

**Harbour Homes Scotland Limited
Minutes of Harbour Homes Board Meeting held on
Wednesday 25 September 2024 at Leith Dockers Club**

Present:

Kevin Anderson	Caitlin McCorry	Iain McPhail	Campbell Whyte
Leigh Eardley	Liz McLean	David Welsh (Chair from Item	

In attendance:

Heather Kiteley, Group Chief Executive
Ngeme Ntuli, Director of Group Finance and Business Support
Tina Bell, Group Business Support Manager (note taker)

To allow the appointment of the Chair, Mrs Kiteley, Group Chief Executive, chaired the meeting for Item 5 – Board Member Roles 2024-2025.

Action

5. Board Member Roles 2024-2025

a. Reappointment of Harbour Homes Chair

As there were no other nominations, David Welsh was reappointed as Chair.

b. Reappointment of Harbour Homes Vice Chair

As there were no other nominations, Campbell Whyte was reappointed as Vice – Chair.

c. Appointment of Finance and Risk Committee Members

Finance and Risk Committee members will appoint their chair at the next meeting in December.

Finance and Risk Committee members appointed as:

- Anthony Gillespie
- Iain MacPhail
- Jim Sherval
- David Welsh
- Campbell Whyte

d. Appointment of Harbour Lettings Board Member nominated representatives from Harbour Homes

- Kevin Anderson
- Iain MacPhail

e. Appointment of Harbour Connections Board Member nominated representatives from Harbour Homes

Action

- Leigh Eardley
- Jim Sherval

f. Appointment of Harbour Multi-Trades Board Member nominated representatives from Harbour Homes

- Leigh Eardley
- Campbell Whyte

g. Appointment to Harbour Lettings Board

Zoe Curry

h. Co-optees to Harbour Homes Board

None

As re-appointed Chair, Mr Welsh chaired the remainder of the meeting and reverted to the order of the agenda.

1. Apologies and Welcome

1.1 Apologies received from Anthony Gillespie and Jim Sherval.

2. Declarations of Interest

2.1 None.

3. Approval of Minutes Thursday 22 August 2024

3.1 Proposed by Caitlin McCorry and seconded by Campbell Whyte.

3.2 Matters Arising and Outstanding Issues

Item 11.1 carried forward to November meeting.
Item 13.1 – subject to future papers.

4. Note Matters Approved or Papers Issued Between Meetings

4.1 The Board noted Bulletin issued 29 August 2024.

5. Board Member Roles 2024-2025

Dealt with above

6. Approve – Annual Governance Assurance Report to Regulator

Action

- 6.1 The Group Business Support Manager introduced the paper and advised the Annual Assurance Statement (AAS) required to be submitted to the SHR by 31 October 2024.
- 6.2 The AAS must either confirm that Harbour Homes Board is assured that Harbour Homes is complying with all relevant regulatory requirements of chapter 3 of the Regulatory Framework or highlight any material areas of non-compliance and how these will be addressed.
- 6.3 The Group Business Support Manager confirmed that Harbour Homes is compliant with:
- All relevant regulatory requirements set out in Chapter 3 of the Regulatory Framework including the Standards of Governance and Financial Management
 - All relevant standards and outcomes in the Scottish Social Housing Charter – approved by Board in May 2024 and submitted to SHR 31 May 2024
 - All relevant legislative duties.
- 6.4 Harbour Homes is compliant with all duties in relation to relevant obligations in relation to tenant and resident safety with the exception of:
- Electrical safety - as at 31 March 2024 there were 71 properties which do not have valid Electrical Installation Condition Reports (EICRs).
- 6.5 An update has been provided to the Scottish Housing Regulator advising that as at 31 August 2024, there were 6 properties with outstanding EICRs. It is envisaged by the AAS submission date of 31 October 2024, the figure will have reduced further.
- 6.6 The improvement in electrical safety compliance was noted and a thank you from the Board to be passed on to all colleagues involved in this important area.
- 6.7 The Group Business Support Manager advised evidence of compliance was available on request. Going forward the evidence bank will be on Teams and updated throughout the year and available to view at all times.
- 6.8 The Board approved delegating authority to the Chair to sign the Annual Assurance Statement on behalf of Harbour Homes Board.

Ms McLean left the meeting at 18.33.

7.0 Any Other Business

Action

- 7.1 Ms Eardley asked if the Harbour Homes newsletter, The Wave could be circulated to Board Members.
- 7.2 It was agreed this would be a good idea. The Group Business Support Manager advised The Wave is also included within the evidence bank for the AAS.
- 7.3 Mr Welsh advised 2025 will see Harbour celebrate their 50th birthday. This should be marked in some way.

8.0 Note Dates of Next meetings

- 8.1 The Board noted the dates of the next meetings as:
 - 4 October 2024 – Joint Boards Away Day
 - 21 November 2024 – Harbour Homes Board

The Chair thanked everyone for attending and closed the meeting at 18.37.