

Minutes of the Board Meeting held on Thursday 20 April 2017 at 10:00 a.m. at Leving House, Livingston

Present:	Frances Wood (Chair)	In attendance:	Julia Fitzpatrick*
	Bob Hartness		Isla Gray*
	Bob McDougall		Elaine Whyte*
	Grant Carson		Sharon Brady-Wardrope*
	Jill Pritchard		Lorraine Utterson*
	Stan Rae		Susan Fisher*
			Emma Russell (Minutes)*

*Present from item 6 (4049)

PRIVATE/RESERVED BUSINESS

4041 Managing Director Terms and Conditions (Confidential)

This item was considered reserved/confidential business, and a separate confidential minute prepared.

BUSINESS

4042 DECLARATIONS OF INTEREST

There were no declarations of interest.

4043 APOLOGIES

Apologies were received from Douglas Taylor, Stuart Dow, Chris Baird and Susie Fitton.

It was noted that no apologies had been received from Drew McPhail and that as this was the fourth Board meeting in a row which had been missed, he now ceased to be a Board member under Rule 44.1. It was agreed that Frances Wood would write to Drew McPhail advising him of the position and thanking him for his many years of service to Horizon.

Board members noted that a Board recruitment drive was planned for May.

4044 APPROVAL OF PREVIOUS MINUTES

The minutes of the meeting held on 16 February 2017 were approved:

Proposed: Grant Carson
Seconded: Bob McDougall

4045 MATTERS ARISING

The previously circulated information and updates were noted in relation to:

- Finalised Business Plan document
- The successful Ministerial Visit
- Tenant Scrutiny

4046 Items for Debate / Decision / Action

4047 Employment Sub Committee Reports

Agenda items 5.1 – Operations Director terms and conditions, 5.2 Proposed Horizon salary scales and 5.4 Organisational Structure – update were considered as confidential business and a separate confidential minute prepared.

4048 Draft Employment Contracts: Office and Offsite Staff

The previously circulated report and draft revised contract templates were discussed and reviewed by the Board. The position on overtime and holiday pay was clarified, and it was agreed that the contract should note the potential to opt out of auto-enrolment into a pension scheme. It was confirmed that the draft contracts will be checked by legal advisors.

Decision: The Board approved the proposed revised contracts, with the suggested amendment, and the implementation timescale.

4049 Link Strategy: Chairperson's Report from Link Convenors Meeting

Frances Wood provided a verbal report of her recent attendance at the Link Group Convenors Meeting. She noted that Craig Sanderson would report to the May Link Group Board summarising the feedback from subsidiaries on potential options appraisal, and that any action arising from this would be reported to Horizon's June meeting. She advised however that the next Convenors Group meeting was not scheduled until October 2017 and that decisions were unlikely to be made on next steps before then.

4050 Entitlement Payments and Benefits Policy

Decision: The Board approved the adoption of the Link Entitlements, Payments and Benefits Policy.

4051 Data Protection Policy Report

The Board considered the previously circulated report and draft policy. It was noted that in any case where CCTV is installed, a separate policy is required to ensure compliance with RIPSAs (Regulation of Investigatory Powers (Scotland) Act).

Decision: The Link Data Protection Policy was approved. It was agreed that future policy reviews or updates could be managed by Link and provided to Horizon’s Board for information instead of approval.

4052 Foulshiels Road, Stoneyburn: Local Letting Initiative

The Board considered the previously circulated paper, which outlined the case for the implementation of a local lettings initiative for the allocation of the development at Foulshiels Road, Stoneyburn.

Members approved the proposed pro-active approach to meeting the needs of the local community, in a way which was open and transparent. They noted the community’s interest in the development, the desire to ensure that the properties served their intended purpose in enabling people to remain in or return to the Stoneyburn community and the challenge for the Council in making nominations that would make best use of the properties.

Decision: The Board approved the operation of a local lettings initiative for Foulshiels Road, Stoneyburn.

