

**LOCHABER HOUSING ASSOCIATION
MINUTES OF BOARD OF MANAGEMENT MEETING
HELD IN THE LHA OFFICES AT 101 HIGH STREET,
FORT WILLIAM ON THURSDAY 16TH
NOVEMBER 2023 AT 6:30PM**

Present: Andrew Carr (Chairperson)
Di Alexander
John Cooney
Cathy Osborn
Rosemary Bridge
Moir MacVicar
Cllr Sarah Fanet

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
Iain MacLeod, LHAPS Manager
Maureen Cameron, LCR Manager
Fiona Sorley, CHT (Part Meeting)

1. Apologies

Apologies have been received from May Tosh and Stewart Leitch.

2. Declarations of Interest

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

3. Minutes of Meeting held on 24th August 2023

The Minutes of the meeting held on 24th August were **approved**.

4. Matters Arising from Minutes of Meeting held on 24th August 2023

(i) Housing Demand and wheelchair properties

The Housing Services Co-ordinator presented the report to the Board in which there were discussions around both stage two funding for properties to be adapted when in the development phase and developing bespoke homes for certain families on the HHR who require accessible properties.

The Board **noted** the report.

5. Minutes of Meeting held on 19th October 2023

The minutes of the meeting held on 19th October were **approved**.

6. Matters Arising from the minutes of the meeting held on 19th October 2023

(i) Submission of Annual Assurance Statement

The Chief Executive advised the Board that the Annual Assurance Statement was submitted to the Scottish Housing Regulator on 23/10/2023.

The Board **noted** the update.

7. Regulatory Standards – demonstrating compliance

The Customer Services Manager advised the Board that this document has a new format which links each Board report to itemised sections within the regulatory standards.

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

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

The Housing Services Coordinator presented the Rent Consultation report to the Board in which they were asked to approve the following recommendation:

- LHA consults with tenants on a proposed rent increase of 7.5% for 2024/25 with relevant details pertaining to the proposal in the attached briefing to be provided to tenants.

The Chief Executive gave feedback to the Board on the discussions at the recent RIHAF Conference around rent increases and the options some other RSL's are looking at for the coming year.

The Board **approved** the rent consultation document with **agreed** amendments to the briefing note.

9. Revised/New Policies

(i) Shared Parental Leave

The Shared Parental Leave Policy was **approved**.

10. Authority to Evict

The Board **discussed** and **approved** the eviction for case CA189, action will not be taken against the tenant unless the payment/engagement arrangements are broken.

11. Tenant Engagement & Communications Strategy

The Board **approved** the Tenant Engagement & Communications Strategy with an amendment to be made to the Communication Timescales to say, 'Following receipt, we will respond to urgent emails within 24 hours on working days.'

12. Audit and Governance Sub-Committee Recommendations

(i) Approve Draft Budget 2024/25

The Board **approved** the Draft Budget for 2024/25.

(ii) Approve Bad Debt Write-offs & Update to Procedure

The Board **approved** the Bad Debt Write-offs & Update to Procedure.

(iii) Approve LHA Quarterly Management Accounts to 30.09.2023

The Board **approved** the LHA Quarterly Management Accounts.

(iv) Internal Audit Report

The Board **approved** the Internal Audit Report.

(v) Note Quarterly Management Accounts to 30.09.2023 (A) LHAPS and (B) LCR

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

(vi) Note Covenant Report, Treasury Management Quarterly & Annual Update

The Board **noted** the Covenant Report, Treasury Management Quarterly Update and Annual Update.

(vii) Note Quarterly Compliance Return

The Board noted the Quarterly Compliance Return.

(viii) Risk Register and Risk Management Policy

The Board **approved** the Risk Register and Risk Management Policy and noted that the main Board and Subsidiary Boards will have an information session with Paul McNeill to go through the new register.

(ix) Policies – Treasury Management, Procurement, Travel & Subsistence & Salary Sacrifice

The Board **approved** the policies noting that an amendment would be made to the Treasury Management Policy to include ‘Golden Rules’.

(x) Standing Orders – Audit & Governance Sub-Committee

The Board **approved** the Standing Orders for the Audit & Governance Sub-Committee and **agreed** the name of the Sub-Committee should be changed to the Audit, Risk and Governance Sub-Committee.

13. Maintenance and Estate Management Programme Update Quarter 2

The Asset Manager presented the quarterly report detailing the maintenance and estate management programme for quarter 2.

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

14. Health and Safety of properties – Update *Information that could be deemed as commercially sensitive has been removed from this report.*

The Asset Manager presented the report to the Board which detailed our compliance with the Health & Safety legislation for our properties.

The Asset Manager advised the Board that seventy AICO systems will be installed into properties and that AICO will be holding a roadshow with tenants to give them an overview on the system.

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

- 15. 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 sites at Mallaig, Glenkingie Terrace, Rankin Crescent, Glensheil and Inchree. The progress of each site was detailed.

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

16. Performance

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

17. A.O.C.B

(i) Confidential Item

Please see separate confidential minute.

(ii) RIHAF – Feedback from those Board members attending

Di Alexander, Board Member advised the Board that it was a good conference and he would highly recommend and encourage fellow Board members to attend if they can in the future.

The Board **noted** the update.

(iii) Christmas Lunch

The Board were advised that the Joint Board Christmas Lunch would take place after the Board Meeting on Friday 15th December at The Silly Goose, further information and the menu choices will be circulated to the Board in the coming days.

The Board **noted** the update.

(iv) Annual Declarations

The Customer Services Officer reminded Board members to return their annual declaration documents and code of conduct before Friday 17th November.

The Board **noted** the reminder.