

Meeting Minutes

Board Meeting

Thursday 19 April 2018 at 10.00am in the Leving House, Livingston

Present:	Frances Wood (Chair)	In attendance:	Julia Fitzpatrick **
	Beverley Graham		Isla Gray **
	Bob Hartness		Aileen Carson***
	Bob McDougall		Carol Bonham***
	Grant Carson		Elaine Whyte***
	Janice Flanagan		Fiona Hoffie***
	Jean Hamilton		Michelle Proust (Minutes)
	Jill Pritchard		
	Jim Watt*		
	Stan Rae		
	Susie Fitton		

* not for item 4196 ** from 4196 onwards *** from 4202 onwards

4194 **WELCOME AND APOLOGIES**

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

Frances Wood welcomed everyone to the meeting, with special welcome extended to Jim Watt, prospective Board member.

It was agreed that the order of Business would be amended: Agenda Items 13 - Cost of Living Award and Item 21 – Minute of the Employment Committee, would be considered under Private/Reserved Business.

4195 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4196 **APPLICATION FOR BOARD MEMBERSHIP – MR JIM WATT**

Jim Watt was asked to leave the meeting prior to consideration of his application for Board Membership

Jim Watt's application to fill a casual vacancy for Board Member was considered. Due to Mr Watt's extensive prior knowledge of Horizon and of RSL governance arrangements, it was agreed to waive the usual requirement to observe a full second Board meeting prior to appointment.

Nominated: Bob Hartness
Seconded: Bob McDougal

Decision:

The Board approved the appointment of Jim Watt to the casual vacancy.

Jim Watt was welcomed back in to the meeting.

PRIVATE/RESERVED BUSINESS:

The following items were considered to be Private/Reserved Business and a separate Confidential Minute has been produced. Julia Fitzpatrick and Isla Gray joined the meeting. Julia Fitzpatrick, Isla Gray and Michelle Proust were the only members of staff present for these items.

4197 CONFIDENTIAL MINUTE OF THE PREVIOUS MEETING HELD ON 15 FEBRUARY 2018

4198 MATTERS ARISING FROM THE CONFIDENTIAL MINUTE OF THE PREVIOUS MEETING HELD ON 15 FEBRUARY 2018

4199 COST OF LIVING AWARD – RECOMMENDATIONS FROM THE EMPLOYMENT SUB COMMITTEE

4200 UNCONFIRMED CONFIDENTIAL MINUTE OF THE EMPLOYMENT SUB COMMITTEE MEETING HELD ON 21 FEBRUARY 2018

ITEMS FOR DEBATE/DECISION/APPROVAL

4201 APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 15 February 2018 were approved as an accurate record of the meeting, subject to correction of typing errors.

Moved: Bob McDougal
Seconded: Jill Pritchard

4202 MATTERS ARISING REPORT

4202.1 Nationwide Building Society Fixed Rate Loans

The Board noted the update provided in the previously circulated paper.

Strategic Influencing

Members noted the positive publicity and attention received regarding the publication of *Still Minding The Step?* Further opportunities for collaborative work were discussed including work being taken forward with Inclusion Scotland, and potential for collaboration between a number of organisations including? the Accessible Housing Group and the EHRC. Julia Fitzpatrick reported that she intended writing to Ministers with a copy of *Still Minding The Step?* and seeking their response to this.

Member agreed there would be value in providing briefing session(s) to Link Group Board members and senior managers on the key findings from *Still Minding The Step* and the issues that would be highlighted in the upcoming EHRC report in May. Some Horizon Board members indicated they would be interested to contribute to such a session.

APPOINTMENT OF COMPANY SECRETARY

Members considered the previously circulated paper.

Decision:

The Board approved

- the appointment of Isla Gray as Company Secretary with effect from 1 June 2018
- delegation of authority to Isla Gray to fulfil the Managing Director role as set out in the Standing Orders and Financial Regulations.

AUTHORISED BANK SIGNATORIES REVIEW

Members considered the previously circulated paper and discussed the value of adding an additional, locally based, Board member signatory.

Decision:

The Board approved that:

- Janice Flanagan be added as a Horizon Board member signatory, the Financial Regulations be amended to include the Asset Manager and the Housing and Communities Manager as authorised bank signatories, to sign up to the value of £5000 alone and for amounts of over £250,000 with a member of the Horizon Executive Team, a Link signatory, or a Board member.
- the mandate with the Clydesdale Bank be amended to add Sharon Brady-Wardrope (Asset Manager) and Elaine Whyte (Housing and Communities Manager).

4205 ARC DELEGATION OF AUTHORITY TO AUDIT COMMITTEE

Decision:

The Board delegated authority to to the Audit Sub Committee to review and approve the Association's Annual Return on the Charter submission..

4206 BUSINESS PLAN

4206.1 FINAL REVISED BUSINESS PLAN

Members considered the previously circulated report and the revisions to the narrative Business Plan 2018-23, incorporating suggestions and requests made by the Board when discussing the draft plan in February 2018.

Members were satisfied that the amended report incorporated their suggestions, and found the latest version clear and succinct.

4206.2 END OF YEAR REVIEW

Members noted the progress, achievements and challenges detailed in the previously circulated report.

Decision:

The Board:

- Approved the revisions to the narrative for the Business Plan 2018-23
- Noted the progress, achievements and challenges of 2017-18 as a basis for the Annual Accounts and Annual Review reports.

4207 SENSE SCOTLAND PROJECT – APPROVAL OF LEASING ARRANGEMENTS

The Board considered the previously circulated paper and recognised that the project had evolved from the original proposal, such that Horizon would lease properties from Sense and offer secure tenancies and a full management and maintenance service.

Decision:

The Board approved the proposal for the Operations Director to negotiate and enter into one or more leases with Sense Scotland for the provision of homes for people with complex needs.

