

Regulation Board Meeting 03 2009/10**REGULATION BOARD****MINUTES OF MEETING****Room 7, Highlander House, Glasgow****10:30 Wednesday 18 November 2009****Present:**

Michael Cameron	Acting Chief Executive (Chair)
Ian Brennan	Head of Business Analysis
Iain Muirhead	Head of Policy & Corporate Services
Christine Macleod	Head of Support & Intervention
Lesley Kerr	Acting Head of Inspection (for items 1-8)
Mairi Keddie	Non Executive Board Member
Alex Condie	Non Executive Board Member
Ray Macfarlane	Non Executive Board Member

In attendance:

Roisin Harris	Secretariat
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**Agenda
Item**

1(a) Apologies
There were no apologies.

1(b) Declaration of Interest
For the meeting agenda:
Iain Muirhead declared an interest in the statutory intervention in Cumbernauld Housing Partnership; his mother is an owner receiving factoring services.

Updates to published declarations of interests:

- Alex Condie's son is an tenant of Albyn Housing Society
- Mairi Keddie previously worked for North Ayrshire Council; she has resigned from Glen Oaks Housing Association; and is friends with a Director of Glasgow Housing Association.
- Iain Muirhead previously worked for Edinburgh City Council and is a member of a civil service trade union.
- Christine Macleod is a member of a civil service union.

1(c) Register of Gifts and Hospitality
There were no updates for the register of gifts and hospitality.

1 (d) Matters Arising
The Board noted all other matters arising from the previous meeting were completed

Action **Roisin Harris to update the Board's declaration of interests and publish this on SHR's website.**

Strategic Management

2. Risk Register

Iain Muirhead presented the risk register for discussion and updating. The Board discussed the risks identified and agreed to:

- Amend the likelihood of the new Housing (Scotland) Act hindering SHR's ability to optimise regulatory impact or introduce new approaches from medium to low.
- Amend SHR's capacity to deliver is adversely affected by one or more significant change in the external political and policy environment, including the Scottish Government's review of scrutiny from medium to low likelihood.
- Amend SHR will not able to deal with the impact of changes to our budget settlement, or have underestimated or overestimated our resource requirements from medium to high likelihood.
- Update the mitigating activities for the risk that an RSL gets into financial difficulty and SHR fails to manage the situation, delete post Ujima work and add publication of business plan guidance and toolkit.

Action Iain Muirhead to amend risk register as agreed by the Board.

3. Quarter Two Business Plan and Management Information Report

Iain Muirhead presented a progress report on SHR's 2009/10 Business Plan to the end of quarter two and a new style of management information and corporate performance report.

The Board discussed the work priorities for SHR and noted the Business Plan progress to the end of quarter two. The Board also welcomed the new style of management information and corporate performance report.

Action Lesley Kerr to provide the Non Executive Board members with links to Audit Scotland's web pages about shared risk assessment and bring a paper on SHR's work to the next Regulation Board meeting in February 2010.

Action Iain Muirhead to provide the Board with more information on how the Charter is developing and the impact this will have on SHR work.

Action Michael Cameron to bring the transition plan and draft 2010/11 Corporate Plan to the next Regulation Board meeting in February 2010.

Action Iain Muirhead to try to include a target in the management information and corporate performance report that captures SHR's engagement with high and medium risk organisations.

4. Budget Report

Iain Muirhead presented a budget report reviewing SHR spend against the forecasted budget to the end of quarter two 2009/10. This new style of

report includes forecast outturns.

Iain confirmed there had been 36% spend to the end of quarter two of 2009/10, this is forecasted to be 87% by year end.

The Board noted the contents of the report.

5. Housing Bill update

Iain Muirhead presented the Board with an update of the development of the Housing Bill and implications for SHR's regulatory activities.

The Board noted the contents of the report.

6. NEBMs feedback on Audit Scotland's event on the role of Board members.

Alex Condie presented a paper on the experience he and the other NEBMs had at the event Audit Scotland organised to examine the effectiveness of Boards.

The Board agreed it would be useful to measure SHR's Regulation Board effectiveness against Audit Scotland's publication in spring 2010.

7. Data Handling/ Information Management

Iain Muirhead presented a paper to update the Regulation Board of ongoing developments within government around information management and data security, and explained the actions SHR is taking in response.

The Board noted the report and the security policy framework and information risk return SHR completed. It agreed to receive a report on this matter every six months.

Regulation Management

Iain Muirhead left the meeting due to a conflict of interest.

8. Statutory Intervention Decisions

Christine Macleod presented a paper to tell the Board about the statutory intervention decision taken by EMT under delegated authority. Mairi Keddie was consulted.

Cumbernauld Housing Partnership

EMT decided to end our statutory intervention at Cumbernauld Housing Partnership. This included the statutory direction to appoint a special manager and three statutory board appointments, which all ended on 30 September 2009. Cumbernauld Housing Partnership has now become a subsidiary of Sanctuary Housing Group.

The Board noted EMT's decision.

Iain Muirhead rejoined the meeting. Lesley Kerr left the meeting.

9. Regulatory risk assessment update

Ian Brennan presented a paper prepared by the Senior Regulation Manager Linda Scott. The six monthly report (last received May 09) updated the Board on RSLs that SHR has more than routine engagement with.

The Board noted the report and requested an update on the Regulation Plans issued during 2009/10.

Action Linda Scott to provide the Regulation Board with an update of the Regulation Plans issued during 2009/10.

10. Low engagement status update

Ian Brennan presented a report on changes to the level of engagement SHR has had with RSLs classified as low engagement in 2008/09.

The Board noted the report.

Audit

11. Audit Committee report

Alex Condie presented the minutes of the last Audit Committee, which met on 4 November 2009 to the Board.

The Board noted the minutes.

AOB

12(a) Employee Survey

Iain Muirhead told the Board SHR is in the process of implementing an action plan in response to the 2008/09 employee survey findings. He also reported the 2009/10 survey has just finished. This survey is slightly different and covers the whole of the UK civil service. Iain will report back to the Board when the results are available.

12(b) Remit of the Regulation Board

Iain Muirhead highlighted the Board had completed a full cycle of meetings and its remit was due for review. The Board agreed the remit was working well and due to the short term nature of the current Board it made sense to continue using it.

12 (c) Forward meeting dates

The Board agreed a schedule of meeting dates for 2010/11:

- Wednesday 26 May 2010
- Wednesday 21 July 2010
- Wednesday 10 November 2010
- Wednesday 9 February 2011

DONM

10.30 Wednesday 10 February 2010, Highlander House, Glasgow