

**LOCHABER HOUSING ASSOCIATION  
MINUTES OF BOARD OF MANAGEMENT MEETING  
HELD ON MICROSOFT TEAMS ON THURSDAY 13<sup>TH</sup>.  
FEBRUARY 2025 AT 6.30PM**

**Present:** Andrew Carr (Chairperson) (Part Meeting)  
Di Alexander  
John Cooney  
Cathy Osborn (Vice Chair)  
Rosemary Bridge  
Moir MacVicar  
May Tosh

**In attendance:** Margaret Moynihan, Chief Executive  
Jenny MacKay, Director of Customer Services  
Sean Doherty, Director of Asset Management  
Maureen Cameron, LCR Manager  
Isla Gray, Housing Services Manager  
Iain MacLeod, LHAPS Manager  
Kim MacIsaac, Customer Services Officer

It was noted that the Vice Chair would chair the meeting until the Chairperson was able to join.

**1. Apologies**

Apologies were received from Stuart Leitch and Nigel Patterson.

**2. Declarations of Interest**

The Declaration of Interest report was approved by the Board.

**3. Minutes of the meeting held on 13<sup>th</sup> December 2024**

The Board **approved** the Minutes of the meeting held on 13th December 2024.

**4. Matters Arising from the Minutes of the Meeting held on 13<sup>th</sup> December 2024**

**I. Scottish Housing Regulator – Notifiable Event**

The Chief Executive advised the Board that the Association had submitted a notifiable event on the Scottish Housing Regulator (SHR) portal explaining the new arrangements in relation to our development agents. The SHR had confirmed they were happy with the process and actions LHA had undertaken, and that no further action was required.

The Board **noted** the update.

**II. Rental of the shelf property Arisaig - Update**

At the meeting in December, it had been reported that an empty property at Beasdale, Arisaig would require significant investment and if there was not a demand for such a property on the Highland Housing Register (HHR) due to location then it should potentially be considered for sale.

The Chief Executive reported that the list from the HHR showed significant demand. There followed discussion that should the property not be able to be allocated successfully through the HHR, we could consider that it could be let through a similar process as the local lettings initiative for key workers used for Upper Achintore.

The Chief Executive also gave an update on the property at 49 Foyers Road, Kinlochleven which the Board had previously approved for disposal. The common roof repairs were now completed, and a valuation organised to take place next week which would then allow marketing to progress.

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 Director of Finance advised the Board of the Office Bearers decision in relation to the requirement for further site investigation works to be undertaken at the Mallaig site and that the expected turnaround for this report was estimated as being 15 days.

The Board **noted** and **ratified** the decision taken by the office Bearers.

## **7. Rent Consultation**

At the meeting in December the Board agreed LHA should consult with tenants on a proposed rent increase of 5% with a clear message as to why such an increase was being considered. The Housing Services Manager reported: the information provided to all tenants regarding the rent consultation; details of previous rental increases and inflation; comparison to rents charged for similar sized properties of our peer group; and the rental increase our peer group were consulting on.

The Housing Services Manager advised the Board of the disappointing response from the rent consultation with just over half of that received in the previous year. The Housing Services Manager also advised that those tenants who had raised a concern during the consultation process would each be sent a response to address the concerns raised.

The Board **noted** the report and after discussion **agreed** a rental increase of 5% commencing 1<sup>st</sup> April 2025.

## **8. Asset Management Strategy**

The Director of Asset Management presented to the Board the revised Asset Management Strategy. He explained that this revised strategy would mean a more streamlined approach for updating information from the housing management system SDM. For clarity, a colour coded matrix has been added to the strategy to easily identify properties which show negative equity position within the thirty-year projection. The strategy provides additional information which has been collated from the various surveys undertaken along with information such as that from the settling in visit. The strategy is a working document, which would be regularly presented to the Board with both the Finance and Asset Management functions able to use the document in their decision making.

The Board **approved** the revised strategy and suggested a separate session of training.

**9. Audit, Risk and Governance sub-Committee's recommendations to:**

**I. LHA Quarterly Management Accounts to 31/12/24**

The Board **approved** the Quarterly Management Accounts to 31/12/24.

**II. Annual Budget 25/26**

The Board **approved** the Annual Budget for 2025/26.

**III. Approve Bad Debt Write-Offs**

The Board **approved** the Bad Debt Write-Offs.

**IV. Approve Risk Register**

The Board **approved** the Risk Register.

**V. Approve Internal Audit – Cyber Security**

The Board **approved** the Internal Audit noting the recommendations.

**VI. Note Quarterly Management Accounts to 31/12/24 (LHAPS) A & (LCR) B**

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

**VII. Note Covenant Report**

The Board **noted** the Covenant Report.

**VIII. Note Treasury Management Report**

The Board **noted** the Treasury Management Report.

**IX. Note Quarterly Compliance Return**

The Board **noted** the Compliance Return.

**10. Maintenance and Estate Management programme Update Quarter 3**

The Director of Asset Management presented the quarterly report detailing the maintenance and estate management programme for quarter 3.

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

**11. Health and Safety of Properties – Update**

The Director of Asset Management presented the Health and Safety report for Quarter 3 to the Board. The report details LHA's progress of the statutory cyclical Health and Safety inspections and testing. The Board discussed the issues staff are facing with gaining access to our properties to conduct the required inspections and testing and the Director of Asset

Management advised that they are reviewing the service testing to establish if some of the required tests could be carried out on the same day causing less disruption to tenants.

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

## **12. Development**

### **I. New Build Development – Update**

This was the first report received from MacDonald and Cameron, and while no decision was required the Board confirmed they were pleased with the format noting it was highly informative, and the inclusion of pictures of each site showing the various stages of progress was helpful.

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

### **II. Working Group – Notes**

The Board agreed that the working group arrangement had gone well and would continue indefinitely.

## **13. Performance**

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

## **14. Tenant Engagement & Communications**

The Board **noted** the report in relation to Tenant Engagement.

## **15. Annual Declarations of Interest Report**

The Director of Customer Services Presented the Declarations of Interest Report to the Board. It was confirmed that the Chairperson had checked the declarations and related paperwork and approved.

The Board **noted** the report.

## **16. A.O.C.B**

### **I. Date For Board Away**

The Board **discussed** and **agreed** for the Board Away Day to take place on the Tuesday 7<sup>th</sup> October.

### **II. Board Membership of CHT**

The Board **discussed** and **agreed** to wait until after the AGM before asking for a nomination

### **III. Board Section of Website and Laptops**

The Director of Customer Services advised that the work on our new website was now complete, and we will shortly be in touch to arrange training for Board Members

The Board **noted** the information

### **IV. Confidential Item**

Please see separate confidential minutes.

### **V. EVH Ballot – Salary Increase**

The Ballot documents from EVH had been distributed to the Board prior to the meeting.

The Board **approved** the recommendations from EVH for the three-year proposal as set out within the document.