hebridean housing partnership

Making our house your home

ITEM NO 3.1.2

HEBRIDEAN HOUSING PARTNERSHIP

Board

Minutes of Meeting held via MS Teams on Thursday, 24 August 2023 at 3:00pm

ITEM	DISCUSSION
	PRELIMINARY PROCEDURAL MATTERS
1	**Attendance & Apologies** Present: Gordon Macleod; Calum Mackay; Helen Mackenzie; Iain M Macleod; Roddy Nicolson; Norman Macdonald Staff & Consultants In Attendance: Dena Macleod (Chief Executive); John Maciver (Director of Operations); Donald Macleod (Director of Finance and Corporate Services); Iona France (Governance Officer); Michael Libby (Corporate Services Officer – Minute Taker); Jonathan Fairgrieve (Corporate Services Officer) Apologies: Alison MacCorquodale Apologies Not Received: Donald Macsween; Finlay Stewart
2	**Date of Next Meeting** The date of the next meeting will be 28 November 2023.

	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. Gordon Macleod was nominated by Calum Mackay and this was seconded by Iain M Macleod. **There were no other nominations. Gordon Macleod 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 Roddy Nicolson and this was seconded by Helen Mackenzie. **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 Joint Consultative Committee, Audit & Risk Committee and Development & Finance Committee. **It was agreed that Gordon Macleod and Calum Mackay be appointed to the Joint Consultative Committee.** The Audit and Risk Committee should comprise of 6 board members; however, it was agreed that the Committee could continue with five members and one vacancy until such time that the position is filled. **It was agreed the Audit & Risk Committee members be:** • **Roddy Nicolson;** • **Helen Mackenzie;** • **Calum Mackay;** • **Norman Macdonald; and** • **Iain M Macleod;**

	The Development and Finance Committee should comprise of 6 board members. **It was agreed the Development & Finance Committee members be:** • **Calum Mackay** • **Helen Mackenzie;** • **Gordon Macleod;** • **Alison MacCorquodale;** • **Iain M Macleod;** • **Finlay Stewart; and** • **Thomas Howe**
3.4	<u>Work Groups</u> **It was agreed that the Work Groups would be as follows:** <u>Operations Working Group</u> • Calum Mackay; • Roddy Nicolson; • Norman Macdonald; • Donald Macsween; • Finlay Stewart; and • Thomas Howe <u>Personnel Working Group</u> • Gordon Macleod; • Roddy Nicolson; • Helen Mackenzie; and • Alison MacCorquodale.
3.5	<u>Spokespersons</u> **It was agreed that the Spokespersons would be as follows:** Development: Gordon Macleod Tenant Liaison & Housing Management: Helen Mackenzie Repairs & Investment: Calum Mackay Finance: Calum Mackay Gaidhlig: Norman Macdonald
3.6	**<u>Election of HHP Community Housing Ltd Board (Subsidiary)</u>** The Vice-Chair called for nominations for the Board of HHP Community Housing Ltd. **It was agreed the Board of HHP Community Housing Ltd be:** • **Gordon Macleod;** • **Calum Mackay;** • **Roddy Nicolson;** • **Norman Macdonald;** • **Helen Mackenzie; and** • **Thomas Howe**
3.7	**<u>Decisions Involving Staff or Board Members</u>** The report sought approval for a house to be allocated to connected persons of the Partnership. **The Board approved the tenancy of a 3 apt flat at 59 Seaforth Road, Stornoway, Isle of Lewis be allocated to a connected person of the Partnership.**

ITEMS FOR NOTING	
4.1	**<u>Schedule of Meetings 2024</u>** The Company Secretary presented the draft Schedule of Meetings 2024 for noting. The final schedule will be prepared in accordance with CNES Schedule of Meetings. The final schedule will be presented to the Board meeting on 28 November 2024. The provisional Board Meetings for 2024 are: 13 February 2024 26 March 2024 21 May 2024 25 June 2024 27 August 2024 19 November 2024 **The draft Schedule of Meetings 2024 was noted.**

Chairperson Mr Gordon Macleod

SIGNED ……………………………………………………….

DATE ……………………………………………………….