hebridean housing partnership

Making our house your home

Agenda Item 3.1.2

HEBRIDEAN HOUSING PARTNERSHIP

Board

Minutes of Meeting held remotely via Microsoft Teams on Thursday, 26 August 2021 at 3.30pm

ITEM	DISCUSSION
	PRELIMINARY PROCEDURAL MATTERS
1	**Attendance & Apologies** Present: Iain Macmillan, Calum Mackay, Roddy Nicolson, Alex Gardner, Helen Mackenzie, Fiona Macleod, Norman Macdonald, Gordon Macleod, Roddy Mackay Apologies: Staff & Consultants In Attendance: Dena Macleod, Katia Petteloot, John Maciver, Donald Macleod, Iona France, Jonathan Fairgrieve
2	**Date of Next Meeting** The date of the next meeting will be 17 November 2021.

	ITEMS FOR DECISION
3.1	**Election of Chair** 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 Gordon Macleod. **There were no other nominations. Iain Macmillan was appointed to the position of Chairperson.**
3.2	**Election of Vice Chair** The Chair called for nominations for the position for Vice Chair. Calum Mackay was nominated by Norman Macdonald and this was seconded by Roddy Nicolson & Gordon Macleod. **There were no other nominations. Calum Mackay was appointed to the position of Vice Chairperson**
3.3	**Election to Standing Committees** The Chair called for nominations for the vacant position on Audit & Risk Committee. Six Board Members are required to sit on Committee. **It was agreed that Helen Mackenzie be appointed to the Audit & Risk Committee.** The Audit & Risk Committee members are: • Roddy Nicolson • Roddy Mackay • Calum Mackay • Fiona Macleod • Gordon Macleod • Helen Mackenzie **It was agreed that Fiona Macleod and Calum Mackay remain as appointees to 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; • Roddy Nicolson; • Iain Macmillan; • Fiona Macleod. • Helen Mackenzie <u>Finance</u> • Iain Macmillan; • Calum Mackay; • Gordon Macleod; • Helen Mackenzie; and • Alex Gardner. <u>Housing Management</u> • Calum Mackay; • Roddy Mackay; • Roddy Nicolson; and • Gordon Macleod. <u>Remuneration Work Group</u>: • Iain Macmillan; • Roddy Nicolson; • Calum Mackay; and • Alex Gardner. <u>Investment Delivery Board</u> Iain Macmillan and Fiona Macleod were to remain as HHP representatives on the Investment Delivery Board with Calum Mackay & Gordon Macleod appointed as substitute Member. **It was agreed the frequency and quorum of Work Groups would be reviewed.**
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 2022 for noting. The final schedule will be prepared in accordance with CNES Schedule of Meetings and the timings of the local elections in May 2022. The final schedule will be presented to the meeting on 17 November 2021 for approval. The provisional Board Meetings for 2022 are: 2 February 2022 23 March 2022 25 May 2022 29 June 2022 31 August 2022 23 November 2022 **The draft Schedule of Meetings 2022 was noted.**

4.2	**<u>Board Skills Assessment</u>** The Company Secretary advised Board Members the independent Board Skills Assessment would take place in September 2021. The independent assessor, Fiona Robertson, will circulate a questionnaire to Board Members followed by a one to one interview which will be carried out remotely. **The Board Skills Assessment arrangements were noted.**

Chairperson Iain Macmillan

SIGNED …………………………………………………………

DATE …………………………………………………………