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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, 31 August 2022 at 5.30pm

PRELIMINARY ITEM		
ATTENDANCE & APOLOGIES		
1	**Attendance & Apologies** Attendees Calum Mackay (Vice-Chair) Alexander Gardner Alison MacCorquodale Gordon Macleod Iain M Macleod Roddy Nicolson Apologies Iain Macmillan (Chair) Helen Mackenzie Donald Macsween Norman A Macdonald Finlay Stewart	Staff & Consultants In Attendance Dena Macleod (Chief Executive) Donald Macleod (Director of Finance & Corporate Services) John Maciver (Director of Operations) Jonathan Fairgrieve (Corporate Services Officer – Minute Taker) Iona France (Governance Officer) Sawan Morrison (Development Manager) James Morrison (Finance Manager) Monika Fortagh (Debt Management Officer) Norma Robb (People Development Officer) Katie Walker (Area Manager Uist) Peter O'Donnell (Investment Manager)
PRELIMINARY PROCEDURAL MATTERS		
2	**Declaration of Interest** **There were no declarations of interest.**	
3.1	**Minute of Board Meeting 29 June 2022** **The minute of the Board meeting of 29 June 2022 was submitted and approved as a true and accurate record.**	
3.2	**Action Sheet** **The Action Sheet was noted.**	
4	**Date of Next Meeting** The date of the next meetings will be 1 September 2022 & 22 November 2022.	
5	**Health & Safety** **Nothing to report.**	

ITEMS FOR DECISION	
6.1	<u>**Annual Assurance Statement**</u> The Chief Executive presented the Annual Assurance Statement for consideration and approval prior to submission to the Scottish Housing Regulator (SHR). Wording had been included in the statement regarding access issues in carrying out Electrical Installation Condition Reports following advice from the Scottish Housing Network. However, subsequent advice had been received from the Scottish Federation of Housing Associations (SFHA) following their discussions with SHR with amended wording as follows: *"We currently have 220 properties which do not have a valid EICR (Electrical Installation Condition Report). This is a direct result of the pandemic and understandable tenant concerns about potential transmission of Covid by inspecting contractors, who require access to every room in a property to carry out these inspections. We have appointed a contractor and are working with the tenants concerned to reassure them that all necessary precautions continue to be employed. All outstanding inspections are scheduled to be completed by 31 March 2023. As reported in our ARC, these properties are currently categorised as 'in abeyance' for the purposes of the SHQS. In addition, there are 120 properties where we have surveyed and are returning to carry out lower priority works which are needed to enable a satisfactory certificate to be issued. These works are ongoing."* It was agreed the wording on the Annual Assurance Statement be amended to the above. Members were advised a bank of supporting evidence was available to view in Decision Time. **The Board:** **a) approved the Annual Assurance Statement subject to an amendment in line with guidance from the Scottish Federation of Housing Associations; and** **b) noted the Annual Assurance Statement Evidence Checklist.**

6.2	<u>**Rule Change**</u>
	
	The Chief Executive presented a draft of the revised Rules for approval prior to being considered by the Membership at a Special General Meeting. The proposed changes to the Rules were:
	
	• if no nominations were received for the Tenant board Member vacancies, we would fill them with a mix of:
	  o Board Appointed Members (max. 2)
	  o Community Board Members (max. 1)
	• at every Annual General Meeting one Tenant Board Member and one Community Board Member must retire.
	
	Members were advised tenants would continue to be encouraged to become Board Members if they possess the necessary skills and knowledge.
	
	The Board:
	
	a) noted the summary of key changes;
	
	b) approved the draft of the revised Rules to go before the Membership, subject to any final amendments provided these are not material in material; and
	
	c) requested a Special General Meeting be called to allow the Membership to discuss and vote on the revised Rules.

6.3	<u>**Governance Report**</u>
	
	The Governance Report provided information for the Remote AGM arrangements for 2022, sought approval of the AGM charitable donations and confirmed compliance with Rule 62 to 68 that a review of the Corporate Registers had taken place.
	
