

**West Lothian Housing Partnership (SC188968)
MINUTE OF A MEETING OF THE BOARD OF DIRECTORS**

Date: 26 August 2019
Time: 2.00pm
Venue: By Conference Call

Chairperson: John Hill

Present: Lesley Bloomer
Mairi Martin
Bill Yeoman

In attendance: Alex Lamb, Head of Housing
Pauline Turnock, Director of Financial Reporting
Stephen Wright, Deputy Company Secretary

1. Apologies for Absence

Apologies were received from Lorraine Smart, Judith MacGlashan and Lesley Anne Williams.

2. Declarations of Interest

The Board noted the standing declarations of interest.

3. Minute of Board Meeting held on 29 May 2019, action points and matters arising

Decided: The Board approved the minute of 29 May 2019.

4. Governance Update

4.1 The Board considered the update provided and discussed Board recruitment.

Decided: The Board:

- 1) Approved the formal calling of the Annual General Meeting for Tuesday 17 September 2019 at 7pm to be held at the Mercure Livingston Hotel, Almondvale, Livingston, EH54 6QB;**
- 2) Noted the confirmation from the Secretary that Articles 62-67 have been followed;**
- 3) Agreed to recommend the appointment of Bill Yeoman to the AGM, subject to the relevant Parent approval; and**

- 4) **Agreed that an existing tenant vacancy be used to recruit an additional independent member, subject to Group RAAG Committee agreement.**

5a. Financial Statements and Annual Internal Audit Reports

5a.1 The Board considered the financial statements and in particular operating expenditure, property valuation movements, pension valuation adjustments, interest capitalised in the year and additional bad debt provision for customers who have transitioned onto Universal Credit at the year end.

Decided: The Board:

- 1) **Approved the 2018/19 financial statements;**
- 2) **Confirmed the preparation of the financial statements using the going concern basis;**
- 3) **Delegated authority to the Chair and Group Director of Finance to approve any non-material changes to the accounts; and**
- 4) **Approved the letter of representation from the auditors, and noted the related letter of comfort from the Chief Executive.**

6b. Annual Internal Audit Report and Assurance Statements 2018/19

6b.1 The Board received the Annual Internal Audit Report and Assurance Statement following assurance work completed and reported during the financial year 2018/19.

Decided: The Board:

- 1) **Noted the contents of the report along with the overall Annual Audit opinion detailed in section 6 of the report.**

7. AOCB

7.1 There was no other competent business.