

## Agenda Item 4.2

### Minutes of the Board of Directors Meeting held on 29 March 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  
C Russell  
G MacGregor  
D Wight (via Teams)

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

<b>1</b>	<b>Apologies</b>	<b>Action</b>
	Apologies were received from G Leitch	
<b>2</b>	<b>Chairs Welcome and Meeting Format</b>	
	J Greig welcomed everyone to the meeting.  The meeting began with a training session on GDPR by RGDP.	
<b>3</b>	<b>Declarations of Interest</b> W McCracken declared her interest.	
<b>4</b>	<b>4.1 Minutes of Board Meeting held on 22 February 2022 – Full Confidential Minute</b>	
	<b>4.1.1 Approval &amp; Signing</b> The minutes were proposed as being a true and accurate by D Rose, seconded by C Russell and approved subject to D McComb and G MacGregor names being corrected. <b>4.1.2 Matters Arising</b> None	
	<b>4.2 Minutes of the Board Meeting held on 22 February 2022 – Public Minute</b> Board members agreed the content of the minute to be made public.	
<b>5</b>	<b>Minute Action Plan</b>	
	None	
<b>7</b>	<b>Finance Report - was taken first</b>	

	<p><b>7.1 Management accounts</b> - R Leaver presented the Finance Report before the CEO's Report. G Binnie advised that R Leaver was here to talk about the budget and the 30-year plan. R Leaver took Members through the management accounts and confirmed that the final loan charges payment would be made on the 31 March.</p> <p><b>7.2 Development funding</b> This new possibility was discussed in detail.</p>	
6	<p><b>CEO Report</b></p>	
	<p>GB took Members through her report.</p> <p><b>6.1 Governance Improvement Plan.</b> Update noted.</p> <p><b>6.2 Asset Management</b> –The 30-year plan and budget for the next two financial years has been reviewed in view of the recent lifecycle and property data information and feedback on our properties carried out in March. Other updates noted.</p> <p><b>6.3 Development Activity</b> – a discussion took place on future possibilities for HfL.</p> <p><b>6.4 Hybrid Working</b> –Hybrid working will be live on Monday. Employee Performance Review Policy approved.</p> <p><b>6.5 Office Refurbishment</b> – G Binnie confirmed that the building warrant had been approved today.</p> <p><b>6.6 Facebook</b> – G Binnie advised that HfL had recently launched its Facebook page and will be used to communicate with tenants on new services.</p> <p><b>6.7 Website and Tenants Portal</b> – Content for the website has now been uploaded. Training has also been provided to the team. Tenants Portal can be used to survey our tenants such as repair satisfaction, complaints satisfaction. This will be launched to our tenants when we go live with our new website.</p> <p><b>6.7 Scrutiny Panel</b> – Tenants Panel met earlier this month and it was agreed the area of review.</p> <p><b>6.8 Staff Update</b> – Updated noted.</p> <p><b>6.9 Membership</b> –The Board accepted and approved a membership application.</p> <p><b>6.10 Annual Reporting Schedule</b> – Board approved reinstatement of and Audit &amp; Compliance Committee, which would meet 3 times per year and move to the revised bi-monthly Board Meetings.</p> <p>The Board then</p> <ol style="list-style-type: none"> <li>a. approved the extension of Governance Consultancy to 30 June.</li> <li>b. approved the Proposed Employee Performance Review Policy.</li> <li>c. approved the Membership application.</li> </ol>	

	d. approved the reinstatement of an Audit and Compliance Committee and adoption of the revised Board Cycle.	
<b>8</b>	<b>Business Plan</b>	
	<p>GB took Members through her Business Plan.</p> <p><b>8.1 KPIs</b> – G Binnie advised that KPI’s have been updated to reflect the ARC indicators.. New performance targets proposed have been developed agreed with the team.</p> <p><b>8.2 Proposals for next Business Plan</b> – BP takes through to 2026. A review of the BP Objectives will be completed each November and a full operational delivery plan established to implement the Service Delivery Plan to 2026.</p> <p><b>8.3 Equalities Monitoring</b> – update noted</p> <p><b>8.4 Learning Development Programme</b> -update noted</p> <p><b>8.5 Organisational Structure</b> – update noted</p> <p><b>8.6 IT Update</b> – noted</p> <p><b>8.7 Office Refurbishment contract</b> – awarded and work should be completed by 31/7/23.</p> <p><b>8.8 25<sup>th</sup> HfL Anniversary</b> – discussed.</p> <p><b>At 8:15 Standing Orders were suspended to allow meeting to continue</b></p>	
<b>9</b>	<b>Any Other Business</b>	
	G Binnie confirmed that she would circulate an email to Board members seeking Audit and Compliance Committee members.	
<b>10</b>	<b>Dates of Next Meetings</b>	
	<p>24 May 2023</p> <p>26 July 2023</p>	
	<b>J Greig closed the meeting at 8:48pm and thanked everyone for attending. G Binnie apologised for the IT issues.</b>	