ITEM NO 3.1

HEBRIDEAN HOUSING PARTNERSHIP

Board

Minutes of Meeting held remotely via Microsoft Teams on Tuesday, 21 May 2024 at 5.30pm

PRELIMINARY ITEM	
ATTENDANCE & APOLOGIES	
1	**Attendance & Apologies** **Attendees** Gordon Macleod (Chair) Calum Mackay (Vice-Chair) Roddy Nicolson Alison MacCorquodale Norman A Macdonald Iain M Macleod **Apologies Received** Fiona Macleod Tom Howe Helen Mackenzie **Apologies Not Received** Finlay Macsween Norman Macdonald **Staff & Consultants In Attendance** Dena Macleod (Chief Executive) Donald Macleod (Director of Finance & Corporate Services) John Maciver (Director of Operations) Iona France (Governance Officer) Michael Libby (Corporate Services Officer – Minute Taker) Joel Martin (Corporate Services Officer) Sawan Morrison (Development Manager) James Morrison (Finance Manager) Angus E MacNeil (Assets Contracts Manager) Gary Macleod (Digital Transformation Manager) The Chair asked that the condolences of the board be sent to Helen Mackenzie on the passing of her father.
PRELIMINARY PROCEDURAL MATTERS	
2	**Declaration of Interest** No declarations of interest were made.
3.1	**Minute of Board Meeting 26 March 2024** Callum Mackay asked if further clarification could be provided to him on Item 6.6 from the meeting of 26 March 2024, specifically the decision to use some of the retained Right to Buy (RTB) receipts to enable the Leverburgh project to proceed. The Chief Executive advised that the amount we are due to repay to the Scottish Government will reduce and that the money saved will go towards funding the Leverburgh project, a detailed explanation would be provided to Mr Mackay after the meeting. **The minute of the Board meeting of 26 March 2024 was submitted and approved as a true and accurate record.**
3.2	**Action Sheet** The Chief Executive advised there were no updates to the Action Sheet. **The Action Sheet was noted.**
4	**Date of Next Meeting** **The date of the next meeting will be 25 June 2024 and will be held in person.**
5	**Health & Safety** Nothing to report.

<table>
<tr><th colspan="2">ITEMS FOR DECISION</th></tr>
<tr><td>6.1</td><td>
<u>Annual Return on the Charter 2023/24</u>
The Annual Return on the Charter 2023/24 (ARC) was presented to the Board for consideration and approval, subject to the reconciliation of any queries raised.
The Governance Officer advised the collection of data on EESSH2 has been paused until after the conclusion of the Scottish Government's review and the outcome of the Scottish Housing Regulators consultation on ARC indicators.
The report highlighted the variances with some of the key indicators from the 2022/23 return:

Average time to re-let properties in the last year had increased by 6.68%;
Number of calendar days properties were empty increased by 10.94%;
Void loss had increased by 39.34%;
Arrears had decreased by 1.66%;
Repairs response performance for both emergency and non-emergency repairs have improved as has the repairs right first time performance; and
Tenant satisfaction with the repairs service has decreased.

The migration to the new Housing Management System led to a period of two weeks where we were unable to allocate properties which impacted our re-let and void performance.
The Director of Operations advised although we have seen a reduction in tenant satisfaction surrounding repairs, performance has increased, and no tenants stated they were dissatisfied. 9 tenants reported that they were 'neither satisfied nor dissatisfied' and this is what has resulted in the reduced satisfaction score.
The Board reviewed and approved the Draft Annual Return on the Charter 2023/24.
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<tr><td>6.5</td><td>
<u>Investment Programme</u>
It was agreed that item 6.5 would be taken before item 6.2 due to the virements detailed below being included in the five-year financial plan.
The Assets and Contracts Manager advised that we had been unsuccessful in our funding application to the Social Housing Net Zero Heat Fund to support the replacement of 106 infra-red heating systems with air source heat pumps. As a result, we have had to revise the 2023/24 Investment Programme in order to make funds available for the continuation of the heating replacement works.
The following virements are being recommended to fund the heating programme and replacement of the remaining Infra-red systems:

£303,470 from bathroom replacement programme;
£604,760 from kitchen replacement programme; and
£110,210 from shower installation programme.

