



**HEBRIDEAN HOUSING PARTNERSHIP**

**Board**

**Minutes of Meeting held remotely via Microsoft Teams on Wednesday 26 August 2020 @ 2.30pm**

| 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/>Fiona Macleod<br/>Gordon Macleod<br/>Iain Macmillan<br/>Paul Finnegan<br/>Roddy Mackay<br/>Roddy Nicolson<br/>Norman A Macdonald</p><p>*Alex Gardner joined the meeting at item 6.4</p><p><u>Apologies</u></p><p>The Company Secretary advised members Mr David Blaney tendered his resignation from the Board with immediate effect due to health reasons. The Board wished Mr Blaney well and thanked him for his years of service on the Board.</p></td><td><p><u>Staff &amp; Consultants In Attendance</u></p><p>Dena Macleod (Chief Executive)<br/>Anna Coyle (Company Secretary)<br/>John Maciver (Director of Operations)<br/>Donald Macleod (Director of Finance &amp; Corporate Services)<br/>Iona France (Governance Officer)<br/>Jonathan Fairgrieve (Corporate Services Officer – Minute Taker)<br/>Katia Petteloot (Finance Manager)<br/>Katrina Rowlands (Development Manager)<br/>Garry Campbell (Debt Management Officer)<br/>Tina Cook (Training &amp; Development Officer)<br/>Angus MacNeil (Assets &amp; Contracts Manager)</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/>Fiona Macleod<br/>Gordon Macleod<br/>Iain Macmillan<br/>Paul Finnegan<br/>Roddy Mackay<br/>Roddy Nicolson<br/>Norman A Macdonald</p> <p>*Alex Gardner joined the meeting at item 6.4</p> <p><u>Apologies</u></p> <p>The Company Secretary advised members Mr David Blaney tendered his resignation from the Board with immediate effect due to health reasons. The Board wished Mr Blaney well and thanked him for his years of service on the Board.</p> | <p><u>Staff &amp; Consultants In Attendance</u></p> <p>Dena Macleod (Chief Executive)<br/>Anna Coyle (Company Secretary)<br/>John Maciver (Director of Operations)<br/>Donald Macleod (Director of Finance &amp; Corporate Services)<br/>Iona France (Governance Officer)<br/>Jonathan Fairgrieve (Corporate Services Officer – Minute Taker)<br/>Katia Petteloot (Finance Manager)<br/>Katrina Rowlands (Development Manager)<br/>Garry Campbell (Debt Management Officer)<br/>Tina Cook (Training &amp; Development Officer)<br/>Angus MacNeil (Assets &amp; Contracts Manager)</p> |
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| PRELIMINARY PROCEDURAL MATTERS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b><u>Declaration of Interest</u></b></p> <p>Mr Alasdair Mackenzie and Mr Calum Mackay declared an interest at item 6.5</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b><u>Action Sheet</u></b></p> <p>No further update to the 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 17 November 2020.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b><u>Health &amp; Safety</u></b></p> <p>Nothing to report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| ITEMS FOR DECISION |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 6.1                | <p><b><u>Business Plan 2020 Update</u></b></p> <p>The Chief Executive presented the revised 2020 update of the Five Year Business Plan (2019/20 to 2023/24) for review and approval. Members were advised any discussions surrounding the minute of the Finance Working Group would be taken in private.</p> <p>The Business Plan had been updated following the Board Meeting on 3 July 2020 where it was agreed increased funding would be required due to the impact of COVID-19 and to enable development post 2021 in accordance with the Comhairle's Strategic Housing Investment Plan (SHIP). Members were advised the Business Plan, if approved, would be presented to our funder (The Royal Bank of Scotland) to seek finance for the plan with expert advice from Treasury Advisers, Chatham Financial.</p> <p>Members agreed an affordability and housing needs analysis would be required to assure development post 2021 was financially viable in the long-term as any changes to voids and bad debts would have a significant effect on the Business Plan.</p> <p><b>The Board:</b></p> <ol style="list-style-type: none"> <li><b>reviewed and approved the revised 2020 update to our Five Year Business Plan (2019/20 to 2023/24), which includes increasing our borrowing to a maximum of £25 million;</b></li> <li><b>approved the use of Chatham Financial for the provision of external expert advice for the re-negotiation of our funding facility;</b></li> <li><b>noted the draft minute of the Finance Working Group of 19 August 2020; and</b></li> <li><b>agreed an Affordability and Housing Needs Analysis be carried out with an update to the 17 November 2020 Board meeting on the proposed timescales.</b></li> </ol> |
| 6.2                | <p><b><u>Annual Assurance Statement</u></b></p> <p>The Head of Executive Office presented the Annual Assurance Statement to the Board for consideration and approval prior to submission to the Scottish Housing Regulator, subject to any further guidance from the Regulator following their current consultation on the Regulatory Framework. The Statement had been prepared on the basis that we are compliant with the Regulatory Framework. Members were advised it is a Statement from the Board and therefore the Board must feel assured we are compliant with the Regulatory Framework prior to submission. The Board were provided with the Assurance Statement supporting evidence for review.</p> <p><b>The Board approved the:</b></p> <ol style="list-style-type: none"> <li><b>Annual Assurance Statement, subject to any significant update from the Scottish Housing Regulator; and</b></li> <li><b>Annual Assurance Statement – Evidence Checklist.