

**LOCHABER HOUSING ASSOCIATION
MINUTES OF BOARD OF MANAGEMENT MEETING
HELD IN THE LHA OFFICES AT 101 HIGH STREET,
FORT WILLIAM ON THURSDAY 25th
MAY 2023 AT 6.30PM**

Present: Jenni Hodgson
Andrew Carr (Chairperson)
Di Alexander
John Cooney
Cathy Osborn
Rosemary Bridge (Part Meeting)
Sarah Fanet
Stuart Leitch (Observing)

In attendance: Margaret Moynihan, Chief Executive
Jenny MacKay, Customer Services Manager
Siobhan Toal, Customer Services Officer
Sean Doherty, Asset Manager
George Doran, Finance Manager
Brian Pearson, Housing Services Coordinator
Leigh Dunning, Technical Officer
David Smith, Accountant (Part Meeting)
Fiona Sorley, CHT (Part Meeting)

1. Apologies

Apologies have been received from Moira MacVicar, May Tosh, and Jacob Green.

2. Declarations of Interest

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

3. Minutes of Meeting held on 06th April 2023

The Minutes of the meeting held on 06th April 2023 were **approved**.

4. Matters Arising from Minutes of Meeting held on 06th April 2023

(i) Monsignor Wynne – Bench and Wording

The Chief Executive advised the Board that Arisaig Community Trust have agreed a position for the bench in the village beside the seafront across from the village shop. The unveiling of the bench will be on the morning of Wednesday 5th July followed by light refreshments at the Arisaig Hotel. Invitations to attend will be sent out to original board members, current board members, and Monsignor Wynne's family.

The Board **noted** the update.

(ii) Regulatory Standards Working Group

The Chief Executive advised the Board the working group (Senior staff and Board members) met on 17th May and reviewed two of the seven standards.

The draft standards had been prepared in advance by staff members for the working group and considered the various actions that had been progressed over the year and the evidence to support. This enabled the working group to have the opportunity to have a thorough review of the standards with the opportunity to update and amend.

The working group have a number of further sessions booked over the next few months to review the remaining standards and a Board Away Day is already diarised in October to enable all Board members to have an opportunity to review the standards and to approve the Annual Assurance Statement.

It should be noted that on the Board Teams section there is a dedicated Self-Assessment area which all members can review.

The Board **noted** the update.

(iii) Board Travelling Arrangements after meetings

Following discussions at the April Board meeting the potential risk of Board members travelling home at night after Board meetings was highlighted. To address and mitigate this it is suggested that reference is now made within the Board Recruitment Policy that Board Members can request in advance that accommodation is booked for them for the night of a Board meeting. This option would also be available to all exiting board members.

The Board **agreed** this amendment.

5. Regulatory Standards – demonstrating compliance

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

6. Office Bearers Decision

The Board **noted** and **ratified** the Officer Bearers Decision.

7. Office Bearers – Secretary Role

The Customer Services Manager advised the Board that our current Secretary and long-standing Board Member Jacqui Wight resigned after the April Board meeting for personal reasons. With Jacqui's resignation the Secretary position is now vacant, it is proposed that the Chief Executive becomes Acting Secretary until after the AGM when Board members will be invited to nominate themselves for the vacant Secretary role and any other Office Bearer Role.

The Board **noted** and **approved** the Chief Executive filling the vacant Secretary role until after the AGM.

8. 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. There was a discussion on one in particular, the number of tenancies refused, and it was agreed that the HM Co-Ordinator would discuss this further with our peer group to establish if they also had particular issues in relation to issues that arose with the HHR administration.

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

9. 5 Year Projections

David Smith, LHA Group Accountant presented the 5 Year Projections to the Board, advising that year 0 figures are based on the management accounts to 31.03.23 year, 1 is the budgeted figures for 23/24, and the remaining 4 years are extracted from the brix model. The assumptions which were used within the brix model were discussed along with the development figures included.

The Board **discussed, noted,** and **approved** the submission of the 5 Year Projections to the Scottish Housing Regulator.

