

**LOCHABER HOUSING ASSOCIATION
MINUTES OF BOARD OF MANAGEMENT MEETING
HELD BY MICROSOFT TEAMS
ON THURSDAY 21st APRIL 2022 AT 6.30PM**

Present: May Tosh
Di Alexander
Jenni Hodgson
Denis Rixson
Andrew Carr (Chairperson)
Linda Johnson
Rosemary Bridge

In attendance: Sean Doherty, Asset Manager
Margaret Moynihan, Chief Executive
Maureen Cameron, LCR Manager
Iain MacLeod, LHAPS Manager
Siobhan Toal, Customer Services Officer
Christine Morrison, Finance Coordinator
Brian Pearson, Housing Services Coordinator
David Smith, Accountant

1. Apologies

Apologies have been received from Moira MacVicar and Jacqui Wight.

2. Declarations of Interest

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

3. Minutes of Meeting held on 17th March 2022

The Minutes of the meeting held on 17th March 2022 were **approved**.

4. Matters Arising from Minutes of Meeting held on 17th March 2022

(i) IT Tender

The Chief Executive advised the Board that following the approval of appointing Tecnica as the new LHA Group IT support service they are now working in the background alongside TSG to allow a smooth handover. The Chief Executive and Customer Services Manager have had an initial meeting with the Company and are waiting on the contract to come through for signing.

The Board **noted** the report.

(ii) Link – Consultation of naming of development at Upper Achintore
Information that could be deemed as being sensitive has been removed from this report.

The Chief Executive advised the Board that after communications with the Upper Achintore Regeneration Group and Fort William CC it has been agreed that Link are advised of their preferences.

Following the discussion the Asset Manager provided an update on the seating area in Roy Bridge. The Board were advised that the Asset Manager would contact the Roy Bridge village group to arrange an opening date for the seating area.

Board member, Di Alexander was nominated to write a few words for the plaque, and it was agreed that he would liaise with the Chief Executive and the proposed wording would go to Monsignor Wynne's family for approval.

The Board **noted** the update.

(iii) Board Meeting Arrangements – May 2022

The Chief Executive advised the Board that the Senior Management Team have been discussing arrangements for upcoming Board Meetings and proposed that initially two meetings per year are held in person, this would be the May and December meetings with the remaining meetings being held digitally.

It was agreed that due to the recent spike in COVID-19 cases in the area that the proposal of an in-person meeting in May would be reassessed in a few weeks to see if the situation has improved, if the cases are lower the meeting would be in person.

The Board **noted** the update.

5. Confidential Minutes and Matters Arising from 17th March 2022

The Confidential Minutes of the meeting held on 17th March 2022 were **approved**.

6. Regulatory Standards – demonstrating Compliance

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

7. Budget 2022/23

The Chief Executive presented the final budget for 2022/23, in which the Board were advised that the budget shows a surplus for income and expenditure but there is a small deficit on cashflow due to an increase in repairs expenditure.

The Board **considered** and **approved** the final budget for 2022/23.

8. EVH Salary Award 2022/23

The Chief Executive advised the Board that the proposed salary award of 4.1% was approved on 20/04/2022.

The Board **noted** the update.

9. (A) 5 Year Projections

David Smith, LHA Group accountant, presented the 5-year projections to the Board in which they were advised that that the current year (2021/22) base figure is estimated due to not having the annual audited accounts yet approved.

The Board **discussed**, **noted**, and **approved** the submission of 5 Year Projections to the Scottish Housing Regulator.

(B) 30 Year Projections

David Smith, LHA Group Accountant presented the 30-year Projections to the Board in which there were discussions at length regarding major repair works due in 2030 and Allia Bond Loans in 2027.

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

10. Housing Needs Update

The Chief Executive advised the Board that she, along with the Housing Needs subgroup met with Linda Ewart and Ronnie Macrae (CHT) to discuss and refine the brief, with the changes highlighted in blue within the report.

It was agreed that the gathering of information and database upkeep would be split into two and the work on gathering information would be worked on initially whilst looking to partners to help with the database.

The next steps agreed was to go back to Communities Housing Trust to invite them to respond within the time set out in the brief and to then arrange another meeting with the sub-group to progress.

The Board **noted** the update.

11. Board Recruitment

The Chief Executive advised the Board that Cameron Bauer has resigned from his position on the Board as he is moving away from the area to a new job, and that Denis Rixson would be leaving the Board as co-opted member as he was not standing for the local council elections in May.

The Board were also informed that the Chief Executive will be meeting with a potential Board member within the next few weeks with the possibility of them then observing the May Board meeting.

The Board **noted** that the Senior Management Team are actively looking for Board members and that an article would be published in the Lochaber Life this month targeted at recruiting Members.

12. Notifiable Event – notifying SHR of sale of the two ROTS as approved by the Board October 2021

The Board **noted** the disposals and that the appropriate entry was completed on the Notifiable Event section of the Scottish Housing Regulators portal.

13. SHR – Engagement Status

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

The Board **noted** the report.

14. A.O.C.B

(i) **Public Holidays – Jubilee Weekend**

The Chief Executive advised the Board that as the LHA Group are EVH Members this means they set out the public holidays for the year. Staff were consulted a few years ago and agreed that the office should only close over the Festive period and Easter this allowing improved customer service and staff to have the remaining public holidays included in their annual leave allowance for the year.

As the Queen is celebrating her Platinum Jubilee at the start of June the Chief Executive proposed that staff should receive the additional public holiday on Friday 3rd June.

The board **approved** the additional public holiday and **agreed** the office should be closed on Friday 3rd June 2022.

(ii) **Finance Manager**

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

The Chief Executive advised the Board that the position of Finance Manger has now been offered and accepted.

(iii) **Denis Rixson**

The Chairperson and the Board thanked Denis Rixson for his contributions to the Board over the last few years and wished him well in future endeavours.