</b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6.3                | <p><b><u>Governance Report</u></b></p> <p>The Governance Report was presented to the Board in respect of AGM charitable donations, to confirm compliance with our Rules and provide information in respect of Remote AGM arrangements for 2020.</p> <p><b>The Board:</b></p> <ol style="list-style-type: none"> <li><b>approved the 5 charities:</b> <ul style="list-style-type: none"> <li><b>Western Isles Association for Mental Health;</b></li> <li><b>Western Isles Hospital League of Friends;</b></li> <li><b>Volunteer Centre Western Isles;</b></li> <li><b>Western Isles Cancer Care Initiative; and</b></li> <li><b>Hebridean Mountain Rescue Team.</b></li> </ul> <p><b>be proposed at the AGM on 27 August 2020 to each receive £1,000;</b></p> </li> <li><b>noted the Partnership has complied with Rules 62 to 67 for the year ended 31 March 2020; and</b></li> <li><b>noted the remote AGM arrangements for 2020.</b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6.4                | <p><b><u>Scottish Housing Regulator Returns</u></b></p> <p>The Director of Finance &amp; Corporate Services presented the Loan Portfolio return (2019/20), Five Year Plan Return (2020-2025) and Audited Financial Statements (2019/20) required by the Scottish Housing Regulator (SHR) for consideration and approval. Members were advised the Five Year Plans (2020-2025) formed part of the 30 year plans within the Business Plan at item 6.1.</p> <p>Calum Mackay questioned the process if SHR had any issues with the submitted statements. Members were assured any changes to the Statements would be brought to the attention of the Board.</p> <p><b>The Board approved for submission to the Scottish Housing Regulator the:</b></p> <ol style="list-style-type: none"> <li><b>Loan Portfolio Return for 2019/20;</b></li> <li><b>five year plan Return for 2020-2025; and</b></li> <li><b>Audited Financial Statements for 2019/20.</b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6.5                | <p><b><u>Tenant Participation Strategy 2020-2024</u></b></p> <p>The Director of Operations presented the Draft Tenant Participation Strategy 2020-24 for consultation with tenants and key partners for approval.</p> <p><b>The Board approved:</b></p> <ol style="list-style-type: none"> <li><b>the draft Tenant Participation Strategy 2020 – 2024 for consultation with tenants and key partners;</b></li> <li><b>if there were no material changes to the strategy arising from the consultation, that the strategy be approved, otherwise a revised strategy be presented to the next meeting of the Board; and</b></li> <li><b>the funding of 6 places at the TPAS (Scotland) Annual Conference in January 2021 for the Western Isles Housing Association Communities Forum.</b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| POLICIES FOR APPROVAL |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 7.1                   | <p><b><u>Review of Operations Policies</u></b></p> <p>The Comments, Compliments and Complaints Handling, Unacceptable Actions by Complainants and Particular Housing Needs policies were presented to the Board for consideration and approval. The Comments, Compliments and Complaints Handling and Unacceptable Actions by Complainants policies were updated in line with the Scottish Public Service Ombudsman Guidance. The Particular Housing Needs Policy had minor wording amendments.</p> <p><b>The Board approved the:</b></p> <ul style="list-style-type: none"> <li>a) <b>Comments, Compliments and Complaints Handling Policy;</b></li> <li>b) <b>Unacceptable Actions by Complainants Policy; and</b></li> <li>c) <b>Particular Housing Needs Policy.</b></li> </ul> |
| 7.2                   | <p><b><u>Retirement Policy</u></b></p> <p>The Chief Executive presented a draft Retirement Policy for consideration and approval. Members were advised a new Retirement Policy had been prepared incorporating the Early Retirement Policy and guidance for staff on our position on retirement.</p> <p><b>The Board approved the Retirement Policy.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7.3                   | <p><b><u>Alcohol &amp; Drugs Policy</u></b></p> <p>The Alcohol &amp; Drugs Policy was presented to the Board for approval for consultation with staff. The policy had been reviewed and amended to incorporate the latest EVH model policy. As there had been material changes to the policy staff would be consulted.</p> <p><b>The Board approved:</b></p> <ul style="list-style-type: none"> <li>a) <b>the Alcohol &amp; Drugs Policy for consultation with staff; and</b></li> <li>b) <b>if there were no material changes to the Policy arising from the consultation, that the Policy be approved, otherwise a revised Policy be presented to the next meeting of the Board.</b></li> </ul>                                                                                   |
| 7.4                   | <p><b><u>Lone Working Policy</u></b></p> <p>The Chief Executive presented the Lone Working Policy following the cyclical review. The Policy had been updated in line with guidance from EVH and to take account of staff working from home due to COVID-19. Members were advised if a Home Working Policy became necessary this would be brought before the Board however there are currently sufficient procedures in place to deal with this. Fiona Macleod suggested at future reviews the policy be renamed to Home and Lone Working Policy to reflect home working arrangements.</p> <p><b>The Board approved the Lone Working Policy</b></p>                                                                                                                                  |

