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Making our house your home

ITEM NO 3.1

HEBRIDEAN HOUSING PARTNERSHIP

Board

Minutes of Meeting held remotely via Microsoft Teams on Wednesday, 25 May 2022 at 5.30pm

PRELIMINARY ITEM	
ATTENDANCE & APOLOGIES	
1	**Attendance & Apologies** Present: Iain Macmillan (Chair); Calum Mackay (Vice-Chair); Alex Gardner; Helen Mackenzie; Norman A Macdonald (P&C only); Roddy Nicolson; Iain M Macleod; Donald Macsween Staff & Consultants In Attendance: Dena Macleod (Chief Executive); Donald Macleod (Director of Finance & Corporate Services); John Maciver (Director of Operations); Katia Petteloot (Company Secretary); Jonathan Fairgrieve (Corporate Services Officer – Minute Taker); James Morrison (Finance Manager); Angus MacNeil (Assets & Contracts Manager); Sawan Morrison (Development Manager); Angus Smith (Corporate Resources Manager); Monika Fortagh (Debt Management Officer); Iona France (Governance Officer) Apologies: Gordon Macleod Members were notified Fiona Macleod had resigned from the Board on 14 April 2022. The Chair welcomed Iain M Macleod, Finlay Stewart and Donald Macsween who were appointed to the Board following the Comhairle elections on 5 May 2022. The Chair thanked outgoing Members Roddy Mackay and John Macleod for their services to the Board. The Company Secretary notified members that due to changes in the Board there were vacancies on a number of Committees and Working Groups and a Microsoft Form would be issued to members to seek nominations following the meeting. The Bayhead Bridge Centre had requested a member of our Board be appointed to their Board. **It was agreed Calum Mackay be appointed to the Board of Bayhead Bridge Centre and be supported by an Officer.**
PRELIMINARY PROCEDURAL MATTERS	
2	**Declaration of Interest** Roddy Nicolson declared an interest in Item 8.5.
3.1	**Minute of Board Meeting 23 March 2022** **The minute of the Board meeting of 23 March 2022 was submitted and approved as a true and accurate record of the proceedings of the meeting.**
3.2	**Action Sheet** **The Action Sheet was noted.**
4	**Date of Next Meeting** The date of the next meeting will be 29 June 2022.
5	**Health & Safety** The Director of Operations advised our offices are now open to the public at reduced hours of 10am - 12noon and 2pm – 4pm with COVID-19 signage in place.

ITEMS FOR DECISION	
6.1	**<u>Annual Return on the Charter 2021/22</u>** The Annual Return on the Charter 2021/22 (ARC) was presented to the Board for consideration and approval, subject to the reconciliation of any queries raised. The report highlighted the variances with some of the key indicators from the 2020/21 return. Since the writing of the report an amendment had been made to indicator 18 rent loss due to voids, increasing from £88,808 to £107,753. Calum Mackay questioned whether our visibility within estates through COVID-19 could have an impact on tenant satisfaction levels. The Director of Operations advised estates inspections were ongoing and officers were engaging with tenants regularly. **The Board reviewed and approved the Draft Annual Return on the Charter 2021/22.**
6.2	**<u>Development Report</u>** The Development Manager provided an update on the Development Programme. Ten homes at Johnstone Court, Balivanich had been handed over. The contractor at Crowlista was now on site at risk, as the resumption was coming to a conclusion. The identification of land at South Uist continued to be difficult and members were advised the Comhairle would be contacted to ascertain whether they wish to pursue alternative options. Iain Macmillan highlight we had agreed to deliver the Comhairle's Strategic Housing Investment Plan which contains six units in South Uist and therefore we could not ignore this. The Director of Operations explained the aim of discussions with the Comhairle would be to move sites around within the SHIP while sites in South Uist were unidentified rather than seeking the removal of development in South Uist. The Chief Executive advised drainage issues had been identified at the site in Low Flyer which would need to be rectified prior to a site start. **The Board:** **a) agreed the name of the site at Blackwater be An Allt Dubh;** **b) agreed that until such time as the Comhairle identify suitable sites in South Uist for development we would engage with the Comhairle to bring forward other projects already identified in the Strategic Housing Investment Plan for Uist or Barra** **c) approved the Low Flyer site be brought forward to our 2022/23 Development Programme; and** **d) noted the update on the Development Programme.**
6.3	**<u>Community Grants Request</u>** The Director of Operations presented an application from the Newmarket Gateway Trust to our Community Grant Fund. The Trust requested £3,417.90 to install Playspec hydraulic gates to improve the Newmarket Play Park. Members were advised that we have a significant number of properties in the surrounding area so the project would have a direct benefit to our tenants. Helen Mackenzie raised concerns about the speed limit within the area. The Director of Operations advised discussions with the Comhairle Roads Department would take place in conjunction with the new Blackwater development and the installation of the gates proposed by the Trust would improve safety within the area. **The Board approved 50% of the funding application from Newmarket Gateway Trust from the Community Grant Fund and to seek to assist with the remainder through the Blackwater project Community Benefit.**
6.4	**<u>Agreement to Utilise Land – Manor and Castle Community Association</u>** The Director of Operations presented a request from the Manor and Castle Community Association to utilise an area of ground to construct Polycrubs and to provide planters, pathways and landscaping for community use. It was agreed an Agreement with the Association be put in place to ensure correct insurance provisions. **The Board approved the use of the land, by the Manor and Castle Community Association, for the erection of a Polycrub and other planting.**
6.5	**<u>Board Member Appointment</u>** Ms Alison McCorquodale has indicated that she was interested in joining the Board. Ms McCorquodale has worked in both public and private sectors for a number of years and has considerable knowledge to draw upon in the fields of finance and revenue. Ms McCorquodale has experience in working with a range of stakeholders and public and a strong awareness of issues facing the local communities. The appointment as a Board Appointed Member in accordance with HHP's Rules and for a period of two years from 26 May 2022 was proposed and agreed. **The Board approved Ms Alison McCorquodale's appointment to the Board for a period of two years as a Board Appointed Member with effect from 26 May 2022 subject to satisfactory completion of the Code of Governance requirements.**

