

**LOCHABER HOUSING ASSOCIATION  
MINUTES OF BOARD OF MANAGEMENT MEETING  
HELD BY MICROSOFT TEAMS  
ON THURSDAY 25<sup>th</sup> AUGUST 2022 AT 6.30PM**

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

**In attendance:** Sean Doherty, Asset Manager  
Margaret Moynihan, Chief Executive  
Jenny MacKay, Customer Services Manager  
George Doran, Finance Manager  
Siobhan Toal, Customer Services Officer  
Maureen Cameron, LCR Manager  
Brian Pearson, Housing Services Coordinator  
Fiona Sorley, CHT (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 6 was discussed and be invited to re-join when this item concluded.

**3. Minutes of Meeting held on 30<sup>th</sup> June 2022**

The Minutes of the meeting held on 30<sup>th</sup> June 2022 were **approved**.

**4. Matters Arising from Minutes of Meeting held on 30<sup>th</sup> June 2022**

**(i) Board Training**

The Customer Services Manager advised the Board that Stuart Eglington would be delivering a training session on Equality, Diversity and Inclusion & Whistleblowing and notifiable events on Tuesday 6<sup>th</sup> September. The Board were advised this session would be recorded and uploaded onto MS Teams.

The Customer Services Manager reminded the Board to advise the Customer Services Team once training sessions have been viewed to allow training records to be updated.

The Board **noted** the verbal update.

**(ii) RIHAF**

The Chief Executive provided a follow up from the last meeting regarding this years RIHAF conference, it was advised that full information would be sent to the Board and advised that they should give a note of their interest.

The Chief Executive reminded the Board that the Conference would be held at the Ballachulish Hotel on 26<sup>th</sup>-28<sup>th</sup> October.

The Board **noted** the verbal update.

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

The Chief Executive advised the Board that the unveiling of the bench in Roy Bridge was held on Tuesday 16<sup>th</sup> August, Monsignor Wynne’s family were delighted with the heartfelt words from Board Member Di Alexander.

The Board were advised that the Association will now progress with a similar tribute in Arisaig.

The Board **noted** the update.

**5. Regulatory Standards – demonstrating Compliance**

The Board **noted** that a new column has been added to the document identifying improvement actions.

**6. Housing Needs Report Update**

The Chief Executive updated the Board on the meeting that was held on 12<sup>th</sup> July with Ronnie MacRae in which the working group agreed to the following points:

1. The brief should be amended to enhance the focus of the work being carried out.
2. Extend the proposed timeline to allow costs to be spread out.
3. Send the revised proposal to the Crown Estates Scotland and Scottish Futures Trust as well as the Highland Council and HIE requesting a contribution to the costs of undertaking the survey.

The Chief Executive advised the Board that the Communities Housing Trust would provide a more detailed breakdown of costs.

The Board **noted** the **update** and agreed that further discussion should take place when funding contributions have been discussed.

**7. Equality, Diversity and Inclusion Strategy**

The Customer Services Manager presented the report informing the Board that an EDI audit was carried out by internal auditors and the Audit & Governance Sub-Committee agreed the actions identified within the audit report.

The Board were advised that the Scottish Housing Regulator have expectations on how Equality, Diversity and Inclusion is regulated.

The Board **considered** and **approved** the report and noted that the action plan will be presented every six months to view the progress made.

**8. Board Appraisal Action Plan**

The Customer Services Manager advised the Board that the learning and development plan was produced by SHARE which has been updated to include a comments column which was populated by Officers.

The Chief Executive proposed to the Board that a site visit/tour of Association estates should be arranged for next year.

The Board **approved** the action plan and **noted** the arrangements for individual leaning statements.

## 9. Revised/New Policies

### (i) Salary Sacrifice

The Finance Manger presented the draft policy to the Board, in which they were informed how the Association would implement the Salary Sacrifice scheme.

