

**Harbour Homes Scotland Limited
Minutes of Harbour Homes Board Meeting held on
Thursday 23 May 2024 at 5.30 pm at 108 Constitution Street**

Present:

David Welsh (Chair)	Leigh Eardley (v)
Iain MacPhail	Brian Reilly (v)
Campbell Whyte	Jim Sherval
Kevin Anderson	
Caitlin McCorry	

In attendance:

Heather Kiteley, Group Chief Executive
Gordon Cameron, Director of Group Operations
Ngeme Ntuli, Director of Group Finance and Business Support
Tina Bell, Group Business Support Manager
Chris Thomson, Harbour Multi-Trades Interim Managing Director
Lisa Haddow, Group HR Manager
Alison Petretti, Business Support Officer (note taker)

Action

1. Apologies and Welcome

1.1 Apologies received from Liz McLean and Anthony Gillespie

1.2 Co-Option, Appointment and Members Application

1.3 Mr Marc Greco

1.4 Membership Application

1.5 Mr F Darius

1.6 The Board **approved** the Co-Option, Appointment and Members applications

2. Declarations of Interest

2.1 None.

3. Approval of Minutes Thursday 7 March 2024

3.1 Proposed by Caitlin McCorry and seconded by Leigh Eardley

3.2 Matters Arising and Outstanding Actions

3.2.1 None

3.3 Joint Boards Away Day Notes Friday 26 April 2024

3.3.1 Proposed by Campbell Whyte and seconded by Iain MacPhail

3.4 Matters Arising and Outstanding Actions

Action

- 3.4.1 The sections marked with a cross were discussed.
The suggested phrase "From our home in Leith" needs to be captured in the notes

4. Matters Approved or Papers Issues Between Meetings - CEO

- 4.1 The Board **noted** the bulletin issued on 8 April 2024.

Parent Matters

5. Review – Reports from Finance and Risk Committee and Subsidiary Boards – Chairs

5a Finance and Risk Committee (FRC)

The Treasury Policy /External Audit Plan details were noted.
The chair thanked the committee for their work.

5b Harbour Multi-Trades (HMT) – Campbell Whyte

The Chair advised HMT were delighted with the appointment of Chris Thomson, Interim Managing Director. The new system MRI will make significant administration changes to the business.

- 5b.1 A presentation detailing the future vision for HMT was given to the Board by the interim Director. The focus for HMT will be Profitability, Culture and Digitalisation.

- 5b.2 The CEO thanked the interim manager for the work achieved in the short time he had been with the organisation.

5c Harbour Connections (HC) – Jim Sherval

The Chair advised HC are in a good position to pay back the loan to Harbour Homes this financial year.

- 5c.1 The Placemaking team have been working on many projects, some are listed below:

- Offering facilitation within the community.
- Employability – offering advice/support and help with CVs to tenants.
- Training – Internal to Harbour and our external customers

5d Harbour Lettings (HL) – Iain MacPhail

The Chair advised HL had experienced a good year financially and still meeting the housing needs for tenants.

- 5d.1 Looking at rent for void properties but ensuring the rents are affordable.

- 5.1 The Board **noted** the committee and subsidiary updates.

Action

6. Approve – Scottish Housing Regulator Returns (SHR) - Group Business Support Manager**6a Annual Review of the Charter (ARC)**

6a.1 The annual submissions for the Annual Return on the Social Housing Charter ARC, the Five Year Financial Plan and Loan Portfolio require approval from the Harbour Homes Board before submission to the Scottish Housing Regulator (SHR) by 31 May 2024.

6a.2 The Board discussed the ARC and acknowledged the highlighted points.

6b 5 Year Financial return

6b1. Every year RSLs are required to submit a Five-Year Financial Return to The SHR. The appended five-year financial return represents the first five years of the next 30-year financial projections which have been modelled using our financial modelling software. The last model presented to the Board was in March 2023 with the financial projection in the Group Strategic Plan 2020-2025.

6b2. The Board were advised the focus will be maintaining existing properties while development is paused.

6c Loan Portfolio Return

Every year RSLs are required to submit a Loan Portfolio Return to the SHR. The return consists of details of all loans, detailed by lender, as at 31 March 2024.

6.1 The Board **approved** the Annual Review of the Charter, 5 Year Financial Return and the Loan Portfolio Return for submission to SHR.

7. Approve – People Plan – HR Manager

7.1 The plan has been produced retrospectively to capture key priorities and actions taken to date to meet people related aims and objectives. The report introduces the 2020-2025 People Plan which has been aligned to the 2020-25 Strategic Plan.

7.2 The Plan details ongoing priorities/next steps in line with the key areas of focus.

7.3 The Board **approved** the plan.

8. Approve – Former Tenant Write Off – Group Director of Operations

8.1 Any unrecovered debt over the value of £5k required Board approval.

Action

8.2 The Board **approved** the write offs

9. Review – Q4 2023/2024 – Performance Against the Business Plan at 31 March 2024 – Group Director of Operations

9.1 The areas of non-compliance were highlighted to the Board and discussed. No significant changes in the last quarter.

9.2 The Chair advised this was an excellent paper and easy to read.

9.3 The Board **reviewed** the plan

10. Review – Assurance Report on Compliance and Matters Delegated to Management – Group Director of Operations

10.1 Updates were given using the RAG indicators. There are some reds with explanations provided.

10.2 It was reported to the Board, Harbour have no properties with Reinforced Autoclaved Aerated Concrete (RAAC). This has been reported to the regulator.

10.3 The Board discussed having a standard item for Health & Safety on the Assurance Report.

10.4 The Board **reviewed** the report.

11. Review – Scottish Housing Regulator (SHR) Improvement Plan – Group Business Support Manager

11.1 The regulator has signed off the Improvement Plan and no further engagement is required.

11.2 The Improvement Plan still has some outstanding actions and Board are asked to consider how this information should be presented going forward.

11.3 The Board agreed for the plan to be monitored by management and further information being available if required.

11.4 The Board **reviewed** the plan.

12. Any other Business

12.1 **Digital – MRI Implementation** - Good progress is taking place with go-live being around mid-August.

12.2 **Shoosmiths Claim** – No further update at this stage.

12.3 **Board Member 1:1 Report** – Paper will be available for the August meeting.

Action

12.4 **Leith Gala Day** – This takes place on Saturday 8 June to which all Board members are invited.

12.5 **Visit to Plot S** – Visit to be arranged for Board members

**AP to
arrange**

13. Date of Next Meetings

13.1 ➤ Board Meeting - Thursday 22 August 2024

The meeting closed at 7.35pm.