POLICIES & STRATEGIES	
7.1	<u>**Debt Management Policy**</u> **This report was withdrawn.**
7.2	<u>**Flexible Working Policy**</u> The Chief Executive presented the Flexible Working Policy for consultation with staff and the Union. The Policy had been updated to separate policy and procedure and take account of the latest good practice outlined in EVH's Model Policy for Flexible Working. Helen Mackenzie questioned how the Flexible Working Policy can support the management of an employee in instances where performance is not satisfactory. The Chief Executive advised performance measures within the Policy would be developed and when flexible working is approved it would be for a period of time and be reviewed following that period. **The Board approved:** **a) the revised Flexible Working Policy and Procedures for consultation with staff and the Union; and** **b) if there are no material changes to the Policy arising from the consultation, that the Policy is approved otherwise a revised version will be presented to the next meeting of the Board.**
7.3	<u>**Workforce Strategy**</u> The Workforce Strategy was presented following a period of consultation with staff and the Union. Members were advised that the following amendments were added to the Strategy after consultation: A future leaders development plan, and developing the work we plan to do with schools to ensure Housing is seen as a professional career option. **The Board approved the revised Workforce Strategy.**
7.4	<u>**Review of Policies**</u> The Executive Office Manager presented a number of policies which were due for review. Minor formatting updates had been made to the Electrical Safety, Play Areas, Water Systems & Legionella and Personal Relationships at Work policies. The Appointment of Consultants Policy had minor updates to provide clarity. The Landlord's Fire Safety Policy was updated to include battery powered alarms and make reference to new fire regulation requirements including sprinkler systems. The Office Fire Safety Policy was updated to define delegated responsibilities, reflect changes in working patterns, office layouts and to Fire Marshalls. The Managing Violence & Aggression at Work Policy was updated to include electronic communication. The Vulnerable Consumers Policy was updated to remove braille as an option. **The Board approved the:** **a) Appointment of Consultants Policy;** **b) Landlord Fire Safety Policy;** **c) Electrical Safety Policy;** **d) Play Areas Policy;** **e) Water Systems & Legionella Policy;** **f) Office Fire Safety Policy;** **g) Managing Violence & Aggression at Work Policy;** **h) Vulnerable Consumers Policy: and** **i) Personal Relationships at Work Policy.**
MEETING GOES INTO PRIVATE SESSION	

MONITORING REPORTS	
9.1	**<u>Business Plan Monitoring Report</u>** There were no questions on this item. **The Board noted the Delivery Plan Progress Report to 31 March 2022.**
9.2	**<u>SHR Engagement Plan</u>** There were no questions on this item. **The Board noted the:** **a) SHR Engagement Plan for 2022/23; and** **b) Performance Indicators.**
9.3	**<u>Equalities Action Plan</u>** There were no questions on this item. **The Board noted the actions taken on the Equalities Action Plan.**
9.4	**<u>Quarterly Treasury Report to 31 March 2022</u>** Calum Mackay queried if high interest rates were of benefit or not to the organisation. The Director of Finance & Corporate Services advised an increase in interest rates were of benefit with respect to monies in the bank as we receive a higher interest rate on such monies. As £8.5M of our currently borrowing is at a fixed rate only £1.5M of our current borrowing is susceptible to changes in interest rates. **The Board noted the:** **a) quarterly report on the Analysis of Investment and Borrowing;** **b) outstanding loans at 31 March 2022 of £20M; and** **c) cash balance at 31 March 2022 of 3.294M.**
9.5	**<u>Asset Management Strategy</u>** Helen Mackenzie asked for clarification on the actions planned to address the lack of interest in the Stock Condition Survey Tender. The Assets & Contracts Manager advised there was interest in the tender document but this had not resulted in tender submissions. Members were further advised correspondence had been sent to the interested parties to gain further understanding and once feedback had been received the Survey could be retendered if appropriate. **The Board noted the progress on the Asset Management Strategy Action Plan.**
9.6	**<u>Repairs Review</u>** Helen Mackenzie raised a query on the number of repairs not completed Right First Time and the sustainability of having to attend a property more than once. The Assets & Contracts Manager advised the contractor will attend a job with the tools to complete the job raised as well as generic tools in order to group jobs that are reported within the same area. The Director of Operations advised the definition of Right First Time was complex and jobs that are not completed within the target time are automatically calculated as not Right First Time. The issue was amplified in Uist and Barra where weather can impact job completion times. It was agreed the narrative in the next report would provide further clarity on definitions. **The Board noted:** **a) the Service Review;** **b) we will continue to analyse repairs and costs as we progress through the year to seek efficiencies and savings; and** **c) we will compare performance and costs with peer group landlords to identify potential efficiencies and improvements.**

Chairperson Mr Iain Macmillan

SIGNED ………………………………………………………

DATE ………………………………………………………