

**LOCHABER HOUSING ASSOCIATION  
MINUTES OF BOARD OF MANAGEMENT MEETING  
HELD IN THE LHA OFFICES AT 101 HIGH STREET, FORT WILLIAM  
ON WEDNESDAY 26<sup>TH</sup> JUNE 2024 AT 4.30PM**

**Present:** Stewart Leitch  
Di Alexander  
May Tosh  
Rosemary Bridge  
Cathy Osborn  
John Cooney  
Cllr Sarah Fanet (Part Meeting)  
Andrew Carr (Chairperson)

**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  
Kim MacIsaac, Customer Services Officer  
Brian Pearson, Housing Services Co-ordinator  
David Smith, Accountant  
Ronnie Macrae, CHT  
Gavin Kellet, Ecosafety  
Phil Morrice, Alexander Sloan

**1. Apologies**

Apologies had been received from Moira MacVicar.

**2. Declarations of Interest**

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

**3. Minutes of Meeting held on 23<sup>rd</sup> May 2024**

The minutes of the meeting held on 23<sup>rd</sup> May 2024 were **approved**.

**4. Matters Arising from the minutes of Meeting held on 23<sup>rd</sup> May 2024**

**i. Annual Return of the Charter**

The Chief Executive advised the Board that the Annual Return of the Charter was submitted to the SHR Portal by the due date of 31<sup>st</sup> May.

The Board **noted** the verbal update.

## 5. Regulatory Standards – Demonstrating Compliance

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

## 6. LHA Annual Accounts 23/24

David Smith, Accountant gave an overview of the accounts and there were also discussions around interest rates and borrowing rates.

Phil Morrice of Alexander Sloan reported on both the Annual Audit and the Findings Report, confirming that the Association had received a clean audit report with no risks or audit adjustments identified. It was also noted that the points raised in the previous year are now resolved.

The Board **discussed** and **approved** the Annual Accounts and the Audit Findings Report, also **approved** the signing of the Letter of Representation and Management Response Letter.

## 7. Board Appraisal – Action Plan

The Board **reviewed** and **approved** the Board Appraisal action plan.

## 8. Authority to Evict

The Board **discussed** and **approved** the eviction action for case CA193.

## 9. Financial Regulations and Delegated Authority

The Chief Executive presented the report to the Board and advised that the only amendment to the List of Authorised Signatories was the addition of the Director of Finance.

The board **reviewed** and **approved** the report.

## 10. Revised/New Policies

### i. Disaster Recovery

The Board **noted** and **approved** the Disaster Recovery Policy.

### ii. Severance payments and settlement agreement

The Board **considered** and **approved** the severance payments and settlement agreement Policy.

### iii. Repairs and Maintenance

The Board **considered** and **approved** the Repairs and Maintenance Policy.

### iv. Compensation

The Board **considered** and **approved** the Compensation policy.

### v. Assignment Policy

The Board **considered** and **approved** the Assignment Policy.

**vi. Mutual Exchange**

The Board **considered** and **noted** mutual exchange policy.

**11. Development**

*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.

The Board were also updated with the status of Rankin Crescent Development and advised that there was no further update on the NSSE HAG reconciliation.

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

**12. Health and Safety Annual Report - Presentation**

Gavin Kellet, Ecosafety presented the annual Health and Safety to the Board in which they were advised of the processes the LHA Group have in place and how they are reviewed on a regular basis by the senior management team using the Health and Safety Management Programme. The Board were shown pictorial risk assessments which Gavin will use where possible going forward.

The Board **noted** the report.

**13. HHR Annual Report**

The Board **noted** the HHR Annual Report and **discussed** the housing demand and the number of people housed within letting zones. The Board **agreed** that a day around development should be arranged to discuss the development strategy and the options appraisal for Communities Housing Trust due to their contract coming to an end in January 2026, it was **agreed** that Customer Services would come back to the Board with available dates but there may be the option to carry this out over two days and combine the development day with Business Plan discussions.

**14. Social Housing Fuel Support Fund and Winter Campaign 2023-2024**

The Board **noted** the report and it was agreed that a short article should be included in the next Housing Brief to advise that there will be no funding available for the winter campaign this year.

**15. Annual Staff Training Report**

The Board **considered** and **noted** the annual staff training report.

**16. Compliance with Rules 62-67**

The Board **noted** the Compliance with Rules 62-67 report.

## 17. A.O.C.B

### i. Loan Portfolio

The Board **considered** the report and **approved** the submission of the Loan Portfolio to the Scottish Housing Regulator.