	The Board:
	
	a) approved the 5 charities listed below be proposed at the AGM on 1 September 2022:
	  • Marie Curie Nursing Assistants
	  • Gàradh a' Bhagh a' Tuath (Northbay Community Garden)
	  • Bethesda Hospice
	  • Action for Children
	  • Western Isles Community Care Forum
	
	b) noted the Partnership has complied with Rules 62 to 67 for the year ended 31 March 2022;
	
	c) noted the AGM arrangements for 2022; and
	
	d) noted the review of Corporate Registers.

6.4	**<u>Rent Structure Timeline</u>** The Director of Finance & Corporate Services presented a timeline for the review of the Rent Structure. The review was in line with the strategic goal in our Business Plan to 'place tenants at the centre of everything we do'. The Chief Executive advised it was only the timeline that approval was being sought for at this stage and the Rent Structure would be brought before the Board for consideration at a later date. **The Board approved the Rent Structure Timeline.**
6.5	**<u>Development Monitoring Report</u>** The Development Manager provided an update on the Development Programme. Developments at Blackwater and Crowlista were on site meaning that 71% of the Development Plan 2021-2026 is either completed or on site. Full feasibility studies are being carried out for three sites, two in North Uist and one in Bernera. Desktop feasibility studies are being carried out for two sites in South Lochs. Solutions to the issues with the sites at Scott Road, Tarbert and Leverburgh were being sought. Finding suitable land to develop in South Uist continues to be problematic but we will continue working with the Comhairle to identify suitable sites. **The Board noted the Development Plan update.**

POLICIES & STRATEGIES	
7.1	**<u>Risk Management Strategy</u>** The Chief Executive presented a revised Risk Management Strategy for review and approval in line with the implementation of Decision Time risk management software. The review period of the Strategy had been amended to three yearly with an annual review of the effectiveness of the Strategy to be brought before the Audit & Risk Committee and the Board. **The Board approved the Risk Management Strategy.**
7.2	**<u>Communications Policy</u>** The Communications Policy and Communication Tools Policy were reviewed and amalgamated into one policy for consideration by the Board. Gordon Macleod commended the policy in mentioning Press and Media enquiries. **The Board approved the Communications Policy.**
7.3	**<u>Disclosure of Interest Policy</u>** The Governance Officer presented the Disclosure of Interest Policy for approval following minor amendments. **The Board approved the Disclosure of Interest Policy.**

MONITORING REPORTS	
8.1	**Management Report to 30 June 2022** The Finance Manager presented the Management Report to 30 June 2022 for review. The report highlighted that Financial Covenants were forecast to be met for the year ended 31 March 2023 with an operating surplus of £575K. **The Board noted the Management Report to 30 June 2022 and revised forecast out turn to 31 March 2023.**
8.2	**Quarterly Treasury Report to 30 June 2022** The Director of Finance & Corporate Services presented the Treasury Management activities for the first quarter of 2022/23 and confirmed our cash balances were £6.034M, driven by the Loan drawdown of £3M on 30 June 2022. Our borrowing had increased to £13M in line with the Fixed Rate Loan drawdown agreement for Facility B. Members were advise a further £4M would be drawn down in September as per the Facility B fixed rate drawdown agreement with the availability period ending on 30 March 2023. **The Board noted the:** **a) quarterly report on the Analysis of Investment and Borrowing;** **b) outstanding loans at 30 June 2022 of £13M;** **c) cash balance at 30 June 2022 of £6.034M.**
8.3	**Investment Programme Monitoring Report** The Investment Manager provided an update on the 2022/23 Investment Programme. The tender for Windows & Doors had been returned and was not deemed good value for money. Members were advised the replacement would be delayed and other works from later in the Investment Programme would be brought forward. The Investment Manager assured members the delay of the replacement windows would be of no detriment to the affected tenants. Monitoring of Infra-red heating systems was ongoing with costs having reduced significantly over the summer months due to the lack of requirement for heating. Members were advised a report would be brought back to the Board in November 2022 following the monitoring period. **The Board noted the progress on the Investment Programme.**
MEETING GOES INTO PRIVATE SESSION	

Chairperson Mr Iain Macmillan

SIGNED ………………………………………………………

DATE ………………………………………………………