

**LOCHABER HOUSING ASSOCIATION  
MINUTES OF BOARD OF MANAGEMENT MEETING  
HELD ON MICROSOFT TEAMS ON THURSDAY 23<sup>RD</sup> MAY 2024**

**Present:** Stewart Leitch  
Di Alexander  
May Tosh  
Rosemary Bridge  
Cathy Osborn  
John Cooney  
Moira MacVicar  
Andrew Carr

**In Attendance:** Margaret Moynihan, Chief Executive  
Jenny MacKay, Director of Customer Services  
Sean Doherty, Director of Asset Management  
Maureen Cameron, LCR Manager  
Iain MacLeod, LHAPS Manager  
Gary Hay, Director of Finance  
Siobhan Toal, Customer Services Officer  
Ronnie Macrae, CHT

**1. Apologies**

Apologies had been received from Cllr Sarah Fanet.

**2. Declarations of Interest**

The Declarations of Interest report was **approved**.

**3. Minutes of Meeting held on 09<sup>th</sup> May 2024**

The minutes of the meeting held on 09<sup>th</sup> May 2024 were **approved**.

**4. Matters Arising from the minutes of Meeting held on 09<sup>th</sup> May 2024**

**i. Board Training**

The Director of Customer Services thanked those Board members who were able to attend the Role of the Regulator training delivered on 22/05 by Stuart Eglinton. The presentation and recording would be uploaded to Teams for the Board to review.

The Board **noted** the verbal update.

**5. Regulatory Standards – Demonstrating Compliance**

The Board **noted** the compliance with Regulatory Standards report.

## 6. Office Bearers Decision

The Board **noted** and **ratified** the Office Bearers decision, and a further update was provided to the Board.

## 7. Annual Return of the Charter

The Chief Executive presented the ARC report to the Board, which included trend analysis covering the current and previous six financial years. The Chief Executive highlighted some indicators within the ARC that were worthy of particular attention.

The Board **noted** the report and **approved** its submission to the Scottish Housing Regulator.

## 8. SHR – 5 Year Projection

The Chief Executive advised the Board that David Smith, Accountant had endeavoured to prepare the 5 year projections for this meeting but due to the external audit this was not possible. It was agreed that the Chief Executive would email the projections to the Office Bearers on Monday to review and return to ensure the return could be approved and be submitted to the Scottish Housing Regulator by 31<sup>st</sup> May 2024.

The Board **noted** the update.

## 9. Board Appraisal 2024

The Director of Customer Services advised the Board that a further report will come back to the June Board meeting outlining an action plan for the recommendations within the report.

The Board **noted** and **approved** the Board Appraisal report from EVH.

## 10. Revised/New Policies

### i. Board Member Guide

The Director of Customer Services advised the Board that only minor changes have been made to the guide. It was also noted that SFHA are currently reviewing the Board Member guide and Office Bearers Role Descriptions so a further document will come back to the Board at a later meeting for approval.

The Board were also advised that from next week we will be advertising Board Member vacancies.

The Board **noted** and **approved** the Board Member Guide.

### ii. Damp, Mould, and Condensation Policy

The Director of Asset Management presented the policy to the Board and advised that risk assessments will now be carried out in properties to highlight what has been found and the extent of the mould growth. The Board were informed that the Director of Asset Management and the Technical Officers will undergo further training on this subject matter later this month.

There were also discussions around the appended report which the Board receives and that this could be condensed to show key performance indicators rather than the current format with all actions and dates. An amended draft report will be presented to the June Board meeting.

The Board **considered** and **noted** the damp, mould, and condensation policy.

## **11. Audit, Risk and Governance Sub-Committee Recommendations**

### **a. Approve the audit report from Azets**

The Board **approved** the audit report from Azets.

### **b. Approve the Bad Debt Write-Offs**

The Board **approved** the Bad Debt Write-off report.

### **c. Approve the LHA Quarterly Management Accounts to 31/03/2024**

The Board **approved** the LHA Quarterly Management Accounts.

### **d. Note and approve the Risk Register**

The Board **noted** and **approved** the Risk Register.

### **e. Note Quarterly Management Accounts to 31/03/24 LHAPS (A) and LCR (B)**

The Board **noted** the Quarterly Management Accounts for LHAPS and LCR.

### **f. Note covenant report (A) and (B) Treasury Management update**

The Board **noted** the covenant report and Treasury Management update.

### **g. Note the Quarterly Compliance Return**

The Board **noted** the quarterly compliance return.

### **h. Note the Annual Report – Rental off the shelf and Shared Ownership Sales**

The Board **noted** the annual sales report.

### **i. Note the Annual Report – Details of Housing Stock Security**

The Board **noted** the annual report.

## **12. Maintenance and Estate Management programme**

The Director of Asset Management presented the quarterly report detailing maintenance and estate management programme for quarter 4. The Board were advised that there was an underspend of £131,500 for the heating systems in 2023/24 and it was proposed that the funds are carried forward to the current year to continue the programme of heating systems.

The Board **noted** the report and **approved** the underspend being carried forward to this financial year.

### **13. Health and Safety of properties**

The Director of Asset Management presented the report to the Board which detailed our property Health and Safety compliance. The Board were informed of the actions that were raised within the communal fire risk assessments and the measures being taken to resolve these matters.

The Board **considered** and **noted** the report.

### **14. Development Report**

*Some detail within this report has been deemed to be commercially sensitive and is therefore, not available to the public at this time*

Ronnie Macrae, CHT presented the development report to the Board in which they were updated on the site at Rankin Crescent, it was advised that this site is progressing well, however, since the tender was approved the SAP score for EPC's have changed meaning the contractor is now working towards a SAP score of 81 instead of 80 and costings are currently being assessed.

An update was also provided on the site at Mallaig. A further update will be provided at the next Board meeting.

The Board were further advised of the status at Glenkingie Terrace and Glensheil developments.

The Board **discussed** and **noted** the development report.

### **15. Performance**

The Board **noted** the performance reports in relation to Housing Management, Asset Management, Complaints, GDPR, Tenant Participation and Health & Safety.

### **16. Tri-Annual Arrangements**

The Chief Executive presented the report to the Board in which they were advised that the Housing Services Coordinator is looking at different approaches for carrying out the next tri-annual survey.

The Board **discussed** and **noted** the update.

### **17. AGM Arrangements**

The Director of Customer Services advised the Board that this year's AGM would be held in person in the Highland Cinema on Thursday 22<sup>nd</sup> August and Norscot Joinery have agreed to sponsor this event.

The Board **noted** the verbal update.

## 18. A.O.C.B

### i. LCR Annual Report

*Some detail within this report has been deemed to be commercially sensitive and is therefore, not available to the public at this time*

The LCR Manager provided the Board with a further update on the subsidiaries financial position.

The Board **discussed** and **noted** the update from the LCR Manager and **noted** the LCR Annual Report.