10. Board Appraisal Report and Action Plan

Olwyn Gaffney from SHARE gave an overview of the Board Appraisal Report which outlined the findings from the survey and the 1-2-1 meetings, which had been held with members who had recently joined the Board.

Olwyn informed the Board that the recommendations are the same as the previous year and advised ways for addressing these recommendations by linking them back to individual training plans. It was also advised that individual Learning and Development plans for each Board member would be circulated shortly.

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

11. Revised/New Policies

(i) Safeguarding Policy and Procedure

The Safeguarding policy and procedure was **approved**.

(ii) Alcohol and Substance Misuse Policy

The Alcohol and Substance Misuse Policy was **approved**.

(iii) Smoke Free policy

The Smoke Free Policy was **approved**.

12. Audit & Governance Sub-Committee Recommendations

- a. The Board **noted** the SFHA guidance – operational versus strategic.
- b. The Board **approved** the Internal Audit reports from Azets.

- c. The Board **approved** the appointment of the recommended new Internal Auditor for a three-year period.
- d. The Board **approved** the Bad Debt Write-offs.
- e. The Board **approved** the LHA Quarterly Management Accounts to 31/03/2023.
- f. The Board **noted** the Quarterly Management Accounts for (A) LHAPS and (B) LCR.
- g. The Board **noted** the Covenant report, Treasury Management Quarterly update.
- h. The Board **noted** the Quarterly Compliance Return.
- i. The Board **noted** the Rental off the Shelf and Shared Ownership Sales Annual report.
- j. The Board **noted** the Details of Housing Stock Securities Annual Report.
- k. The Board **noted** and **approved** the Risk Register **agreeing** that the risk score and that this is under continuous review.

13. Items for Consideration

(i) Maintenance & Estate Management Programme Update Quarter 4

The Asset Manager presented the quarterly report detailing the maintenance and estate management programme for quarter 4. There were various discussions around the replacement of components and the budget constraints.

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

(ii) Damp, Mould, and Ventilation Report

The Asset Manager presented the report to the Board in which he outlined the three types of damp that can be found in properties: Penetrative dampness, rising damp, and condensation. The Asset Manager outlined the process relating to the steps which are carried out when a tenant reports damp or mould in their property.

The Board discussed the case studies appended to the report and the mitigations which have been put in place, one of which is the Aico system. A PowerPoint presentation followed showing what information this system was able to provide to both the Association and the tenant.

The Board **considered** and **noted** the report, and it was **agreed** that going forward the damp/mould register would be added to the regular report provided on the Health and Safety of Properties.

14. Health & Safety of Properties – Update

The Asset Manger advised the Board that work is being undertaken to align two of the asbestos polices that are used by ACS and EcoSafety to ensure the terminology is consistent throughout both policies. The Board were also informed that the Association is in the process of upgrading the communal fire risk assessments, with the company appointed to undertake this work currently completing the necessary information to be added to the approved contractors register.

A report will be brought back to the Board at the August meeting with the information relating to the fire risk assessments.

The Board **noted** the update.

15. Development

Co-opted Board Member Sarah Fanet declared an interest in relation to aspects of the Development report. With board approval Sarah remained in the meeting and took no part in the discussion.

Fiona Sorley, CHT presented the development report to the Board with the focus being the sites at Mallaig, Rankin Crescent, Glenkingie Street, Glen Sheil, Kinlochleven and Ballachulish. There were also discussions around various potential development sites which are currently still under investigation.

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

16. Performance

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

17. Items for Information

(i) AGM Arrangements

The Customer Services Manager advised the Board that as intimated previously the AGM will be held prior to the board meeting on Thursday 24th August. The Board were informed that the AGM will be held in the Highland Cinema between 4-6pm with the main sponsor being TSL.

The Board **noted** the verbal update.

(ii) Bus Tour Arrangements

The Customer Services Manager advised the Board that the bus tour to show members the Associations properties would be Thursday 7th September.

The Board **noted** the verbal update.

18. A.O.C.B

No further business was discussed.