

## Agenda Item 4.2

### Minutes of the Board of Directors Meeting held on 25 January 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  
G McGregor  
C Russell (via Teams)

**In attendance:** G Binnie CEO  
D Dougal Housing Manager  
D Illius Maintenance & Asset Manager  
W McCracken Governance Consultant (via Teams)

1	Apologies	Action
	Apologies were received from G Leitch and D Wight.	
2	Chairs Welcome and Meeting Format	
	J Greig welcomed everyone to the meeting.	
3	Declarations of Interest	
	None	
4	4.1 Minutes of Board Meeting held on 7 December 2022 – Confidential Minute	
	<b>4.1.1 Approval &amp; Signing</b> The minutes were proposed as being true and accurate by D Rose, seconded by D McComb and approved.	
	<b>4.1.2 Matters Arising</b> None	
4	4.2 Minutes of the Board Meeting held on 7 December 2022 – Public Minute	
	Board members agreed the content of the minute to be made public.	
5	Minute Action Plan	
	Update noted	
6	CEO Report	
	G Binnie took Members through her report <b>Item 2.1 Rent Increase 2023/24</b> G Binne confirmed that we had received 85 responses for this year's Annual Rent Consultation and provided a summary of the results and feedback received. <b>Item 2.2 Key Work Priorities</b> - G Binnie took members through the key areas she would be concentrating on to the end of the financial year. Following discussions:	

	<p><b>2.1 Rent Increase 2023/24 – Approved.</b></p> <p><b>2.2.2 Agile Working Policy – Approved</b> <b>Unacceptable Behaviour Policy - Approved</b></p> <p><b>2.2.3 Office Redesign – Approved</b> <b>Tenant Participation Strategy – Approved</b> <b>Proposed Change in Board Cycle – carried forward to next Board Meeting</b></p>	
<b>7</b>	<b>Governance &amp; Compliance Report</b>	
	<p><b>Item 2.1 Governance Improvement Plan</b> – Members noted the update</p> <p><b>Item 2.2 Self Assessments</b> – Members noted the update.</p> <p><b>Item 2.3 Notifiable Event</b> – No Notifiable events</p> <p><b>Item 2.4 Authorised Signatories</b> – Board confirmed that it was resolved that: The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories. And the current mandate will continue as amended.</p> <p><b>Item 2.5 Policy Reviews</b> – included elsewhere on the agenda.</p> <p><b>Item 2.6.1 Financial Conduct Authority</b> – W McCracken updated Members</p> <p><b>Item 2.7 – Internal/External Audit tenders</b> - Noted</p> <p><b>2.8 Recruitment of Board Members</b> – Update noted by members.</p> <p><b>2.9 Dunfermline Building Society Loan Redemption</b> update noted</p> <p><b>2.10 SHR Report on Statutory Intervention</b> - A report on Fairfield Housing Association was shared with the Board as a potentially useful ‘lessons learned’ exercise.</p>	
<b>8</b>	<b>Finance Report</b> – no report	
<b>9</b>	<b>Risk Management</b>	
	Members noted risk score change in relation to staff capacity from moderate to significant.	
<b>10</b>	<b>Operation Report</b>	
	<p>G Binnie confirmed that the performance figures for Q1, Q2 and Q3 had been updated to reflect cumulative reporting and that revised ‘Right First Time’ figures would be provided in Q4.</p> <p>D Illius took the Board through the Repairs and Maintenance update for Q3 and presented the new Damp, Mould and Condensation and Aids and Adaptations Policies. Both Policies were approved by the Board.</p> <p>D Dougal took the Board through the Housing Management section of the report highlighting HfL’s recent successful grant funding bids.</p>	
<b>11</b>	<b>Any Other Business</b>	
	<p><b>D Rose</b> initiated a discussion on the start time of Board meetings. At 8:15 Standing Orders were suspended to allow the meeting to continue. Discussion continued on Board meeting times. It was agreed that the CEO would send a Smart Survey to Board members seeking feedback to help inform a decision at the February Board.</p>	
<b>13</b>	<b>Dates of Next Meetings</b>	
	<p>22 February 2023</p> <p>29 March 2023</p>	
	<b>J Greig closed the meeting at 8:50pm and thanked everyone for attending.</b>	