The revised 5-Year Investment Programme will also require revision and will be presented for Board approval in August 2024.
Following the unsuccessful application, a meeting with the Scottish Government Funding Manager has been scheduled in order to understand the reasons for the application being unsuccessful.
Callum Mackay asked if there were other options available to us in terms of funding the heating replacement works, and if tenants were previously made aware of the works which would now be cancelled in order to make funds available.
The Assets and Contracts Manager advised that communications surrounding the 2023/24 Investment Programme had not been published whilst we were awaiting the outcome of the funding application.
The Director of Operations advised that we still plan to carry out all the works detailed in the 2023/24 investment plan, but that the works previously outlined would be pushed back to a later date. We will also be submitting future grant applications, which if successful will allow the programme to be re-profiled.
The Chief Executive advised that the recommendation to reorder the Investment Programme is reflective of the decision taken by the Board at the meeting of 8 February 2023.
The Director of Finance and Corporate Services advised we have to comply with a number of covenant requirements in order to ensure that we fulfil the obligations of our borrowing agreement.
The Board approved:
a) the amended Year 1 Investment Programme at Appendix 1 giving priority to replacing the Infra-Red heating, works that tackle fuel poverty and rewiring; and
b) a virement of £303,470 from bathrooms, £604,760 from kitchens and £110,210 from showers to heating grant to fund the heating programme and replacement of the remaining Infra-Red systems.
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6.2	**<u>SHR Five-Year Financial Plan Return</u>** The Director of Finance & Corporate Services presented the Five-Year Financial Plan (FYFP) (2024/25 – 2028/29) required by the Scottish Housing Regulator (SHR) for consideration and approval. The variances in the 5-year plan compared with the plan approved by the Board at the meeting of 26 March 2024 were: • Revision to the Investment Programme in terms of financing the replacement of infra-red heating systems; • Use of retained Right to Buy (RTB) receipts to enable additional funding for the Leverburgh development; • Gross Rents - £362k increase due to annual rent increase and new build units; • Management Costs - £435k increase to provide for all established posts; • Re-active and Voids Maintenance - £69k reduction in void costs from 2023/24 which was impacted by a large number of high value voids; • Provisions for Liabilities and Charges - This is where rounding differences have been recorded; and • New Social Rent Properties - Year 1 completions only includes Lochmaddy as Blackwater is dependent on the contractor being able to deliver a safe phased handover. **The Board approved the Five-Year Financial Plan for submission to the Scottish Housing Regulator.**
6.3	**<u>Board Member Appointment</u>** The report detailed a re-appointment to the Board, for approval. Ms Alison McCorquodale was appointed as a Board Member for a period of 2 years from 25 May 2022 and had indicated she would be interested in continuing her appointment to the Board. An active and engaged member of the Board since her appointment in 2022, Ms McCorquodale sits on the Development & Finance Committee and Personnel Working Group. 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 and has experience in working with a range of stakeholders and public and a strong awareness of issues facing the local communities. The appointment would be in accordance with Rules 37.2.4 and 40.9. **The Board approved Ms Alison McCorquodale's appointment to HHP's Board for a further period of three years as a Board Appointed Member with effect from 21 May 2024.**
6.4	**<u>Leverburgh Name Consultation</u>** The Development Manager advised that a public consultation was conducted to gather suggestions for the naming of the development in Leverburgh. 11 names were suggested with the top 5 being selected by staff. It was recommended that the Board select their preference for the name of the new homes in Leverburgh from the 5 options below: **Suggested Name** — **Gaelic Version of Name** Meadow of the Stream — Lèana an t-Sruth Hillside of the Pier — Leathad na Laimrig Ensay View — Sealadh Easaigh Houses of Fishing — Taighean an Sgadain Leverburgh Cross — Crasgan An t-Ob **The Board approved the naming of the Leverburgh development as 'Lèana an t-Sruth' (Meadow of the Stream).**
MEETING GOES INTO PRIVATE SESSION	

Chairperson Mr Gordon Macleod

SIGNED ………………………………………………………

DATE ………………………………………………………