

**LOCHABER HOUSING ASSOCIATION  
MINUTES OF BOARD OF MANAGEMENT MEETING  
HELD ON MICROSOFT TEAMS ON THURSDAY 06<sup>th</sup>  
APRIL 2023 AT 6.30PM**

**Present:** Jenni Hodgson  
Andrew Carr (Chairperson)  
Moira MacVicar  
John Cooney  
Cathy Osborn  
Jacob Green

**In attendance:** Margaret Moynihan, Chief Executive  
Jenny MacKay, Customer Services Manager  
Iain MacLeod, LHAPS Manager  
Maureen Cameron, LCR Manager  
George Doran, Finance Manager  
Brian Pearson, Housing Services Coordinator  
David Smith, Accountant  
Fiona Sorley, CHT

**1. Apologies**

Apologies have been received from Di Alexander, Morag Cameron, Jacqui Wight, Sarah Fanet and May Tosh.

**2. Declarations of Interest**

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

**3. Minutes of Meeting held on 16<sup>th</sup> February 2023**

The Minutes of the meeting held on 16<sup>th</sup> February 2023 were **approved**.

**4. Matters Arising from Minutes of Meeting held on 15<sup>th</sup> December 2022**

**(i) Rent Consultation**

The Chief Executive advised the Board that the rent increase letters were sent out to tenants at the beginning of March and there has been discussions with all members of staff to provide background in relation to the decision for the rent increase of 7%.

The Board **noted** the update.

**(ii) EVH Consultation**

The Chief Executive thanked those who had responded regarding consultation in relation to the proposed amendments to the Terms & Conditions of Employment set out by EVH. These changes included having a Mental Health First Aider in the workplace and Shared Parental Leave pay.

It was reported that the consultation had concluded and the revised terms had been accepted.

The Board **noted** the update.

## 5. Confidential Minutes and Matters Arising from 16<sup>th</sup> February

The Board **approved** the confidential minute regarding the Chief Executives appraisal.

## 6. Regulatory Standards – demonstrating compliance

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

## 7. Internal Audit – Regulatory Standards

The Customer Services Manager presented the report in which the Board were advised that the report which took place in February was not yet finalised by Azets. The CEO has contacted the Internal Auditor on several occasions in relation to this but failed to get a response. This will be followed up and the report presented at the next Board meeting.

The Board **noted** the update.

## 8. Membership of the Association

### (i) Shareholding Membership

The Board received the report proposing the admission of new members and accordingly approved the applications for shareholding membership for Antony Meres and Stuart Leitch.

### (ii) Board Membership

The Board **agreed** that Stuart Leitch would be invited to observe the May meeting.

## 9. 30 Year Projection

David Smith, LHA Group Accountant presented the 30 Year Projections to the Board, followed by detailed discussions in relation to the stress testing of the business plan including changes in inflation, interest rates, major repair and EESSH costs.

The Board **considered** and **noted** the 30 Year projections and the report appendices.

## 10. Authority to Evict

The Board **discussed** and **approved** the eviction for case CA184.

## 11. Revised/New Policies

### (i) Remote Working

The Remote Working policy was **approved**.

### (ii) Training & Development

The Training & Development policy was **approved** and there were various discussions around how we as an Association demonstrate that our training and development is open and fair for all staff. The Customer Services Manager advised the Board that training is open to all members of staff, and this is discussed at employees 1-2-1 appraisals and Senior Management Team meetings. It was **noted** that the Customer Services Manager would bring a report back to the Board.

## **12. Development**

### **(i) CHT Development report**

Fiona Sorley, CHT presented the development report to the Board with the focus being on the sites at Rankin Crescent, Mallaig, Glenkingie Street, Glensheil and Ballachulish. The progress on each site was detailed and discussed.

The Board **noted** the update.

### **(ii) Upper Achintore – Link Development**

The Board **considered** and **noted** the update on the Upper Achintore development.

## **13. Annual Audit Plan**

The Board **noted** the Annual Audit Plan.

## **14. Equality, Diversity and Inclusion – actions**

The Customer Services Manager presented an update of progress against the Action plan. The Board were also advised that they will shortly be receiving an Equal Opportunities Monitoring Form to be completed and returned with a report to come back to the Board in June.

The Board **noted** the update.

## **15. Board Appraisal arrangements for 2023**

The Customer Services Manager advised the Board that everyone is to complete an online questionnaire this year with only the four new LHA Board members to meet with Olwyn Gaffney at SHARE. The Board were also informed that there is no requirement for the subsidiaries to complete the appraisal process this year, this will be done triennially.

The Board **noted** the arrangements.

## **16. Leave of Absence**

The Board were advised that Rosemary Bridge would return from her leave of absence for the May LHA Board meeting.

The Board **noted** that Morag Cameron has taken a leave of absence from the LHA Board for three months.

## **17. Site visit – and Monsignor Wynne commemorative bench – Arisaig**

The Chief Executive advised the Board that the Asset Manager is meeting with the Arisaig community council next week to discuss the commemorative bench for Arisaig.

The Board **noted** the update.

## **18. SHR – Engagement Status**

The Chief Executive advised the Board that the SHR have confirmed the Associations regulatory status as compliant with only the requirement to submit the standard annual return.

The Board **noted** the update.

## **19. Budgets 2023/24**

### **(i) Lochaber Care & Repair**

The Board **noted** the draft LCR Budget for 2023/24.

### **(ii) LHA Property Services**

The Board **noted** the draft LHAPS Budget for 2023/24.

## **20. A.O.C.B**

### **(i) Overview of SFHA Health & Safety Briefing**

John Cooney gave an overview of the presentation carried out by SFHA and there were discussions around Board travel arrangements after meetings with an agreement to follow up with a potential solution.