4053 Annual Return on the Charter: Delegation of Authority

Decision: The Board delegated authority to approve the Association’s ARC submission to the Audit Sub-Committee

4054 Nationwide Building Society Mandate

Decision: The Board approved an updated mandate for Board Members and Officers who are authorised to sign documents on Horizon’s behalf with the Nationwide Building Society. The authorised signatories were approved as follows:

Managing Director	Julia Fitzpatrick
Operations Director	Isla Gray
Link Group Chief Executive	Craig Sanderson
Link Group Director of Finance and Corporate Services	Neil Hall
Link Group Finance Manager	Lorraine Utterson
Link Group Senior Accountant	Craig Archibald
Horizon Chairperson	Frances Wood
Horizon Vice-Chairperson	Robert Hartness

4055 Authorised Bank Signatories

Decision: The Board approved an updated mandate for Board Members and Officers who are authorised to sign documents on Horizon’s behalf with the Clydesdale Bank. The authorised signatories were approved as follows:

Managing Director	Julia Fitzpatrick
Operations Director	Isla Gray
Link Group Chief Executive	Craig Sanderson
Link Group Director of Finance and Corporate Services	Neil Hall
Link Group Finance Manager	Lorraine Utterson
Link Group Senior Accountant	Craig Archibald
Horizon Board Members	Frances Wood Robert Hartness Robert McDougall Stuart Dow Douglas Taylor

4056 Items for Performance and Risk Management and Monitoring

4057 Housing Services Report

The Board noted the Housing Services report and the positive end of year performance in many areas. Members congratulated the team on achieving continued downward trend in arrears in a challenging environment. It was also noted that effective joint working between the Housing and Asset Management teams had led to a strong result in relation to void performance.

4058 Asset Management Report

The previously circulated report was reviewed with the following points made:

- The number of bathrooms adapted for individual needs as part of the planned maintenance programme should be recorded. This was agreed and an update will be provided for the Board's information.
- The impact of insufficient funding on completion timescales was noted, and that the Asset Manager had been active in taking steps to achieve an increased funding allocation for 2017/18, which will improve this position.

Members commended the team on the performance achieved in the year.

4059 Care and Repair Services Report

The previously circulated Care and Repair Services Report was discussed and noted. The team was commended for their continued good work.

4060 Business Plan End of Year Review

The achievements and challenges in the previously circulated Business Plan End of Year Review report were reviewed.

Board members noted that it was gratifying to see and be able to monitor the progress made against the Business Plan intentions and agreed that this information form the basis for the Annual Review and Accounts for 2016/17.

4061 Leases and Management Agreement Project

The Board noted the previously circulated report on work to review all Horizon properties subject to lease or Management Agreement. There was discussion of the importance of the project for managing and mitigating risks. The Housing and Communities Manager outlined the steps being taken to ensure systems and processes are in place to ensure routine management of Horizon's arrangements with support providers.

4062 Governance Development: Board Appraisal and Self Assessment

The Board noted the interim results of the Board Appraisal and Self Assessment exercise and agreed that time should be set aside at the end of the June meeting to discuss a fuller report on the findings. It was noted that the Chair would meet with members who had requested this.

4063 Research Findings and Commissions

Board members discussed the summaries of the previously circulated evaluation of the Home Hub pilot and the key findings from the Effective Allocations scoping study.

It was agreed that, subject to some refining of the Home Hub pilot evaluation findings, these could be useful to integrated joint boards or to other third sector agencies seeking to engage in this agenda. It was agreed that Aileen Carson and Julia Fitzpatrick will endeavour to produce a summary in a form which could be shared more widely

The Board noted with pleasure that the investment in the effective allocations scoping study had generated a successful grant application to a new European funded research programme – DRILL – to undertake a larger study.

The Board agreed that Horizon could serve as the lead project partner, in a partnership with Stirling University and Housing Options Scotland, receiving and administering the grant award.

There was discussion of the objectives for a fresh Mind the Step study and it was suggested that, if possible, the study might consider data available on delayed discharges due to housing issues, and also consider the hidden homelessness of people discharged from hospital to unsuitable accommodation, including alternative temporary institutional care.

Board members noted the range of other external influencing work being carried out, and Horizon's involvement to date in the EHRC inquiry into the impact of accessible homes on independent living.

4064 Joint Link Initiative – Housing Management Polices

The Board noted this report and its relevance in relation to wider discussion about streamlining taking place across the Link group.

4065 Regulatory Risk Assessment: Horizon and Link

The previously circulated regulatory Risk Assessment letters for Horizon and Link were noted.

4066 Any other Business

There were no items of other business.

4067 Date of the next meeting

The date of the next meeting is Thursday 15 June 2017 at 10.00am in Livingston.

Signed: Date: