

**Homes for Life Board Meeting**  
**Minutes of Virtual Board Meeting held at 7pm Wednesday 29 July 2020**

<b>1.0</b>	<b>Preliminaries</b>
1.1	<u>Start time of Meeting:</u> 7.10pm
1.2	<u>Welcome:</u> All welcomed to the first virtual zoom meeting.
1.3	<u>Attendance:</u> <u>Present:</u> Jamila Grieg (Vice Chair); David Rose (Chair of Audit & Risk Ctee); Olga Krasteva; Graeme MacGregor; Carol Widowson; Luke Bullock  <u>In Attendance:</u> George Russell (Business Manager); Michelle Scott (Customer Services Manager); Dave Roberts (Finance Agents- Chiene & Tait)  <u>Apologies:</u> Alan Brown (Chair); Gordon Leitch; Donna Wightman
1.4	<u>Declarations of Interest:</u> None noted.
1.5	<u>Requests for consideration of additional items under AOCB</u> DRose requested an update on the return to/reopening of the office and on the performance of TB Mackay from GR.  JG requested and update re the impact of C19 on services to tenants and staff from GR.
<b>2.0</b>	<b>Items for Consideration &amp; Approval</b>
2.1	<u>Minutes of Virtual Board Meeting held Wednesday 27<sup>th</sup> May 2020</u> No amendments noted and minutes were approved.
<b>3.0</b>	<b>Audit &amp; Risk Committee</b>
3.1	<u>Minutes of Virtual Board Meeting held Wednesday 27<sup>th</sup> May 2020</u> Minutes were circulated and an overview of the meeting was provided by DRose
3.2	<u>External Audit</u> DRbts of Chiene Tait presented an overview of the external audit to the meeting.
3.2.1	<u>Auditors Report</u> The auditors report was circulated and recommended by the A&C Committee. DRbts confirmed Chiene Tait are satisfied with the report.  <b>The meeting agreed the Auditors Reports as presented.</b>
3.2.2	<u>Letter of Representation from Board (as prepared by Auditor)</u> The Letter of Representation was circulated and recommended by the A&R Committee.  <b>The meeting agreed the letter of representation as presented.</b>
3.2.31	<u>Homes for Life Audited Financial Statements.</u> The Financial Statements were circulated and recommended by the A&R Committee.

	<b>The meeting agreed the Financial Statements as presented.</b>
3.3	<u>Homes for Life Developments Ltd – Unaudited Financial Statements</u> The meeting was advised Homes for Life Developments Ltd remains dormant.  <b>The meeting agreed the Unaudited Financial Statements as presented.</b>
3.4	<u>External Auditor</u> Recommendation was made by the A&R Committee to re-appoint the current External Auditors Scott Moncrieff for a further year base on continued good performance.  <b>The meeting agreed to re-appointment of the External Auditor as outlined.</b>
3.5	<u>Risk Register</u>  The register was not circulated but the meeting was asked to note only one change – the addition of C19 as the current highest scored risk.
<b>4.0</b>	<b>Scottish Housing Regulator</b>
4.1	<u>Loan Portfolio Return</u> Presented by DRbts to the meeting for consideration – only one loan set out in the detail of the portfolio.  <b>The meeting agreed the Loan Portfolio Return as presented.</b>
	<i>Dave Roberts left the meeting after confirming the date of the next meeting – 26<sup>th</sup> August 2020.</i>
4.2	<u>ARC &amp; ESSH Return</u> ARC was presented by MS for consideration. <b>The meeting agreed the Annual Return on the Charter as presented.</b>  ESSH was presented by GR for consideration. <b>The meeting agreed the ESSH Return as presented.</b>
4.3	<u>Consultation – no deferral proposed to end of Oct submission date for Assurance Statements</u> The meeting was to consider and agree their position on how best to respond to the consultation on the unchanged October deadline.  GR offered the meeting the opportunity to give representation on the issue via SFHA, GWS or directly to SHR.  <b>The meeting agreed representation for a 2month extension to the deadline would be made by HFL via SFHA and GWS.</b>
4.4	<u>Notifiable Events – Update</u> GR advised there has been little progress to report on Prestonkirk House (Asbestos Management) and Kennedy Court (Legionella Risk Assessment). The report to SHR is outstanding but contact has been made with SHR in the meantime. GR confirmed a written update on both matters will be circulated to all Board Directors.
<b>5.0</b>	<b><u>FOI/GDPR – Update</u></b> Board training held Wednesday 8 <sup>th</sup> July virtually as agreed. Slide set of training to be circulated to all Board Directors by GR. GDPR - No new requests or Incidents to report  FOI – Large information request received 4 <sup>th</sup> July 2020. The same request has been received by multiple RSL's. The request will be responded to by 31 <sup>st</sup> July 2020.

6.0	<p><b><u>Staffing</u></b></p> <p>GR confirmed following an internal recruitment process temporary staff member Caroline Lavery has been appointed as Housing Assistant.</p>
7.0	<p><b><u>AOCB</u></b></p> <p><u>Office Return</u> – GR advised he awaits Scottish First Ministers update due 30<sup>th</sup> July 2020. The Scottish Government officially asks for work to continue from home wherever possible. A return to the office is likely to be a partial return and potentially towards the end of Aug 2020 – dependant of course on the First Ministers announcement.</p> <p><u>Service Provision</u> - GR advised we have continued to provide a full range of services through out lockdown other than face to face meetings and non- essential repairs. GR there has been no detrimental impacts to our service provision. GR explained that should the office reopen in the coming weeks faces to face meetings with customers would remain unlikely due to space restrictions. A return to the office and “normal service” provision is going to be gradual.</p> <p><u>TB MacKay</u> - GR was able to provide a brief update – service is prompt and tenants feedback appears to be positive.</p> <p>Feedback from some Board Directors was that face masks are not being worn by all tradespersons/engineers of TBM and Kingdom Gas. GR advised this would be taken up with the contractors directly.</p>
	<p><b>Next Meetings (Virtual Zoom meeting):</b></p> <ul style="list-style-type: none"> <li>• 26<sup>th</sup> August 2020 at 7pm</li> </ul>