The Board **discussed** the sections to consider and **approved** the adoption of the salary sacrifice policy and employees availing the salary sacrifice options will have their contract of employment amended by a letter of variation.

## 10. Disposal under the Housing (Scotland) Act 2010

*some detail has been redacted due to commercial sensitivities*

The Chief Executive presented the report to the Board in which they were advised that a first floor flat at 147 High Street, Fort William which has been leased to the Highland Council since 2007 is now empty and being returned to the Association in September.

The Board were informed that the property has an assessed open market value of £120,000. The Housing Association Grant (HAG) repayable on the property will in accordance with the Association's agreement with the Scottish Government, be recycled for new build developments.

The Board **approved** that the property at 147 High Street, Fort William is disposed of on the open market and **noted** that unless the sale proceeds are above £120,000 there is no requirement to inform SHR, however if the figure is above this a standard notifiable event will be required to be submitted on the SHR portal once the sale is complete.

## 11. Applications

### (i) Shareholding Membership

The Board received the report proposing the admission of a new member and accordingly **approved** the application for Shareholding Membership of Morag Cameron.

### (ii) Board Membership Application

The Board **approved** the appointment of Morag Cameron.

The Board **noted** that Councillor Sarah Fanet has been appointed to join the LHA Board as a co-optee.

**12. Audit & Governance Sub-Committee Recommendations**

- (a) The Board approved the Internal Audit Reports – Equality, Diversity and Inclusion.
- (b) The Board approved the Bad Debt Write-offs.
- (c) The Board approved the LHA Quarterly Management Accounts 30.06.2022.
- (d) The Board approved the Risk Register.
- (e) The Board approved the Succession Planning – Confidential Report.
- (f) The Board **noted** the Quarterly Management accounts to 30.06.2022 for (A) LHAPS and (B) LCR.
- (g) The Board **noted** the Covenant Report.
- (h) The Board **noted** the Treasury Management quarterly & annual update.
- (i) The Board **noted** the Quarterly Compliance Return.

**13. Maintenance and Estate Management Programme Update Quarter 1**

The Asset Manager presented the quarterly report detailing the maintenance and estate management programme for quarter 1.

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

**14. Health and Safety of Properties - Update**

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

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

**15. (A) Development Report - CHT**

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 detailed.

Fiona informed the Board that a further paper would be presented at the November meeting outlining design and consultancy.

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

**(B) Development Update – Link Group**

The Board **noted** the update from Link Group regarding the site at Upper Achintore.

**16. Authority to Evict Outcomes**

The Board **noted** the Authority to Evict outcomes report.

**17. Performance**

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

**18. ALIenergy – Lochaber Affordable Warmth Scheme**

The Housing Services Co-ordinator advised the Board that the Housing Management Team would be attending an Allenergy event in New Connections on Friday 26<sup>th</sup> August to promote the service in the Lochaber Area.

The Board **noted** the update.

**19. Focus Group - Feedback**

The Board **noted** and **supported** the suggested improvements identified from the focus groups.

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

**(i) SHN Benchmarking Session**

The Board were reminded that Scottish Housing Network (SHN) would be presenting the Associations annual performance on Wednesday 7<sup>th</sup> September between 2-3pm.

**(ii) Board Away Day – details**

The Customer Services Manager advised the Board that the proposed date for the Board Away Day is Thursday 6<sup>th</sup> October between 9.30-4.30pm with Linda Ewart facilitating the day. The morning session will consist of reviewing strategic objectives with the afternoon session looking at the Regulatory Standards, approving the annual assurance statement and appointing the Office Bearers.

The Board **noted** the update.

**(iii) Communities Housing Trust Representative**

The Chair advised the Board that the CHT AGM will be taking place on Friday 23<sup>rd</sup> September and Jenni Hodgson, Board Member who is currently the Associations representative has queried if another Board Member would like to take on this role.

The Board **discussed** and **agreed** that Jenni Hodgson should remain the Associations representative on the CHT Board.