

Homes for Life Housing Partnership

Minutes of the Assurance Statement Meeting of the Board of Directors of Homes for Life Housing Partnership held at The Maitlandfield House Hotel, Ante Room In Haddington on Wednesday 23rd October 2019

Present	
Alan Brown (Chair)	Graeme MacGregor
Luke Bullock	David Rose
Olga Krasteva	Carol Widdowson
Gordon Leitch	

In Attendance	
George Russell	Business Manager
Hilary Mark	Customer Services Manager
Alison Gorrie	Corporate Services Officer

1.0 Attendance

1.1/2 Welcome & Apologies

The meeting started 7.05pm

Alan Brown welcomed all to the meeting.

Apologies received from, Jamila Greig, Donna Wight and Brenda Tonner.

The Board noted that Jim McLeish (a very active ex-Board member and tenant) had passed away after a long illness.

1.3 Assurance Statement

Prior to the meeting, the Board had been provided with Regulatory and SFHA information regards assisting with the preparation of Assurance Statement. An 'information bank' of evidence was available for the meeting to review.

The Chair asked the meeting to take a view on the information presented and discussion. It was noted that the meeting was happy with the available evidence which showed compliance however, it was added that the evidence base needs to be expanded. He added that we are on a 'journey' and currently take comfort that we do not have material non-compliance.

The meeting asked that the Business Manager:

- Prepare a draft Assurance Statement - for submission prior to month end.
- Update the evidence bank - including more evidence as noted Risk Strategy, Risk Register, Audit Reports etc.
- Further development of an Action Plan: the meeting also agreed the Board should have early consideration of the best way to ensure review and ongoing scrutiny for compliance assurance whether through the Board, Audit & Risk Committee or through a separate working group.

The meeting closed at 9.05pm

ADOPTION OF THESE MINUTES PROPOSED, SECONDED AND THEREAFTER APPROVED BY THE DIRECTORS PRESENT AT A MEETING OF A BOARD OF DIRECTORS HELD ON 30 TH OCTOBER 2019 TO BE AGREED	
Proposed By: Name of Director	<i>Gordon Leitch</i>
Seconded By: Name of Director	<i>Donna Wight</i>
Signed: Chairperson or Vice Chairperson	<i>Alan Brown (Chair)</i>
Date Signed:	<i>30th October 2019</i>