4208 POLICY REVIEWS

4208.1 BOARD MEMBER EXPENSES POLICY

The Board considered the proposed Board Expenses Policy. It was noted that Horizon's policy had not been reviewed for some time and this updated policy was intended to serve until the Link Group policy is reviewed, in consultation with Horizon, due in October 2018.

It was agreed that Section 6, relating to payment for loss of earnings, should be removed. It was noted that all references to Inland Revenue should be replaced with HMRC.

Decision:

Subject to the above amendments and proof reading corrections the Board approved the Board Expenses Policy.

4208.2 TREASURY MANAGEMENT POLICY

It was noted that a detailed review of this policy would be carried out by the Audit Committee at its meeting on 16 May 2018 and presented to the Board in June 2018.

4208.3 HEALTH & SAFETY STATEMENT OF INTENT

The Link Group Health and Safety Statement of Intent, adapted to the needs of Horizon, was proposed for adoption.

Decision:

The Board approved a Health and Safety Statement of Intent for Horizon, for signature by the Chair and Managing Director.

4208.4 DATA PROTECTION POLICY

Members considered the updated Link Data Protection Policy. The policy had been updated in advance of the implementation of the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018.

Decision:

The Board noted the updated Data Protection Policy, as approved by the Link Group Board on 27 March 2018.

ADULT AND CHILD PROTECTION POLICIES

The Board considered the proposed Link Adult Protection Policy, in advance of its submission to the Link Group Board in May.

The Child Protection Policy had also been provided, for note.

During discussion the Board requested that several points of clarity be raised with Link:

- Clarify the age brackets for both policies and the circumstances and/or legislation that define these.
- Include reference to relevant legislation, for example Protection of Vulnerable Groups, where applicable in each policy.
- It was noted that some of this information may be available in the Procedural document, but that the policies would benefit from the inclusion of some of that detail.
- Propose that the section on complaints process be simplified, to achieve ease of access and include the details of any independent bodies/point of contact to which a report can be made.

Decision:

The issues and suggestions put forward by the Board would be provided to Link Group for incorporation into the Policy. Final approved policies would be provided to the Board for note.

ITEMS FOR PERFORMANCE AND RISK MANAGEMENT MONITORING

GDPR READINESS

The Board considered the previously circulated report and noted the progress being made towards GDPR compliance.

The following matters were clarified in response to points raised by Board members:

- The approach to document retention and disposal will ensure compliance with the GDPR legislation, and care will be taken to ensure the legitimate retention of documents that form part of the Association's history and corporate governance record.
- Some of the work to ensure compliance relies upon third party engagement and compliance.
- There may be areas where Horizon is not fully compliant by the 25 May implementation date. The Board noted the Action Plan in place to ensure compliance at the earliest possible date.

- There will be an internal audit of Horizon's level of compliance in this year's Audit cycle.
- The requirement for a Data Protection Officer, and the accessibility of the Link and subsidiary Boards to that Data Protection Officer, are under review. Currently, Gary Dougal (Link Group) is acting as Data Protection Officer for Link and its subsidiaries.

Board members noted the information provided and requested access to online GDPR Training modules.

4210 FULL RISK REGISTER REVIEW

A workshop to review the full Risk Register was scheduled to take place at the end of the meeting. It was noted that the outcome of this would be considered by the Audit Committee in May, for recommendation to the Board.

4211 SERVICES REPORTS

4211.1 HOUSING AND COMMUNITIES SERVICES REPORT

The Board noted the content of the report, and discussion took place on the minimal impact to date of the implementation of Universal Credit on rent arrears levels. The intensive work of Housing Officers and the Tenancy Sustainment team have contributed to this, with referrals for tenancy support having doubled over the course of the year. The staff were commended for their efforts around this.

4211.2 ASSET MANAGEMENT REPORT

The Board noted the content of the Report and requested clarification on the nature of the two insurance claims mentioned. These were due in one case to a house fire and in the other to a combination of issues that had resulted in structural damage to the property.

4211.3 CARE & REPAIR REPORT

Members considered the previously circulated report and noted that there has to date been no response from West Lothian Council to Horizon's requests for information regarding proposals for procurement of a new Care and Repair contract on expiry of the current contract at the end of August. Staff would continue to press on this.

The Board noted the content of the report.

4212 RENT INCREASE NOTIFICATIONS 2018

The Board noted that the previously circulated report which advised the Board of an omission in sending out 186 rent increase letters timeously, and of the action taken to address this.

The Board took assurance from the lessons learned, and the actions taken to mitigate the likelihood of a similar incident occurring again.

ITEMS FOR NOTE

4213 ACTION REGISTER FROM THE MEETING HELD ON 15 FEBRUARY 2018

Members noted the action register and updates from the previous meeting, and agreed that this document would in future form an appendix to the Minutes of the previous meeting.

4214 UNCONFIRMED MINUTES OF THE AUDIT COMMITTEE MEETING: 7 FEBRUARY 2018

The Board noted the unconfirmed confidential minutes of the Audit Committee meeting held on 7 February 2018.

4215 LINK REGULATION PLAN

The Board noted the Scottish Housing Regulator's regulation plan for Link Group.

4216 AOB

Julia Fitzpatrick, Managing Director – Final Board Meeting

In closing the meeting, Frances Wood took the opportunity to extend the sincere thanks and well wishes of the Board to Julia Fitzpatrick. Julia was thanked for her counsel and support, and for the expertise and dedication that she has brought to her role and shared with the organisation over her 8 years as Managing Director. The Board wished Julia every success in her new ventures.

4217 Date of the next meeting

The date of the next meeting is Thursday 12 July 2018 at 10:00 a.m. in Livingston.

Signed:

Date:.....