Homes Expenses allowable by HMRC, as we look to roll out homeworking for staff due to COVID-19. These expenses would include Heat and Light, Personal telephone use and Wi-Fi which would otherwise not be required if working in our offices.</p> <p><b>The Board:</b></p> <p><b>a) approved the Staff Expenses Policy, subject to the update regarding Working from Home Expenses; and</b></p> <p><b>b) noted there are no changes to the Members Expenses Policy and the current policy will remain valid for a further 12 months.</b></p> |
| <b>7.2</b> | <p><b><u>Family Leave Policies</u></b></p> <p>The Head of Executive Office presented the revised Adoption Leave and Special Leave Policies to the Board for approval for consultation with the staff and the Union. There were minor changes made to the Adoption Leave Policy, with regards to job roles, corporate standard formatting and language. The Special Leave Policy had been updated to include Statutory Parental Bereavement leave, clarification around paid leave for obtaining qualifications, the inclusion of one day's paid community work, and job roles had been updated.</p> <p>It was agreed the consultation period for both Policies be extended to 30 April 2020 in light of the COVID-19 situation.</p> <p><b>The Board approved the:</b></p> <p><b>a) draft Adoption Leave Policy; and</b></p> <p><b>b) draft Special Leave Policy</b></p> <p><b>for consultation with staff and the Union.</b></p>                                                                                                                                                                                   |

| MONITORING REPORTS |  |
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| <b>8.1</b> | <p><b><u>Management Report to 31 January 2020</u></b></p> <p>The Management Report for the month ended 31 January 2020 was presented to the Board for review. The Director of Finance &amp; Corporate Services advised the virements were reflected in the approved budgets. It was noted the forecast out turn was on target, however some works could be liable to slippage due to COVID-19. Members noted the Scottish Government Grant drawdown to date was £8.9M.</p> <p><b>The Board:</b></p> <p><b>a) approved the virement of £111K from training and professional fees budgets to reserves;</b></p> <p><b>b) approved the virement of £51K from estate works to reserves; and</b></p> <p><b>c) noted the management report to 31 January 2020.</b></p> |
| <b>8.2</b> | <p><b><u>Investment Programme 2019/20 Monitoring Report</u></b></p> <p>The Director of Operations provided an update on the progress of the 2019/20 Investment Programme and the procurement of the 2020-2022 Investment Programme. Members were advised that there may be some slight slippage due to COVID-19. Tendering for the 2020/21 programme was underway and works would be mobilised as soon as circumstances permitted.</p> <p>Members were advised that no announcements from Scottish Government had been made regarding OT grant funding for 2020/21.</p>                                                                                                                                                                                         |

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|     | <p><b>The Board noted the:</b></p> <ul style="list-style-type: none"> <li>a) progress on the Investment Programme 2019/20; and</li> <li>b) update on OT grant position for 2020/21.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 8.3 | <p><b><u>Development Programme Update</u></b></p> <p>The Director of Operations provided an update to the Board on the progress of the Development Programme 2018-21 including changes since the report was written.</p> <p>Developments on site due for completion in 2020/21 were progressing well. The developer led proposal in Shawbost, Isle of Lewis had been started at risk by the contractor and the contract and site acquisition were due to complete on Friday 20 March 2020. Garrabost Care Unit has been purchased and work is progressing. Discussions were continuing with Scottish Government to mitigate the funding gap with Low Flyer, Balivanich and Former Police Station, Tarbert. The tender for Howmore, Isle of South Uist has been issued on Public Contracts Scotland with the acquisition of the land scheduled to conclude on Friday 20 March 2020.</p> <p><b>The Board noted the:</b></p> <ul style="list-style-type: none"> <li>a) detailed developments update;</li> <li>b) development progress report;</li> <li>c) overview of developments; and</li> <li>d) feasibility update.</li> </ul> |

Chairperson            Mr Norman M Macleod

SIGNED .....

DATE .....