hebridean housing partnership

Making our house your home

ITEM NO 3.1.2

HEBRIDEAN HOUSING PARTNERSHIP

Board

Minutes of Meeting held remotely via Microsoft Teams on Thursday, 27 August 2020 at 3.00pm

ITEM	DISCUSSION
	PRELIMINARY PROCEDURAL MATTERS
1	**Attendance & Apologies** Present: Iain Macmillan, Calum Mackay, Roddy Nicolson, Alasdair Mackenzie, Paul Finnegan, Norman Macdonald, Fiona Macleod, Roddy Mackay Apologies: Staff & Consultants In Attendance: Dena Macleod, Chief Executive; Anna Coyle, Head of Executive Office; John Maciver, Director of Operations; Donald Macleod, Director of Finance & Corporate Services; Iona France, Governance Office; Jonathan Fairgrieve, Corporate Services Officer; Tina Cook, Training & Development Officer
2	**Date of Next Meeting** The date of the next meeting will be 17 November 2020.

ITEMS FOR DECISION	
3.1	**<u>Election of Chair</u>** The Company Secretary called for nominations for the Chairperson's position following the AGM held earlier in the day. Iain Macmillan was nominated by Calum Mackay and this was seconded by Alasdair Mackenzie. **There were no other nominations. Iain Macmillan was appointed to the position of Chairperson.**
3.2	**<u>Election of Vice Chair</u>** The Chair called for nominations for the position for Vice Chair. Calum Mackay was nominated by Alasdair Mackenzie and this was seconded by Roddy Nicolson. **There were no other nominations. Calum Mackay was appointed to the position of Vice Chairperson**
3.3	**<u>Election to Standing Committees</u>** The Chair called for nominations to the Audit & Risk Committee. Six Board Members are required to sit on Committee. **It was agreed that the following members be appointed to the Audit & Risk Committee:** • Roddy Nicolson • Calum Mackay; • Paul Finnegan; • Fiona Macleod; • Gordon Macleod; and • Roddy Mackay. The Chair called for nominations to the Joint Consultative Committee. Two Board Members are required to sit on the Committee. **Fiona Macleod and Calum Mackay were appointed to sit on the Joint Consultative Committee**.
3.4	<u>Work Groups</u> **It was agreed that the Work Groups would be as follows:** <u>Asset Management Working Group</u> • Calum Mackay; • Alasdair Mackenzie; • Roddy Nicolson; • Iain Macmillan; and • Fiona Macleod. <u>Finance</u> • Iain Macmillan; • Calum Mackay; • Gordon Macleod; • Alasdair Mackenzie; and • Alex Gardner. <u>Housing Management</u> • Alasdair Mackenzie; • Calum Mackay; • Roddy Mackay; • Roddy Nicolson; and • Paul Finnegan. <u>Remuneration Work Group</u>: • Iain Macmillan; • Roddy Nicolson; • Calum Mackay; • Alex Gardner; and • Alasdair Mackenzie

	Investment Delivery Board Iain Macmillan and Fiona Macleod were appointed as HHP representatives on the Investment Delivery Board with Calum Mackay appointed as substitute Member. **It was agreed any further additions to the Work Groups and an additional substitute Member for the Investment Delivery Board would be agreed at next Board Meeting.**
3.5	**It was agreed that the Spokespersons would be as follows:** Development: Iain Macmillan Tenant Liaison & Housing Management: Alex Gardner Repairs & Investment: Calum Mackay Finance: Iain Macmillan/Calum Mackay

ITEMS FOR NOTING	
4.1	**<u>Schedule of Meetings 2021</u>** The Company Secretary presented the draft Schedule of Meetings 2021 for noting and highlighted that the February 2021 Board Meeting had been brought forward to January 2021. Alasdair Mackenzie advised that the revised date could conflict with the TPAS Conference. This will be confirmed at the Board Meeting on 17 November 2020. **The draft Schedule of Meetings 2021 was noted.**
4.2	**<u>Board Skills Assessment</u>** The Company Secretary advised Board Members that dates throughout September 2020 had been arranged to carry out the Board Skills Assessment for 2020/21 and the Governance Officer or Training & Development Officer would contact Board Members individually to arrange assessments. **The Board Skills Assessment arrangements were noted.**

Chairperson Iain Macmillan

SIGNED ………………………………………………………

DATE ………………………………………………………