| MONITORING & UPDATE REPORTS |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 8.1                         | <p><b><u>Management Report to 30 June 2020</u></b></p> <p>The Finance Manager presented the Management Report to 30 June 2020. Members were advised most areas were significantly below budget due to COVID-19, however, this is factored into the forecast outturns. The Director of Finance &amp; Corporate Services explained to members the covenants are as at March 2019 due to the Business Plan being approved by the Board immediately prior to COVID-19 and our funder not being able to provide credit approval due to the timing.</p> <p><b>The Board noted the Management Report at 30 June 2020.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 8.2                         | <p><b><u>Quarterly Treasury Report to 30 June 2020</u></b></p> <p>The Director of Finance &amp; Corporate Services presented the Treasury Management activities for the first quarter of 2020/21. Members were informed the drawdown profile had changed due to COVID-19 delaying our development and investment programmes. The Director of Finance &amp; Corporate Services advised an updated forecast would be presented at the Board meeting in November 2020.</p> <p><b>The Board noted the:</b></p> <ul style="list-style-type: none"> <li>a) quarterly report on the Analysis of Investment and Borrowing;</li> <li>b) outstanding loans at 30 June 2020 of £4.91 million; and</li> <li>c) cash balance at 30 June 2020 of £6.004 million.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8.3                         | <p><b><u>Investment Programme 2020/21 Monitoring Report</u></b></p> <p>The Assets &amp; Contracts Manager presented an update on the procurement and progress of the 2020/21 Investment Programme. Following the introduction of Fire Safety legislation, smoke and heat detectors had been installed in 1084 properties with the remaining 1003 anticipated to be completed by the February 2021 deadline. The replacement of fire doors had been completed with the exception of 5 properties due to access issues. Work was ongoing to gain access to these properties. Members were assured there are a variety of measures in place to ensure safe working conditions in line with COVID-19 guidelines and the Clerk of Works are monitoring this.</p> <p>The Assets &amp; Contracts Manager advised that a grant award of £313k has been received from the Scottish Government for the Aids &amp; Adaptations Programme. There are currently 109 adaptations on the waiting list. Members were advised a low carbon heating fund had become available and applications for funding would be made.</p> <p><b>The Board noted the:</b></p> <ul style="list-style-type: none"> <li>a) progress on the Investment Programme; and</li> <li>b) grant funding award of £313k for Aids and Adaptations from Scottish Government.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8.4                         | <p><b><u>Development Programme Update</u></b></p> <p>The Development Manager presented an update on progress with the Scottish Government funding for the period 2018-2021 and on the Five Year Development Plan 2020-2025. Contractors had returned to site in line with current guidance from Scottish Government. Progress was going well with revised programme and amended handover dates are being finalised following the lockdown period. The ACTISH application for the site in Barvas had been submitted and CNES have agreed to support the application. Resumption work on the site in South Dell has been completed and work on the land transaction and building contract is underway. Members were advised buyers were still being sought for New Supply Shared Equity properties with 10 properties still available for purchase.</p> <p>A letter had been received from Scottish Government detailing RPA for 2021 target spend would be £10.807million. Our Development Programme has an estimated spend of £13.2 million. The Development Manager assured members HARP applications would be submitted to confirm the grant monies for each development project.</p> <p>The Director of Operations advised members development is uncertain and our Development Programme may need to be amended due to the impact of COVID-19 however, the Board would be kept informed of any amendments and approval sought where necessary.</p> <p>Calum Mackay raised concerns about the long term sustainability of developments and stressed the importance of the affordability study as agreed at item 6.1.</p> <p><b>The Board noted the:</b></p> <ul style="list-style-type: none"> <li>a) development spend update as at 31 July 2020;</li> <li>b) development progress report; and</li> <li>c) overview of developments.</li> </ul> |

MEETING GOES INTO PRIVATE SESSION

Following the conclusion of official business the Chief Executive thanked the Chair for his years of service on the Board and his commitment to housing services over the past 21 years, wishing him well in his retirement. Ms Macleod commended the passion Mr Macleod demonstrated during his time on the Board towards tenants, future tenants, staff and fellow Board Members and his commitment to ensuring people had a place to call home. The Vice Chair added his thanks and appreciation of the support shown to him by Mr Macleod, both professionally and personally, over the years they served together on the Board.

Chairperson            Mr Iain Macmillan

SIGNED                .....

DATE                    .....