



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 Wednesday, 3 September 2025 at 3:00pm

| ITEM                                   | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------|--------------|--------------------------------|-----------------|---------------------------------------|----------------|-------------------------------------------------------------|----------------------|----------------------------------|---------------|----------------------------------------------------------|-----------------|------------------------------------------|---------------|--|-----------------|--|----------------------------------------|--|
| PRELIMINARY PROCEDURAL MATTERS         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| 1                                      | <p><b><u>Attendance &amp; Apologies</u></b></p> <table><tr><td><u>Present</u></td><td><u>Staff &amp; Consultants In Attendance</u></td></tr><tr><td>Calum Mackay</td><td>Dena Macleod (Chief Executive)</td></tr><tr><td>Helen Mackenzie</td><td>John Maciver (Director of Operations)</td></tr><tr><td>Iain M Macleod</td><td>Donald Macleod (Director of Finance and Corporate Services)</td></tr><tr><td>Alison MacCorquodale</td><td>Iona France (Governance Officer)</td></tr><tr><td>Fiona Macleod</td><td>Michael Libby (Corporate Services Officer– Minute Taker)</td></tr><tr><td>Duncan MacInnes</td><td>Joel Martin (Corporate Services Officer)</td></tr><tr><td>Colin Gilmour</td><td></td></tr><tr><td>Valerie Russell</td><td></td></tr><tr><td>Christina Macneil (Joined at item 3.3)</td><td></td></tr></table> <p><u>Apologies</u></p> <p>Norman Macdonald</p> | <u>Present</u> | <u>Staff &amp; Consultants In Attendance</u> | Calum Mackay | Dena Macleod (Chief Executive) | Helen Mackenzie | John Maciver (Director of Operations) | Iain M Macleod | Donald Macleod (Director of Finance and Corporate Services) | Alison MacCorquodale | Iona France (Governance Officer) | Fiona Macleod | Michael Libby (Corporate Services Officer– Minute Taker) | Duncan MacInnes | Joel Martin (Corporate Services Officer) | Colin Gilmour |  | Valerie Russell |  | Christina Macneil (Joined at item 3.3) |  |
| <u>Present</u>                         | <u>Staff &amp; Consultants In Attendance</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| Calum Mackay                           | Dena Macleod (Chief Executive)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| Helen Mackenzie                        | John Maciver (Director of Operations)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| Iain M Macleod                         | Donald Macleod (Director of Finance and Corporate Services)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| Alison MacCorquodale                   | Iona France (Governance Officer)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| Fiona Macleod                          | Michael Libby (Corporate Services Officer– Minute Taker)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| Duncan MacInnes                        | Joel Martin (Corporate Services Officer)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| Colin Gilmour                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| Valerie Russell                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| Christina Macneil (Joined at item 3.3) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |
| 2                                      | <p><b><u>Date of Next Meeting</u></b></p> <p>The date of the next meeting will be 18 November 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |                                              |              |                                |                 |                                       |                |                                                             |                      |                                  |               |                                                          |                 |                                          |               |  |                 |  |                                        |  |

| ITEMS FOR DECISION |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1                | <p><b><u>Election of Chair</u></b></p> <p>The Company Secretary called for nominations for the Chairperson's position following the AGM held earlier in the day.</p> <p>Calum Mackay was nominated by Alison MacCorquodale and this was seconded by Iain Macleod.</p> <p>There were no other nominations.</p> <p><b>Calum Mackay was appointed to the position of Chairperson.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.2                | <p><b><u>Election of Vice Chair</u></b></p> <p>The Chair called for nominations for the position for Vice Chair.</p> <p>Helen Mackenzie was nominated by Calum Mackay and this was seconded by Duncan MacInnes.</p> <p>There were no other nominations.</p> <p><b>Helen Mackenzie was appointed to the position of Vice Chairperson</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3.3                | <p><b><u>Election to Standing Committees</u></b></p> <p><b>Christina Macneil joined the meeting.</b></p> <p>The Chair welcomed new Board Member Christina Macneil to the meeting and the Board</p> <p>The Chair then called for nominations for the Joint Consultative Committee, Audit &amp; Risk Committee and Development &amp; Finance Committee.</p> <p><b>It was agreed that Alison MacCorquodale be appointed to the Joint Consultative Committee.</b></p> <p>The Audit and Risk Committee should comprise of up to 6 Board members.</p> <p><b>It was agreed the Audit &amp; Risk Committee members be:</b></p> <ul style="list-style-type: none"> <li>• Helen Mackenzie;</li> <li>• Valerie Russell;</li> <li>• Iain M Macleod;</li> <li>• Norman Macdonald; and</li> <li>• Colin Gilmour</li> </ul> <p>The Development and Finance Committee should comprise of up to 6 Board members.</p> <p><b>It was agreed the Development &amp; Finance Committee members be:</b></p> <ul style="list-style-type: none"> <li>• Calum Mackay</li> <li>• Helen Mackenzie;</li> <li>• Alison MacCorquodale;</li> <li>• Iain M Macleod;</li> <li>• Fiona Macleod; and</li> <li>• Duncan MacInnes</li> </ul> |
| 3.4                | <p><b><u>Work Groups</u></b></p> <p><b>It was agreed that the Work Groups would be as follows:</b></p> <p><b><u>Operations Working Group</u></b></p> <ul style="list-style-type: none"> <li>• Calum Mackay;</li> <li>• Helen Mackenzie;</li> <li>• Alison MacCorquodale;</li> <li>• Fiona Macleod;</li> <li>• Iain M Macleod; and</li> <li>• Duncan MacInnes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <u>Personnel Working Group</u> <ul style="list-style-type: none"> <li>• Fiona Macleod;</li> <li>• Helen Mackenzie;</li> <li>• Alison MacCorquodale;</li> <li>• Colin Gilmour; and</li> <li>• Valerie Russell</li> </ul>                                                                                                                                                                                                                                                                                 |
| 3.5                     | <u>Spokespersons</u><br><b>It was agreed that the Spokespersons would be as follows:</b><br>Development: TBD<br>Tenant Liaison & Housing Management: Helen Mackenzie<br>Repairs & Investment: Calum Mackay<br>Finance: TBD<br>Gaidhlig: Duncan MacInnes                                                                                                                                                                                                                                                 |
| 3.6                     | <u>Election of HHP Community Housing Ltd Board (Subsidiary)</u><br>The Vice-Chair called for nominations for the Board of HHP Community Housing Ltd.<br><b>It was agreed the Board of HHP Community Housing Ltd be:</b> <ul style="list-style-type: none"> <li>• Alison MacCorquodale;</li> <li>• Calum Mackay;</li> <li>• Fiona MacLeod;</li> <li>• Helen Mackenzie;</li> <li>• Duncan MacInnes; and</li> <li>• Iain M Macleod</li> </ul>                                                              |
| <b>ITEMS FOR NOTING</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4.1                     | <u>Schedule of Meetings 2026</u><br>The Company Secretary presented the draft Schedule of Meetings 2026 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 18 November 2026.<br>The provisional Board Meetings for 2026 are:<br>10 February 2026<br>24 March 2026<br>26 May 2026<br>23 June 2026<br>25 August 2026<br>17 November 2026<br><b>The draft Schedule of Meetings 2026 was noted.</b> |

Chairperson      Mr Calum Mackay

SIGNED      .....

DATE      .....