

SCOTTISH HOUSING REGULATOR BOARD

Board Meeting 14 May 2019

Present

George Walker (GW)	SHR Chair
Anne Jarvie (AJ)	SHR Deputy Chair
Andrew Watson (AW)	SHR Board member
Siobhan White (SW)	SHR Board member
Bob Gill (BG)	SHR Board member
Mike Dailly (MD)	SHR Board member
(withdrew for discussion on Thistle HA under item 8)	
Helen Trouten Torres (HTT)	SHR Board member
Colin Stewart (CS)	SHR Board member
Ewan Fraser (EF)	SHR Board member
(withdrew for discussion on Thistle HA under item 8)	
Michael Cameron (MC)	Chief Executive
Iain Muirhead (IM)	Director of Digital & Business Support (items 1-12)
Ian Brennan (IB)	Director of Regulation (items 1- 12)

In attendance

Lauren O’Kane (LOK)	Regulation Analyst (secretariat) (items 1- 12)
Kathleen McNulty (KM)	Assistant Director of Regulation (item 4)
Helen Shaw (HS)	Assistant Director of Regulation (item 5)

Observing

Joanne Bray (JB)	Business Coordinator
Nicola Harcus (NH)	Regulation Manager

1. Apologies and declarations of interest

GW welcomed all present, especially HTT, CS and EF to their first meeting as SHR Board members. He also welcomed JB and NC who recently joined SHR. The Board noted apologies from Corporate Governance Manager Roisin Harris, and thanked LOK for providing cover.

2. Consent agenda items

The Board agreed to note and approve the consent items including the:

- matters arising update;
- minutes from the previous meetings;
- Chief Executive’s report; and
- the ARAC update.

The Board noted the Chair’s report was removed from the consent agenda for this meeting at the Chair’s request.

3. Chair’s report and member activity

The Board considered ARAC membership, noting Lisa Peebles has now retired. It agreed to appoint EF to ARAC with immediate effect. The Board noted due to prearranged leave EF’s first meeting would be 4 September 2019. It also asked SW to oversee EF’s induction to the Committee.

The Chair also explained changes to the format of his report to include member activities for both SHR and anything other social housing related engagements. The Board welcomed

the additional information and noted the report. It also noted updated declarations of interest for all members published on SHR's website.

Action: SW to oversee EF's induction to ARAC.

4. Policy developments in homelessness

MC presented an update to the Board on policy developments in homelessness. He highlighted that the Scottish Government's aim is to work with local authorities to have finalised Rapid Rehousing Transition Plans (RRTPs) by the end of May 2019.

The Board considered the update. It agreed that it recognised the imperative for SHR to align its regulatory approach with the new policy framework for homelessness, and noted that SHR will take account of RRTPs when determining how it engages with each local authority.

The Board asked MC to provide it with a further update and proposals on how SHR aligns to the new homelessness policy framework at a future Board meeting.

Action: MC to provide a further update and proposal for how SHR will align to the new homelessness policy framework at a future Board meeting.

5. Annual risk assessment

HS presented the Board with information about the outcome of SHR's annual assessment of RSLs and local authority housing and homelessness services. She highlighted:

- that the risk assessments were based on information gathered under the former Regulatory Framework and that the outcome is new engagement plans for all social landlords published under the new Regulatory Framework;
- the range of information and intelligence used in the risk assessments;
- that SHR will use the annual assurance statements to inform the risk assessment for 2019/20 and that the outcome will include a regulatory status for all RSLs;
- increased engagement with RSLs around development activity and finance;
- that SHR is seeking additional assurance from 23 local authorities and in most cases this included engagement on homelessness services; and
- that feedback from the sector on the engagement plans was generally positive.

The Board considered the update and discussed:

- the impact of nudging landlords around performance;
- the risk assessment methodology it approved and how staff have applied this and produced the new engagement plans; and
- the current reasons for statutory interventions.

The Board noted the update and thanked HS. It also thanked all involved in delivering the risk assessments and producing the new engagement plans.

6. Risk Management Strategy

IM presented a draft updated risk management strategy. He reported that ARAC considered this in March 2019 and that this draft takes account of ARAC's feedback. IM explained:

- that Management Team is using the new simplified risk register, which the Board previously agreed and the proposed strategy reflects how SHR is managing risk and aligning this to budget cycles and operating plan monitoring; and

- that internal audit welcomed the new approach to risk when it was discussed at the ARAC.

The Board considered the strategy and discussed the evolving nature of the new risk management approach.

The Board thanked IM and approved the strategy.

7. Standing Orders, retained decisions & operation of delegated authorities

IM presented proposed amendments and updates to SHR Board's standing orders, retained decisions and operation of delegated authorities. IM explained ARAC considered the package in March and its feedback had been incorporated. The Board considered the updated proposals and discussed:

- the changes relating to the loss of consent power, asking RH to remove any final references to disposals; and
- the new consent agenda approach, welcoming that this is now reflected in the standing orders.

The Board thanked IM and RH and approved the updated standing orders, retained decisions & operation of delegated authorities. It also agreed to review these again in three years and to continue the practice of ARAC considering the draft updates in the first instance.

Actions: RH to update and circulate a clean copy for future reference.

8. Quarter Four Corporate Performance Report

MC presented the corporate performance report for quarter four to the Board. He highlighted:

- that this report refers to quarter four 2018/19 and is based on the former Regulatory Framework and the next report for quarter one of 2019/20 will reflect the new Regulatory Framework;
- that the two statutory interventions listed in the report have since ended: Dalmuir Park and Kincardine;
- the appended staff organogram; and
- the Management Team review of the new risk register, confirming there were no changes made to the 2019/20 operating plan.

The Board considered the report and discussed:

- the planned review of SHR's communications strategy, noting this will include a review of social media platforms that SHR uses; and
- how SHR's new structure relates to the new Regulatory Framework.

The Board noted the quarter four corporate performance report and thanked all staff for the work achieved in 2018/19.

9. Annual Report Narrative

MC presented the designed version of the annual report narrative. He highlighted some corrections and suggestions since printing and thanked Board members for their input. The Board considered the report and discussed:

- early Board feedback incorporated; and

- the usefulness of being able to see the design version of the report at this stage in the process.

MC also explained the process that leads up to SHR presenting the annual report and accounts to Parliament and publication in September.

The Board noted the next steps, and approved the design amendments. It also thanked the Communications Team for its work

11. AOB

The Board discussed the forthcoming development day and agreed to cover assurance mapping and stakeholder engagement.

12. Effectiveness of meetings and papers

The Board agreed it was a good meeting and welcomed the inclusion of the design version of the draft annual report .

JB and NH thanked the Board and welcomed the opportunity to observe the meeting.

13. DONM

20 June 2019 – SHR Board strategy meeting

6 August 2019 – SHR Board meeting

14. Private session

The Board held a private session with MC.