

**LOCHABER HOUSING ASSOCIATION  
MINUTES OF BOARD OF MANAGEMENT MEETING  
HELD BY MICROSOFT TEAMS  
ON THURSDAY 30<sup>TH</sup> JUNE 2022 AT 6.30PM**

**Present:** May Tosh  
Di Alexander  
Jenni Hodgson  
Andrew Carr (Chairperson)  
Jacqui Wight  
Moir MacVicar  
Rosemary Bridge  
John Cooney (Observing)  
Cathy Osborn (Observing)

**In attendance:** Sean Doherty, Asset Manager  
Margaret Moynihan, Chief Executive  
Jenny MacKay, Customer Services Manager  
Iain MacLeod, LHAPS Manager  
George Doran, Finance Manager  
Siobhan Toal, Customer Services Officer  
Christine Morrison, Finance Coordinator  
Brian Pearson, Housing Services Coordinator  
Fiona Sorley, CHT (Part Meeting)  
David Smith, Accountant (Part Meeting)  
Kevin Booth, Alexander Sloan (Part Meeting)  
Olwyn Gaffney, SHARE (Part Meeting)

**1. Apologies**

Apologies have been received from Linda Johnson and Jacob Green.

**2. Declarations of Interest**

The Declaration of Interest report was **approved** it was also **noted** that Jenni Hodgson would leave the meeting while Agenda Item 12 was discussed and be invited to re-join when this item concluded.

**3. Minutes of Meeting held on 26<sup>th</sup> May 2022**

The Minutes of the meeting held on 26<sup>th</sup> May 2022 were **approved** with an amendment to be made to Agenda Item A.O.C.B (ii).

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

**(i) Board Training**

The Customer Services Manager advised the Board that Stuart Eglington would be rolling out three additional training sessions, two focusing on aspects of governance and one focusing on equality, diversity, and inclusion.

The Board were informed that the recording of session held before this meeting would be uploaded to the training section of Microsoft Teams in the coming days.

The Board **noted** the verbal update.

**(ii) Highland & Islands Board Collaborations**

The Chief Executive provided a follow up from the last meeting regarding Board collaborations, the Board were advised that all RSL's in the Highlands & Islands are content with the proposal from Lochalsh and Skye Housing Association.

The Board were informed that it would be likely the meetings would be held annually in September of each year with the first one taking place in 2023.

The Board **noted** the verbal update.

**(iii) Monsignor Wynne – Bench and Wording**

The Asset Manager advised the Board that the plaque is being engraved at present and when the work has been completed dates would be looked at for the opening.

The Board **noted** the update.

**5. Regulatory Standards – demonstrating Compliance**

The Board **noted** the compliance with regulatory standards.

**6. Office Bearers Decision**

The Board were asked to note and ratify the decisions taken by the Office Bearers Sub-Committee via email on 17<sup>th</sup> June 2022 to:

- (i)** Approve the submission of the Annual Loan Portfolio to the SHR portal.

The Board **noted** and **ratified** the decision.

**7. Board Appraisal Report**

Olwyn Gaffney from SHARE gave an overview of the Board Appraisal Report which outlined the findings from the survey and 1-2-1 meetings with the LHA Board and subsidiary Boards/Committees.

Olwyn informed the Board that three recommendations are the same as the previous year and advised ways for addressing these recommendations. 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.

**8. Annual Accounts 21/22**

Kevin Booth of Alexander Sloan reported the Audit findings and confirmed the Association had received a clean audit report with no risks or audit adjustments identified. David

Smith gave an overview of the accounts, confirming that the balance sheet was strong and overall, he was very content with the results for the year.

Both Kevin Booth, Alexander Sloan and David Smith, Accountant passed on their thanks to the Finance Team for their hard work and help with this year's audit.

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

## 9. AGM Arrangements

The Customer Services Manager put forward a proposal for this year's AGM, proposing it should be moved forward to Thursday 25<sup>th</sup> August to host a in-person meeting with only shareholding members being invited to attend. The AGM would be held at 6pm ahead of the Board meeting which is scheduled for 6.30pm.

Following discussion, it was **agreed** that the AGM should be moved to Thursday 25<sup>th</sup> August however it should be held virtually via Zoom.

## 10. Health & Safety Contract

The Customer Services Manager presented the verbal report to the Board in which it was proposed that the current contract with Ecosafety should be extended further until March 2023, the Board were advised that the contract for Health & Safety services would go out to tender in November 2022.

The Board **approved** the extension of the contract with Ecosafety and **noted** that the services would be going out to tender.

## 11. Applications

### (i) Shareholding Membership

The Board received the report proposing the admission of new members and accordingly **approved** the applications for Shareholding Membership of John Cooney and Cathy Osborn.

### (ii) Board Member Applications

The Board **approved** the appointment of John Cooney and Cathy Osborn.

## 12. Housing Needs Brief

The Chief Executive presented the report to the Board which led to discussions on how to progress with the sub-group, it was **agreed** that the invite for the next meeting would be sent to all Board members to allow everyone who is able to attend can do so.

The Chief Executive also advised the Board that the Highland Council have released their Housing Needs and Demand Summary, and would be circulated to Board members.

The Board **noted** the report.

**13. Authority to Evict & Update**

The Housing Services Coordinator presented the report to the Board in which they were updated on cases CA179 and CA180.

The Board **considered** and **approved** the eviction action for case CA181, while **noting** this was a more problematic eviction due to the property being shared ownership.

**14. Development Report**

*Information that could be deemed as commercially sensitive has been removed from this report.*

Fiona Sorley, CHT presented the development report to the Board with the focus being on the sites at Tigh Aran, Strontian, Mallaig and Rankin Crescent. The progress of each site was provided in detail.

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

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

The compliance with rules 62-67 report was **noted**.

**16. Tenant Engagement Update**

The Tenant Engagement Update was **noted**.

**17. Highland Housing Register Annual Report**

The Highland Housing Register Annual Report was **noted**.

**18. SFHA Social Housing Fuel Support Fund project with Allenergy**

The SFHA Social Housing Fuel Support Fund project with Allenergy was **noted**.

**19. Draft Annual Accounts for LCR & LHAPS**

The Board **noted** the draft annual accounts for Lochaber Care & Repair and LHA Property Services.

**20. RIHAF**

The Chief Executive advised the Board that the RIHAF conference is being organised by SFHA however the Chief Executive and Customer Services Manager are part of the working group. The Conference will be held on 26<sup>th</sup>-28<sup>th</sup> October in the Ballachulish Hotel and more information will be circulated nearer the time of the event.

The Board **noted** the update.

**21. A.O.C.B**

**(i) 147 High Street**

The Asset Manager advised the Board that a property currently leased to the Highland Council is being handed back to LHA in September due to the Council no longer needing this property. The property is a one bedroom flat above a shop on the High Street and is in a block with two other flats. The property does not currently meet SHQS standards and it is going to be difficult to get it to meet EESSH requirements.

It was **agreed** that a paper should come back to the Board in August and it was **noted** that this property is not a ROTS property so it does not currently have approval to be disposed of.