

**LOCHABER HOUSING ASSOCIATION  
MINUTES OF BOARD OF MANAGEMENT MEETING  
HELD BY MICROSOFT TEAMS  
ON THURSDAY 17<sup>th</sup> MARCH 2022 AT 6.30PM**

**Present:** May Tosh  
Jacqui Wight  
Di Alexander  
Jenni Hodgson  
Denis Rixson  
Andrew Carr (Chairperson)  
Moira MacVicar  
Linda Johnson

**In attendance:** Sean Doherty, Asset Manager  
Margaret Moynihan, Chief Executive  
Jenny MacKay, Customer Services Manager  
Maureen Cameron, LCR Manager  
Iain MacLeod, LHAPS Manager  
Siobhan Toal, Customer Services Officer  
Christine Morrison, Finance Coordinator  
Brian Pearson, Housing Services Coordinator  
David Smith, Accountant  
Linda Ewart, External Consultant  
Steve Bromley, External Consultant

**1. Apologies**

Apologies have been received from Cameron Bauer.

**2. Declarations of Interest**

The Declaration of Interest report was **approved**, it was also **noted** that Linda Johnson would leave the meeting while Agenda Item 10 was discussed and be invited to re-join when this item was concluded.

**3. Minutes of Meeting held on 17<sup>th</sup> February 2022**

The Minutes of the meeting held on 17<sup>th</sup> February 2022 were **approved**.

**4. Matters Arising from Minutes of Meeting held on 17<sup>th</sup> February 2022**

**(i) Rent Review**

The Chief Executive advised the Board that the necessary work has now been carried out for the rent review and tenants have been informed of the rent increase within the correct notice period.

The Board **noted** the report.

**(ii) Budget 2022**

The Chief Executive advised the Board that due to still not knowing figures for various budget items e.g. Insurance, IT, salaries etc. it was proposed that a

extra meeting should be held on Thursday 21<sup>st</sup> April to approve the draft budget 2022.

The Board **noted** the verbal updated and approved the extra Board meeting date.

**(iii) EVH Salary discussions 2022/23**

The Board were advised that EVH had not yet provided any further update to the pay negotiations, this will be taken back to the April meeting for further discussion.

The Board **noted** the report.

**(iv) In Person Meetings**

The Board **agreed** that the possibility of an in person meeting in May should be decided at the April Board meeting.

**5. Regulatory Standards – demonstrating compliance**

The Customer Services Manager presented the report to the Board in which they were advised that the new regulatory standards document will be uploaded to the Teams Section after each Board meeting to show compliance with each standard.

The Board **noted** the report.

**6. Review of LHAPS Costs – some detail has been redacted due to commercial sensitivities**

The LHAPS Manager presented a report to the Board in which they were advised that LHAPS have been experiencing significant cost pressures over recent months/year. The LHAPS Manager and David Smith, Accountant have identified five areas for consideration from the LHA Board to address financial pressures experienced:

- (a) Apprentices
- (b) Travel Costs
- (c) Inspections by LHAPS Manger/Supervisor
- (d) Hourly charge out labour rates –
- (e) Fixed cost works

The Board **discussed** and **approved** the review of LHAPS Costs, and it was **agreed** that the following costs would be backdated to July 2021; chargeable apprentice costs, local milage for non-planned works and charges for consultancy work carried out by LHAPS Manager/Supervisor.

**7. Housing Needs Report**

The Chief Executive presented the report to the Board in which they were advised that the draft Housing Needs brief prepared by Linda Ewart went back to the working group for further comments which have now been included in the final draft. Discussions were also had with Communities Housing Trust, Highlands & Islands Enterprise and The Highland Council.

After various discussions around the tendering process and the ongoing maintenance of the report it was agreed that a further sub-group meeting should be held with Linda

Ewart and Ronnie Macrae (CHT) to refine the brief and discuss with CHT how they could support the Association to carry out this work.

The board **noted** the update.

## **8. IT Tender**

Steve Bromley presented a report to the Board following the conclusion of the IT Tender process. Steve outlined the process that was followed and advised the Board that seven tenders were submitted with one being rejected due to being incomplete.

The recommendation to the Board was to appoint Tecnica subject to agreement of a suitable contract, receipt and acceptance of key documents (policies, accounts and insurance certificates) and receipt of satisfactory references.

The Board **discussed** the report and **approved** the appointment of Tecnica as the LHA Groups new IT service subject to the highlighted points within the recommendation.

## **9. Tri-annual Survey**

The Board **noted** the Tri-annual survey report.

## **10. Notifiable Event – Governance**

Please see separate confidential minute.

## **11. Review of Standing Orders and Terms of Reference for Sub-Committees**

The Customer Services Manager presented the revised Standing Orders and Terms of Reference for the Sub-Committees, the Board **noted** the minor amendments.

## **12. Confidential Report – CEO Appraisal**

The Chair presented the report explaining to the Board that due to the CEO's relatively recent appointment, an interim appraisal had taken place and that a full appraisal would take place later in the year.

The Board **noted** the interim appraisal report and that a full appraisal would take place later in the year.

## **13. A.O.C.B**

### **(i) Consent under EPB Policy**

The Board **considered** and **approved** the granting of a tenancy under the EPB policy and **noted** that all appropriate conditions have been met.

### **(ii) Naming of Upper Achintore Development – *Information that could be deemed as being sensitive has been removed from this report.***

The Chief Executive advised the Board that LINK Group had been in contact regarding the naming of the streets within the Upper Achintore development, due to the limited time for consultation the LHA Group Boards/Committees were emailed asking to propose suggestions.

The Upper Achintore Regeneration Group suggested the streets should be named after two local councillors, Neil Clark and Colin Neilson and further

suggestions from the Scottish National Heritage were naming the smaller roads after fauna and flora that will be lost to the development.

The Board **noted** the suggestions.