

Minutes of the Board of Directors Meeting held on 28 February 2024
6.17 pm at The Board Room, 59 Market Street, Haddington

PUBLIC MINUTE

Present:	J Greig	Chair (via Teams)
	R Hughes	(via Teams)
	A Kettles	
	D Leishman	
	N MacDonald	
	R Griffiths-Emmett	
	B Truswell	C&T
G Harper	Development Consultant	
In attendance:	G Binnie	CEO
	D Dougal	Housing Manager
	C Lavery	Business Support Officer

1	Apologies	Action
	Apologies were received from G MacGregor, O Krasteva, D Rose and D Gillett.	
2	Chair's Welcome	
	J Grieg welcomed everyone to the meeting and passed on her apologies for not attending in person. J Grieg also welcomed Shona Maxwell who commenced in her role as Maintenance and Asset Management on 19 February to her first Board meeting. B Truswell from Chiene and Tait was also welcomed to the meeting.	
3	Declarations of Interest	
	None	
4	4.1 Minutes of Board Meeting held on 24 January 2024 – Full Confidential Minute	
	4.1.1 Approval & Signing	
	J Grieg asked for approval of the Minutes for the meeting held on 24 January 2024. It was agreed that the Minute should be approved as being true and accurate. Proposed: D Leishman Seconded: N MacDonald	
	4.1.2 Matters Arising	
	None	
	4.2 Minutes of the Board Meeting held on 24 January 2024 – Public Minute for Website	
	G Binnie advised that the Regulator required the Public Minute to be more detailed to include the level of discussions taking place. G Binnie asked the Board if they	

	<p>would prefer to continue to have two sets of minutes, one confidential and one to be made public but with a greater level of detail included in the public minute or if they would prefer to have one set with sections redacted prior to being made public. Examples of this were distributed to the Board with the confidential minute showing tracked changes. A discussion took place and the majority felt two sets of minutes would be the preferred option. Board members agreed the content of the minute to be made public. G Binnie advised she would issue a copy of the Public Minute to the Regulator to ensure compliance.</p> <p>Proposed: N MacDonald Seconded: D Leishman</p>	
5	Minute Action Plan	
	For noting	-
6	CEO Report	
	G Binnie handed over to G Harper to take the Board through the Development Plan.	
6.1	<p>STICTLY CONFIDENTIAL</p> <p>G Binnie and J Greig thanked G Harper for the presentation and he left the meeting at 7.35 pm.</p> <p>G Binnie took the Board through the remainder of the report and highlighted the main points.</p>	
6.2		
6.3	<p>Planned Maintenance Update (Appendix 1)</p> <p>A report summarising planned maintenance activities is included in the Board papers. Following strong feedback on lack of property investment from the Tenant Satisfaction Survey (TSS) findings midway through the TSS, a letter regarding the planned maintenance programme was sent to all tenants with information on; planned maintenance completed this year; that will be completed in 2024/25; confirming that an indicative programme for the next 5 years will be communicated to all tenants by the end of August. This appears to have been quite well received.</p>	
6.4	<p>Legislative and Policy Changes (Appendix 3, 4 and 5)</p> <p>G Binnie took the board through the employment legislative changes on redundancy, flexible working and maternity that come in to force on the 1 April 2024. An employee no longer has to be employed for 12 months before being entitled to request a flexible working arrangement, entitlement is from the date of employment. The positions of employees expecting and/or on maternity are protected from redundancy for 2 years. HfL's Flexible Working and Maternity Policies have been updated to reflect the employment law changes. Employees terms and conditions are in the process of being updated by EVH and will be circulated prior to April.</p>	
6.5	G Binnie updated Board on the outcome of recent Employee Health and Safety Audit by EVH. Confirmed that HfL received a glowing report which noted considerable improvement compared to 2 years ago. The systems now in place will be maintained to ensure continued compliance. There were a few recommendations hence the reason the Lone Working Policy has been updated and	

	<p>brought back for board approval. A full report will go to Audit and Compliance in April.</p> <p>Structure Review (Appendix 7) G Binnie took the Board through the current structure and new proposed structure.</p> <p>Drive for change is to reduce overall cost, achieve better value for money and more responsive service and control.</p> <p>G Binnie handed back to J Greig.</p> <p>APPROVED: Updated Flexible Working Policy APPROVED: Updated Lone Working Policy APPROVED: Proposed HfL Staffing Structure APPROVED: Recruitment of a P/T Finance Manager APPROVED: Recruitment of a P/T Tenancy Sustainment Officer</p>	
7	Governance and Compliance Report	
7.1	<p>Equality Data Capture (Appendix 1) G Binnie advised there will be a communication going to tenants tomorrow (29th February 2024). It is a regulatory requirement to gather equalities information and we need to evidence this. There is an Equalities framework built into tenant portal however there are currently only 19 tenants who have activated their portal account. The survey is being issued in a paper format for completion and followed up by a phone call from a member of the HfL team to ensure 100% return by 31 March. The Equality Data Capture Policy details how we will collect, share, use and dispose of equalities data. The survey will not fully be anonymous in all categories, but the information will be restricted to certain staff only. This will be explained to demonstrate how we deliver our services.</p>	
7.2	<p>Service Delivery Plan (Appendix 2) Year 1 – fully complete apart from some employee objectives as not all staff were in place. Objectives moved into Year 2 (2024/25).</p>	
7.3	<p>Notifiable Events No new notifiable events.</p> <p>Gill handed back over to J Greig.</p> <p>APPROVED: Equality Data Capture Policy APPROVED: Service Delivery Plan 2024/25</p>	
8	Finance Report	
	<p>J Greig handed over to B Truswell to go through Q3 Management Accounts. B Truswell gave an overview of Q3 Management Accounts, revised 30 year plan and current and future cash flow projections and noted the main points.</p>	

	<p>G Binnie thanked B Truswell for attending and he left the meeting at 7.02 pm.</p> <p>G Harper joined the meeting at 7.02 pm</p> <p>G Binnie handed back to J Greig who asked the board if they were happy to approve the final budget and 30 year plan. All were in agreement of approval.</p> <p>APPROVED: The final budget 2024/25 APPROVED: The 30 year Plan</p>	
9	Risk Map	
	G Binnie advised that no scores have changed.	
10	Operational Report	
10.1	<p>Maintenance and Asset Management Update - S Maxwell gave an overview of the report and highlighted the following points: Kitchen and painting programme will be complete by the end of the financial year.</p> <p>Strategy Day - D Dougal confirmed that she has visited all of the trickle transfer tenants to complete a financial assessment in advance of application of the harmonised rents on the 1 April 2024.</p>	
10.2	<p>New Decant Policy brought to the Board for approval as there was not one previously. New Working at Height Policy also included for review and approval.</p> <p>APPROVED: Decant Policy APPROVED: Working at Height Policy</p>	
11	Any Other Business	
	<p>G Binnie advised that she had been invited by the SFHA to visit the Scottish Parliament to meet with MSP's to discuss what we do as an organisation. HfL were one out of ten RSL's invited.</p> <p>Sally Thomas from SHFA is due to visit HfL on 20 March 2024.</p> <p>G Binnie also advised that the recent visit on 31 January 2024 by the Housing Minister went well and he was impressed with the office and the refurbished flats. G Binnie is due to visit the Housing Minister's office in March.</p>	
11	Date of next meeting	
	<p>22 May 2024 – Board Meeting 28 August 2024 – Board Meeting 20 September 2024 - AGM</p>	
	J Greig closed the meeting at 8.20 pm	
Signed:		Date: