

**LOCHABER HOUSING ASSOCIATION
MINUTES OF BOARD OF MANAGEMENT MEETING
HELD IN THE LHA OFFICES AT 101 HIGH STREET,
FORT WILLIAM ON THURSDAY 29th
JUNE 2023 AT 6.30PM**

Present: Andrew Carr (Chairperson)
Di Alexander
John Cooney
Cathy Osborn
Rosemary Bridge
Stewart Leitch
May Tosh
Moir MacVicar

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
David Smith, Accountant (Part Meeting)
Fiona Sorley, CHT (Part Meeting)
Kevin Booth, Alexander Sloan (Part Meeting)
Cameron Boyd, TIAA (Part Meeting)
Gavin Kellet, Ecosafety

1. Apologies

Apologies have been received from Jenni Hodgson, Sarah Fanet and Jacob Green.

2. Declarations of Interest

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

3. Minutes of Meeting held on 25th May 2023

The Minutes of the meeting held on 25th May 2023 were **approved** with an amendment to be made to Agenda Item 4(i).

4. Matters Arising from Minutes of Meeting held on 25th May 2023

(i) Submission of Annual Return of the Charter including information re ESSH

The Asset Manager presented the report to the Board in which they were advised that there were 13 properties reported as a failure or in abeyance in relation to heating within this year's ARC, and the reasons and estimated timescale for replacements for these properties was presented. There were also various discussions and questions around the calculations of SAP scores.

The Board noted the report.

(ii) Submission of Annual Return of the Charter and including information on HHR Refusals

The Housing Services Co-ordinator provided a detailed report in relation to the number of refusals within the HHR as set out in the ARC submission for 2022/23. The Board were advised that going forward a quarterly report on HHR refusals will be presented within the performance reports.

The Board **noted** the report.

5. Regulatory Standards – demonstrating compliance

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

6. Office Bearers Decision

The Board **noted** and **ratified** the Officer Bearers Decision.

7. LHA Annual Audited Accounts

Kevin Booth of Alexander Sloan reported the Audit findings and confirmed the Association had received a clean audit report with no risks or audit adjustments identified. The Finance Manager gave an overview of the accounts and David Smith, Accountant advised the surplus for the year end was better than expected considering the significant rise in interest rates and repair costs.

The Board **discussed** and **approved** the Annual Accounts and the Audit Findings Report, also **approved** the signing of the Letter of Representation and Management Response Letter.

8. Board Appraisal – Action Plan

The report was presented to the Board in which they were advised that the Customer Services Manager will be individually contacting each member of the Board in the coming weeks to find out if anyone requires a refresher session on the Board section on Teams. The Board were also advised that individual learning statements would be circulated shortly, and that a meeting will be arranged between the Chair and each of the Board Members who had joined more recently.

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

9. Internal Audit Annual Plan

Cameron Boyd, TIAA presented the annual audit plan to the Board outlining the Strategic and Annual Plans for the three years. The Board discussed the Audit plan and were advised that the plan can be flexible over the three-year period.

The Board **discussed** and **approved** the proposed annual plan.

10. Revised/New Policies

(i) Voids Policy

The Voids Policy was **approved**.

(ii) Anti-Social Behaviour Policy

The Anti-Social Behaviour was **approved**.

(iii) Tenant Alterations

The Tenant Alterations Policy was **approved**.

(iv) Anti-Money Laundering

The Anti-Money Laundering Policy was **approved**.

11. Authority to Evict

The Board **discussed** and **approved** the eviction for cases CA185 and CA186, while noting that action will not be taken unless the arrangements agreed with the Housing Services Co-Ordinator and Chief Executive are broken.

12. Development

Fiona Sorley, CHT presented the development report to the Board with the focus being on sites at Mallaig, Glenkingie Terrace, Rankin Crescent and Glenshiel. The progress of each site was detailed. There was also an update provided on the retention proposal by the contractor for Rankin Crescent.

The Board **noted** the update and approved the retention agreements proposed for Rankin Crescent.

13. Compliance with Rules 62-67

The Compliance with rules 62-67 report was **noted**.

14. Training Report

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

15. EDI Action Plan

The Customer Services Manager presented the report to the Board in which they discussed the number of returns received and how this information can benefit the work of the Association.

The Board **noted** the report.

16. Health and Safety Annual Report

Gavin Kellet, Ecosafety presented the annual Health and Safety report to the Board in which they were advised of the processes the LHA Group have in place and how these are reviewed on a regular basis to ensure that they are kept up to date and improvements are constantly being made to the Management Programme.

The Board **noted** the annual report.

17. Highland Housing Register Annual Report

The Board **noted** the Highland Housing Register Annual Report.

18. Social Housing Fuel Support Fund and Winter Campaign 2022 – 2023

The Board were advised that the Association are currently awaiting the outcome of the most recent application for funding.

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

19. Draft Annual Accounts for Lochaber Care & Repair and LHA Property Services

The Board **noted** the draft annual audited accounts for Lochaber Care & Repair and LHA Property Services.

20. Notifiable Event – Appointment of new Internal Auditor

The Customer Services Manager advised the Board that the Notifiable Event process on the SHR Portal has now been completed advising that TIAA have been appointed Internal Auditor.

The Board **noted** the update.

21. A.O.C.B

(i) Board Membership – M Cameron

The Customer Services Manager advised the Board that due to personal circumstances LHA Board Member Morag Cameron has tendered her registration and thanks have been passed on for her work during her time on the Board.

The Board **noted** the update.

(ii) Fire Safety – Blar Mhor Unit

The LHAPS Manager presented the reported to the Board in which they were advised that a recent Fire Risk Assessment was carried out at the Blar Mhor Unit which highlighted improvement which could be made to the fire alarm system in place. The Board were provided with the options and costs which were then fully discussed.

The Board **approved** proceeding with Option 1.

(iii) Meeting Schedule

The Board **discussed** the meeting schedule and **noted** the August, October and December meetings will all be held in person with the option to join remotely also being available to Board members.

(iv) Planned Maintenance Budget 2023-2024 *Information that could be deemed as commercially sensitive has been removed from this report.*

The Asset Manager advised the Board that Union Technical have sourced funding to assist with the external wall insulation and render works for some of our properties. The approvals for the funding will not be in place until October of 2023 however, due to the weather constraints at this time of year, the Asset Manager proposed deferring these works until April 2024. The costs for these works are in the budget for the current year therefore the proposal was to revisit

some expenditure items which had been postponed for this year such as the AICO air quality monitoring systems and external painting works.

The Board **approved** the changes to the budget and **noted** that further information would be provided to the Board on the insulation/render works proposed.