

HJALTLAND HOUSING ASSOCIATION LTD

MINUTES OF A MEETING OF THE MANAGEMENT COMMITTEE HELD AT 6 NORTH NESS (OR BY ZOOM ON REQUEST) ON SATURDAY 23rd SEPTEMBER 2023 AT 10.00 AM.

Present: Jim Anderson (**JA**)
Karen Eunson (**KE**)
Andrew Lyall (**AL**)
Neil Manson (**NM**)
Bob McGeady (**BM**)
Colin Nicholson (**CN**) (Chair)
Emma Perring (**EP**)
Pam Shead (**PS**)
Theo Smith (**TS**)
Lorna Willis (**LW**)

In Attendance: Bryan Leask (**BL**) Chief Executive
Ian Bray (**IB**) (Head of Customer Services)
Paul Leask (**PL**) (Head of Investment & Asset Management)
Elizabeth Sinclair (**EAS**) (Health & Safety Manager)
Kim Laidlaw (**KL**) (Customer Services Officer Minute taker)

EAS began by delivering a training session on Putting Safety first. The presentation covered:

Roles and responsibilities of the governing bodies in terms of H&S.
Robust Systems and Processes
Organisational Culture
Assurance
A Checklist for Members
Building Safety
Damp and Mould
Safeguarding vulnerable individuals

Committee Members were divided into break-out groups to allow more engagement and discussion in smaller groups.

BL thanks EAS for a very interactive presentation.

1 APOLOGIES

Apologies were received from Jeff Goddard, Lucy Lawson, Agnes Tallack and Susan Gray

2 DECLARATION OF INTEREST

There were no declarations of interest.

3 APPROVAL OF MINUTES

3.1 Management Committee 24th August 2023

CN presented the minutes for the meeting held on 24th August 2023. The minutes of the Management Committee meeting were **APPROVED** on a motion by KE, seconded by NM. **APPROVED**

- 3.2 NM presented the draft minutes from the Hjaltland Trading Directors meeting held 17th August 2023.

Members **NOTED** the draft minutes. **NOTED**

4 **MATTERS ARISING**

There were no matters arising to be discussed.

5 **ADMINISTRATION**

5.1 **Use of Seal**

BL presented the report regarding the use of the seal. There have been three uses of the seal during the period.

5.2 **Sub Committee Membership**

BL continued by presenting Members with a report on the membership of the Associations standing Sub-Committees. BM asked if a separate Audit Committee should be formed to ensure adequate monitoring of our corporate governance and control systems. The Chair and Vice Chair would not be involved in this subcommittee. A Finance Sub Committee would still be required to oversee the financial reporting.

Members agreed to discuss the option of a new subcommittee at a later date.

After a brief discussion, Members **APPROVED** the existing membership of both Committees on a motion by BM, seconded by NM. **APPROVED**

5.3 **Annual Assurance**

BL presented the members with the checklist on items for the Annual Assurance Statement which will be approved at the next committee meeting on 19th October 2023. The Annual Assurance statement must be sent to the SHR by 31st October every year. NM has reviewed all evidence and commented that this showed the Association as fully compliant. NM also asked if a report should be considered to support the detailing of the evidence used for the annual assurance statement. Also a document that describes how we check the evidence going forward. BL and the Senior Management team will look at this going forward.

Members **NOTED** the report. **NOTED**

5.4 **Audited Financial Statement Return (AFS)**

BL then presented Members with the Audited Financial Statement Return (AFS), explaining that there is a legal requirement to submit the Association's accounts to the regulator and this return needed to be sent as well. BL informed Members that this report was just for information as the return has already been submitted. BL finished by informing Members that all accounts have been submitted to all the required bodies.

Members **NOTED** the report. **NOTED**

5.5 Health and Safety

EAS presented the Management Committee with an update on health and safety, and assurance in the Associations activities for health and safety for August 2023. Highlights of this included:

- Update paperwork with the new Chair
- IOSH
- Strategies

Members **NOTED** the report.

NOTED

5.6 ARC Benchmarking Review

BL explained to members that this report is part of the Annual Return on the Charter (ARC). All the ARC's have now been submitted so we've pulled a review on our peer group, island and rural RSLs. The report shows comparisons in repairs, allocations, rentals, tenant satisfaction and staffing and BL pointed out that we are already comparing ourselves against a very high cohort and are happy with the results.

Members **NOTED** the report.

NOTED

5.7 Approved Contractors Report

BL went on to present Members with a report, seeking approval to add a contractor to the approved list of Contractor. BL commented that this would expand the Association's contractor list.

Members **APPROVED** the addition of the contractor on a motion by AL, **APPROVED** seconded by NM.

6 Policy Updates

6.1 Policy Update Report

6.1.1 Business Continuity Plan

6.1.2 Flexible working Policy

6.1.3 Allocation Policy

6.1.4 Sustainability Policy

6.1.5 Domestic Abuse and Sexual Violence Policy

6.1.6 Child Protection and Vulnerable Adult Policy

6.1.7 Contract Control and Monitoring Policy

6.1.8 Design and Build Policy

6.1.9 Post Completion Scheme Review Policy

There was a brief discussion about the Policy Updates up for approval this month, including a discussion on the flexible working and Allocation Policy. The policies and updates were then **APPROVED** on a motion by BM and seconded by JA.

APPROVED

7 AOB There was no other business.

9 Dates For Your Diary

9.1 Finance & Audit Subcommittee – **Thursday 12th October 2023 @ 1pm**

9.2 Management Committee (**Operations**) – **Thursday 19th October 2023 @ 6pm**

9.3 Finance & Audit Subcommittee – **Friday 2nd November @ 1pm**

The meeting closed at 1pm

.....Chairman

After lunch BL gave a presentation on our current Strategic Objectives there followed a discussion session to assess if the Vision, Mission and values are being met and the Objectives are still relevant. Committee Members agreed the Vision, Mission and Values are still very much relevant and then broke out into small groups to discuss each of the objectives individually.