

REGULATION BOARD**MINUTES OF MEETING**

**Room 1, Highlander House, Glasgow
at 10.30am on Thursday 12 June 2008,**

Present:

Karen Watt	Chief Executive (Chair)
Michael Cameron	Head of Inspection
Iain Muirhead	Head of Policy & Corporate Services
Christine MacLeod	Head of Support & Intervention
Roy Yates	Head of Business Analysis
Alex Condie	Non Executive Board Member
Mairi Keddie	Non Executive Board Member
Lucia Webster	Non Executive Board Member

In attendance:

Roisin Harris	Secretary
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Agenda**1. Introduction**

Karen Watt welcomed everyone to the first Board meeting of the Scottish Housing Regulator.

The Board agreed to set a three hour time limit for the meeting. With 45 minutes set aside to discuss the Corporate Plan and 15 minutes for all other items.

2. Role & Remit of the Regulation Board

The Board discussed its decision making role.

Iain Muirhead tabled a paper on decisions between Regulation Board meetings, to form Annex 2 of the Remit, Delegated Authorities and Standing Orders of the Regulation Board.

The Board agreed the paper with the amendment that consultation emails should be copied to all three Non Executive Board Members. Only one shall respond based on an alphabetical rota system. Christine Macleod will lead on contacting the Board in these instances.

Declaration of interest forms, and the gifts and hospitality register were

circulated to the Non Executive Board Members. These will be published on the Scottish Housing Regulator website. The gifts and hospitality registers will be updated at each Regulation Board meeting.

Action Points: Non Executive Board Members to complete and return declaration of interest forms and the gifts and hospitality register.

Roisin Harris to note all known annual leave for intervention consultation rota and arrange publication of the declarations on the Scottish Housing Regulator website.

3. Audit Committee

Karen Watt reported that the Internal Auditor is content with the proposed remit for the Audit Committee. Audit Scotland will feed in views over the course of the year.

Alex Condie agreed to chair the Audit Committee, which will be made up of the three Non Executive Board members. The Corporate Services Manager, senior officers (as appropriate), the internal auditor and Audit Scotland will also attend. The Board agreed to review the chair after one year.

The Board agreed to amend the remit of the Committee to include:

- noting the external audit plan;
- considering internal audit progress reports and annual report;
- the single tender register; and
- responding to any fraud cases.

The Board agreed to review the terms of reference after the second meeting of the Audit Committee.

Action Point: Iain Muirhead will amend the remit of the Audit Committee to reflect discussions and provide copies to the Regulation Board, Internal Audit and Audit Scotland.

4. Corporate Plan

Karen Watt updated the Regulation Board on the Scottish Government's review of scrutiny (in response to Professor Crerar's Review) and fed back comments on the draft Corporate Plan from the Scottish Government's Housing and Regeneration Directorate.

The Board discussed each section of the draft Corporate Plan in detail, including:

- the independent role of the Scottish Housing Regulator;
- importance of risk and proportionality;
- measuring performance and impact; and
- Government objectives.

Action Point: Karen Watt to amend the plan to reflect the discussion, liaise with the Scottish Government and provide a final Corporate Plan to Ministers before the summer recess.

5. Scottish Housing Regulator Budget 2008/09

Karen Watt outlined the Scottish Housing Regulator's budget for 2008/09, highlighting the potential additional costs required to cover external recruitment and communications.

The Regulation Board will receive regular budget performance information in the future. The Audit Committee will consider the underlying processes and systems.

6. Risk Management Strategy

The Board discussed the management, format, classification and contents of the risk register and agreed to:

- amend the strategy to reflect these further risks:
 - impact of public announcements about the Scottish Government's review of scrutiny;
 - financial viability of a Registered Social Landlord;
 - ability to demonstrate value for money; and
 - reliance on services received from external sources.
- make risk management a standing agenda item at EMT or a standard item in all papers;
- develop an operational risk management system alongside the Business Plan and amend the strategy to reflect how this works in practice; and
- classify risks on a numerical scale.

Action Point: Iain Muirhead to amend the Risk Management Strategy to reflect discussion and develop an operational risk management system alongside the Business Plan.

7. AOB - Additional Information or Training

The Non Executive Board Members identified these areas for further consideration:

- profile of the social housing sector;
- Audit Committee and role of the chairperson;
- the work of the teams within the Scottish Housing Regulator; and
- question and answer material around higher profile issues for the Regulator.

Action Point: Karen Watt and Branch Heads to consider how best to meet these needs .

8. Future meeting dates

The Board considered a list of possible future dates and discussed the sequence of meetings. The Board agreed to consider availability and consult Internal Audit and Audit Scotland on appropriate dates for the Audit Committee.

Action Point: Roisin Harris to check leave dates of all Board members, discuss dates with auditors and propose next meeting dates for agreement.