

Agenda Item 4.2

Public Minutes of the Board of Directors Meeting held on 24 May 2023 at 6.34pm, Waterside Bistro, Homes for Life Housing Partnership

Present: J Greig Chair
O Krasteva
D Rose
C Russell
D Wight

In attendance: G Binnie CEO
D Dougal Housing Manager
G Darling Maintenance Officer
W McCracken Governance Consultant (via Teams)
C Steedman Chiene & Tait

1	Apologies	Action
	Apologies were received from N MacDonald, D McComb, G MacGregor, G Leitch	
2	Chairs Welcome and Meeting Format	
	<p>J Greig welcomed everyone to the meeting. For the benefit of C Steedman, from Chiene & Tait, at the request of J Greig everyone introduced themselves.</p> <p>J Greig advised that the meeting would begin with Item 8 - Finance Report and further agreed to review Item 6 as that last item.</p>	
8	Finance Report	
	<p>C Steedman from CT presented the Year End Finance Report, starting with the Management Accounts. Following Craig's presentation Board approved the Management Accounts.</p> <p>C Steedman then presented the five year financial projections. The Governing Body is required to confirm that Homes for Life Housing Partnership has completed the projections and that it has reviewed the summary sheet and annex of financial data and projections based on current circumstances and assumptions. The approval statement will be completed in the name of the Chairperson and Director and dated prior to uploading on line.</p> <p>C Steedman then presented the Annual Treasury Management Report. Board noted the content. J Greig thanked C Steedman for attending. He then left the meeting.</p>	
3	Declarations of Interest	
	None.	

4	<p>4.1 Minutes of Board Meeting held on 29 March 2023 – Full Confidential Minute</p> <p>4.1.1 Approval & Signing</p> <p>J Greig advised that the Business Plan’s title ‘Investment and Growth’ had been omitted from March Board Meeting Minutes. It was agreed that the Minute should be amended. Subject to the amendment the minutes were proposed by D Rose and seconded by C Russell.</p> <p>4.1.2 Matters Arising</p> <p>None</p>	
	<p>4.2 Minutes of the Board Meeting held on 29 March 2023 – Public Minute for website.</p> <p>J Greig noted inaccuracies. Agreed that the March minutes would be updated as follows.</p> <p>Agenda Item 6.7 Scrutiny Panel amended to read, “Earlier this month the areas of review were agreed’ and 6.8 Staff Update, ‘noted’ added.</p>	
	<p>Board members agreed the content of the public minutes with the above noted amendments.</p>	
5	<p>Minute Action Plan</p>	
	<p>Noted.</p>	
7	<p>Governance Report</p>	
	<p>W McCracken took Members through the Report. Members noted the various updates.</p> <p>Re AGM the date was agreed and C Russell and D Wight volunteered to standdown.</p> <p>The Whistleblowing Policy was presented for review.</p> <p>Re Item 7.4 SHR Publication</p> <p>W McCracken advised that the Scottish Housing Regulator had published its strategy and workplans for 2023/24. This includes the reintroduction of visits to 11 RSL’s to enable them to understand how Assurance Statements are prepared.</p> <p>Re Item 7.5 ARC Results</p> <p>G Binnie took the Board through the ARC Report answering queries as they arose.</p> <p>Board Members:</p> <ol style="list-style-type: none"> a. NOTED progress on the outstanding Governance Improvement Plan & Self Assessment b. NOTED the updates in the GIP and Self-Assessment c. APPROVED: Whistleblowing Policy d. APPROVED: AGM Timetable e. APPROVED: ARC submission to SHR f. NOTED the remainder of the report 	
9	<p>Risk Map</p>	
	<p>Board Members: NOTED and agreed updates</p>	
10	<p>Operational Report</p>	
	<p>J Greig due to time constraints asked the Board to note the Operational Report and ask any specific questions.</p>	

	<p>Board Members: NOTED Quarter 4 Performance and Summary Detail APPROVED Gas Safety Policy APPROVED Water Safety Policy APPROVED Electrical Safety Policy APPROVED Fire Safety Policy APPROVED Asbestos Policy NOTED the updates within the report</p>	
6	<p>CEO Report</p> <p>GB took Members through her report.</p> <p>At 8:30 Standing Orders were suspended to allow the meeting to continue. Board members: APPROVED the proposed Flexitime and TOIL Policy. APPROVED the appointment of Procurement Services to procure PMP contracts. NOTED the remainder of the report.</p>	
9	<p>Any Other Business</p> <p>Staffing Update. G Binnie provided an update.</p>	
10	<p>Dates of Next Meetings</p> <p>14 June 2023 26 July 2023 30 August 2023 25 October 2023 6 December 2023 21 February 2023</p>	
<p>J Greig closed the meeting at 9.40pm and thanked everyone for attending.</p>		
<p>Signed:</p>		<p>Date:</p>