

Agenda Item 4.1

Minutes of the Board of Directors Meeting held on 22 February 2023 at 6.15pm, Board Room, Homes for Life Housing Partnership – PUBLIC MINUTE

Present: J Greig Chair
O Krasteva
D Rose
D McComb
N MacDonald (via Teams)
C Russell (via Teams)

In attendance: G Binnie CEO
D Dougal Housing Manager
R Leaver Chiene & Tait
W McCracken Governance Consultant (via Teams)

1	Apologies	Action
	Apologies were received from G McGregor, G Leitch and D Wight.	
2	Chairs Welcome and Meeting Format	
	J Greig welcomed everyone to the meeting and apologised for the late start of 6.26pm due to IT issues. With the permission of Members, Agenda Item 8 – Finance Report was taken as the first agenda item.	
8	Finance Report	
	<p>8.1 – Management Accounts – R Leaver took Members through the management accounts as at 31 December 2022. He took Members through the main variances and explanations. It was noted that the final loan repayment will be 27 March 2023.</p> <p>8.2 – Development Funding – G Binnie explained that R Leaver had been asked to review the impact of adding 30 new build units, on the finances of HfL, as we look at the possibility of building much needed new homes in East Lothian area. R Leaver explained the assumptions used and demonstrated the outcomes using a spreadsheet. ELC confirmed that demand outstrips supply as they cannot meet the local housing needs. A paper would be brought back at a future meeting looking in depth at the possibility of building new homes. C Russell asked if the impact of Zero net carbon had been taken into account. G Binnie confirmed that it had. She added at this point that a review was being taken of all stock condition information held. As there were no further question, R Leaver left the meeting at 6.55pm after J Greig thanked him for his attendance. Members then approved the management accounts.</p>	
3	Declarations of Interest	

	None at the start of the meeting but following an update on Agenda item 6 D Rose declared an interest as a Board Member of ELHA.	
4	4.1 Minutes of Board Meeting held on 25 January 2023 – Confidential Minute	
	<p>4.1.1 Approval & Signing Subject to the addition of G MacGregor being in attendance at the meeting, the minutes were proposed as being true and accurate by D Rose, seconded by O Krasteva and approved.</p> <p>4.1.2 Matters Arising None</p>	
	4.2 Minutes of the Board Meeting held on 25 January 2023 – Public Minute	
	Board members agreed the content of the minute to be made public.	
5	Minute Action Plan	
	Updates noted	
6	CEO Report	
	<p>G Binnie took Members through her report</p> <p>Item 2.1 Rent Increase 2023/24 - She advised that the letters had been prepared for issue on 26 February 2023.</p> <p>Item 2.2.1 – Asset Management – She advised that a review of the stock condition information held is being reviewed by mid-March to allow updated Budget information to be presented within the final budget. She further advised that the Asset Management Strategy would be reviewed in line with the new SHR guidance issued in this area.</p> <p>Item 2.2.2 Hybrid Working – staff are being consulted on this following approval of the policy at the last meeting. D McColm asked about how it works in practice. G Binnie advised that all staff were required to work 3 fixed days in the office and 2 remotely. The days are based on the position not the individuals. She further advised that this would be reviewed in terms of cover and lone working etc.</p> <p>Item 2.2.3</p> <p>Office Redesign – further works had been identified as required following an inspection of the flat roof which requires to be renewed. The external works will be completed in April/May followed immediately by the internal works. The flats above the office are being vacated prior to this. Works are scheduled to be complete by end of July 2023. G Binnie added that following D Rose’s query around solar panels for the office, this was being looked into as it could help achieve an A energy rating.</p> <p>IT, Website and Online Portal – due for launch by 1 May 2023. A query in relation to what could be accessed was raised. G Binnie confirmed that it would be rent payments, rent account, complaints, repairs and queries. She also advised that the Facebook account should go live this month.</p> <p>Tenant Scrutiny Panel – had met on 1 February 2023, had been a very positive meeting. A programme of reviews and terms of reference to be agreed for their next meeting. It is likely that the first review will be on repairs and maintenance services.</p> <p>Staffing Update – G Binnie advised that both the position of Maintenance and Asset Manager (MAM) and Maintenance Admin Assistant (MAA) had been filled, subject to references.</p> <p>Annual Reporting Schedule – Following discussion G Binnie advised that she would discuss further with W McCracken and see if a solution could be found. She will bring this back to the next meeting.</p> <p>The Board then</p>	

	<p>a. approved the progression of the office redesign in line with the estimated costs.</p> <p>b. Noted the Board reporting schedule would be brought back to the next meeting.</p>	
7	Governance & Compliance Report	
	<p>Item 2.1 Governance Improvement Plan – Members noted the update.</p> <p>Item 2.2 Self Assessments – Members noted the update and one outstanding item to carry out Equality Impact Assessment on all policies and services.</p> <p>Item 2.3 Notifiable Event – No Notifiable events</p> <p>Item 2.4 Policy Reviews:</p> <p>2.4.1 Dignity at Work Policy. This Policy is based on EVH’s model policy. Members approved the policy.</p> <p>2.4.2 Alcohol & Substance Misuse Policy This Policy is also based on EVH’s model policy. Members approved the policy.</p> <p>2.4.3 Staff Expenses Policy This Policy is also based on EVH’s model policy. Members approved the policy.</p> <p>2.5 Health & Safety Policy Statement – Members agreed the content of the Statement to be signed off by the Chair and CEO. D Rose queried if this was the EVH version. W McCracken confirmed it was.</p> <p>2.6 Internal Auditor Tender Outcome– Board Members agreed to appoint Quinn following the tender exercise.</p> <p>2.7 External Audit Tender Outcome –Members noted that for the second time, no one tendered for this service. W McCracken advised that a direct appointment would be the way forward now. Azets had tendered their resignation.</p>	
8	Finance Report	
	Dealt with earlier	
9	Risk Management	
	Members agreed no changes to the scores and noted the text updates.	
10	Operation Report	
	<p>G Binnie before taking Members through the report, advised that there had been an incident.</p> <p>Moving on the maintenance updates, G Binnie advised that there were no further updates to the report. She then handed over to D Dougal.</p> <p>D Dougal took the Board through the Housing Management section of the report highlighting HfL’s recent successful grant funding bids and joint working with ELHA. D Rose commented that the grants had been a great achievement.</p>	
11	Any Other Business	
	<p>11.1 Timing of meetings – following a survey of Board Members it as agreed that meeting start time remains as 6.15pm.</p> <p>11.2 G Leitch – Members agreed to grant a leave of absence</p>	
13	Dates of Next Meetings	
	<p>29 March 2023</p> <p>24 May 2023</p>	
	J Greig closed the meeting at 8:23pm and thanked everyone for attending. G Binnie apologised for the IT issues.	
Signed:		Date: