

## Meeting Minutes

### Board Meeting

Thursday 11 October 2018 at 10.30am in Leving House, Livingston

---

|                 |   |                       |   |
|-----------------|---|-----------------------|---|
| <b>Present:</b> | Frances Wood (Chair)<br>Bob Hartness<br>Bob McDougall<br>Chris Baird<br>Jean Hamilton<br>Jill Pritchard<br>Jim Watt<br>Stan Rae | <b>In attendance:</b> | Isla Gray*<br>Anna Evans<br>Aileen Carson<br>Carol Bonham**<br>Elaine Whyte**<br>Sharon Brady-Wardrope**<br><br>Michelle Proust (Minutes) |
|-----------------|---|-----------------------|---|

\* Excluding private discussion during Item 4259

\*\* From Item 4280 onwards

---

#### 4271 WELCOME AND APOLOGIES

Frances Wood welcomed everyone to the meeting.

Apologies were received from, Beverley Graham, Janice Flanagan, Grant Carson, Stuart Dow, Susie Fitton, and Dougie Taylor.

#### 4272 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 4273 ELECTION OF CHAIR AND VICE CHAIR

CHAIR

Frances Wood invited the Company Secretary, Isla Gray, to assume the chair for this item of business. Isla invited nominations for the Chair and Vice-Chair of the Board.

Frances Wood was re-elected as Chairperson for a further year. It was noted that, come February 2019, Frances' would be entering her fifth year as Chair and, in accordance with Rule 59.10 would not be seeking re-election to Chair

in 2019. The requirement over the coming year for succession planning around the role of Chair was noted.

**Proposed by: Jill Pritchard**

**Seconded by: Jim Watt**

VICE CHAIR

Bob Hartness stepped down as Vice Chair, and Bob McDougall intimated his willingness to assume the role. Bob McDougall was elected as Vice Chair.

**Proposed by: Frances Wood**

**Seconded by: Bob Hartness**

## **4274 APPOINTMENT OF COMMITTEE AND SUB-COMMITTEE CONVENERS**

### **4274.1 Audit, Finance and Risk**

The membership of the Sub-Committee was confirmed as Bob McDougall, Bob Hartness, Janice Flanagan, Jean Hamilton, Stan Rae, Douglas Taylor, and Frances Wood, filling all seven of the places on the Committee.

It was noted that the membership of the Audit, Finance and Risk Committee would remain as above, and that Bob McDougall was willing to continue as Chair of the Committee.

### **4274.2 Employment**

Chris Baird intimated his intention to stand down as both Chair and member of the Employment Sub-Committee and Chris was thanked for his service to the Committee.

It was agreed that Jim Watt would join the membership of the Committee.

It was agreed that Jill Pritchard would take on the role of Chair of the Committee.

**Proposed: Bob Hartness**

**Seconded: Frances Wood**

The membership of the Employment Sub-Committee was confirmed as Frances Wood, Bob Hartness, Jill Pritchard, and Beverley Graham who would continue as members, with Jim Watt joining the membership, filling all five of the places on the Committee.

It was further noted that Bob McDougall is currently co-opted to the Employment Sub-Committee in consideration of all matters relating to Managing Director recruitment.

## **PRIVATE/RESERVED BUSINESS**

*The following five items were considered Private/Reserved Business and a separate confidential minute produced. With the exception of Isla Gray, Anna Evans and Michelle Proust, no other staff were present. Isla Gray left the room prior to the opening discussion of item 4278, Isla then re-joined the meeting for the closing discussion of the same item.*

- 4275**            **Confidential Minutes of the meeting held on 16 August 2018.**
- 4276**            **Confidential Matters Arising**
- 4277**            **Care and Repair West Lothian**
- 4278**            **Link Group Options Appraisal: Managing Director Recruitment**
- 4279**            **Unconfirmed Minutes of the Employment Sub-committee held on 19 September 2018**

## **ITEMS FOR DEBATE/DECISION/APPROVAL**

*Staff members, Aileen Carson, Carol Bonham, Sharon Brady Wardrope and Elaine Whyte, joined the meeting.*

### **4280            MINUTES OF THE MEETING HELD ON 16 AUGUST 2018.**

The minutes were approved as an accurate record of the meeting.

**Moved: Bob Hartness**  
**Seconded: Bob McDougall**

### **4281            MATTERS ARISING**

#### **4281.1        Care and Repair Contract – Update**

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

#### **4281.2        Board Succession Planning**

Anna Evans provided a verbal update on work that has been carried out in her review of succession planning, following on from the short discussion at the Board meeting in August. Anna intimated that moving forward there should be a more systematic approach to succession planning.

#### **4281.3        Board Annual Appraisal**

Anna Evans provided a brief update on the Board Annual Appraisal Process, confirming that she has carried out a refresh of the annual self-completion questionnaire, which will be issued to Bard members within the week. This will then be followed up with face to face discussion between individual Board members and Frances Wood, Chair.

The Board noted the above updates.

**4282 ACCESS OWNERSHIP PURCHASE**

The Board considered the previously circulated report which introduced the case for purchasing a property through Access Ownership where the occupancy charge exceeds the Local Authority Housing Allowance. The report included details of the property inspection and financial assessment.

**Decision:**

The Board approved the purchase of the property by Horizon and the onward sale of a share.

**4283 BUSINESS PLAN: HALF YEAR REVIEW**

The Board considered the previously circulated report and Business Plan Half Year Review, which provided the Board with information on the progress towards achieving the strategic objectives, actions and initiatives outlined in the Business Plan 2018/19 – 2023/24.

In commencing its discussion, the Board noted the effort and input of the Management Team while Isla has been acting up as Managing Director and has had limited capacity as Operations Director. The Management Team were thanked for the additional work that has been picked up and carried forward, contributing to the progress made towards achievement of the strategic objectives.

There was some discussion on the challenges faced in terms of fully utilising adapted properties. It was recognised that this is a sensitive issue and that each circumstance is unique.

It was noted that it has been difficult to find the time to support the aim of having a national design standard and award for inclusive and wheelchair homes in place through RIAS, and that this remains an objective for 2019/20. The Board was keen that this achievement did not get lost in the long grass and Jill Pritchard advised members of her involvement in the SFHA's Innovation Project on 'Housing of the Future' and, as part of the 'challenge' SFHA are proposing to put out to the market, that they are considering creating a prize/award of some kind which may provide a platform for the objective at Horizon.

There was further discussion noting the progress being made around the outcomes for adaptations, and the introduction of the mobile working app for staff.

The Board welcomed the progress being made towards achieving the strategic objectives set out in the Business Plan and noted the content of the Business Plan Half Year Review.

**4284 POLICY REVIEW**

**4284.1 Anti-social Behaviour Policy**

During the Board's consideration of the Anti-social policy behaviour the following points were raised or recognised:

1. The need to be clear on the distinction between anti-social versus criminal behaviour, and to also be clear on the limitations for landlords to deal with the latter. Horizon will always work in partnership with the relevant authorities where behaviour is criminal.
2. Several typos were highlighted and the requirement for a final proof read would be passed back to Link.

**Decision:**

With the above comments in mind the Board approved the Anti-social Behaviour Policy.

**4285 BOARD STRATEGY DAY**

Frances Wood advised the Board that work was underway to finalise the Agenda for the event, and that the business of the day would be focused around the upcoming year and anticipated organisational change in light of the planned review by the new Link Group CEO of the organisation's management structure and efficiencies.

Frances confirmed that Helen Ross has been booked as the facilitator of the event, and as this will be Helen's third year providing this support to the Board there would be a high degree of continuity to proceedings.

It was agreed that the Board would wish to invite Craig Sanderson, current Link Group CEO, Ross Martin, Link Group Chair, and the new CEO of Link Group (once appointed) to join the Board for dinner and discussion on the Thursday evening.

**ITEMS FOR NOTE**

**4286 SENSE REPROVISIONING PROJECT**

In addition to the information provided in the previously circulated report, Isla Gray confirmed that the contract was now signed and that the first clients would be taking up residence in their property week beginning 15 October 2018.

Staff were commended on the successful completion of the project, and it was noted that publicity and a news release would follow.

The Board noted the content of the report and the verbal update provided.

**4287 UNCONFIRMED MINUTES OF THE AGM HELD ON 13 SEPTEMBER 2018**

The Board noted the unconfirmed Minutes of the 2018 AGM.

**4288 SHR LANDLORD REVIEW: HORIZON HOUSING 2017/18**

The Board noted the previously circulated report and congratulated staff on the continuing progress and successes.

**4289 HORIZON EXTERNAL INFLUENCING – ACTIVITY REPORT**

The Board noted the positive developments regarding Horizon's External Influencing activities set out within the previously circulated report.

Sharon Brady-Wardrope would review and respond to the survey produced by Zahn McIntyre, SFHA.

Anna Evans confirmed that the draft Help To Adapt report had been submitted to Scottish Government, with their decision being not to publish it at this time. A further update would be provided to the Board at its meeting in December 2018.

The Board noted the report.

**4290 ANY OTHER BUSINESS**

**4290.1 Scottish Housing Regulator Consultation**

Anna Evans drew the Board's attention to the recently published paper by the Regulator which sets out its plans for future of social housing regulation in Scotland.

**Decision:**

It was agreed that a draft response would be circulated to Board members, Anna would compile any feedback, and a final draft would be presented to the Audit Committee on 7 November for approval.

**4290.2 SFHA Chairs Forum**

It was noted that the inaugural meeting of the SFHA Chairs Forum would take place on 21 October 2018, and that Frances Wood would endeavour to attend.

Date of the next meeting:



The date of the next meeting is Thursday 13 December 2018 at 10:00 a.m. in Livingston.

Signed: .....

Date:.....