CONFIRMED MINUTES

LSHA BOARD - 14.09.2026

At the **LSHA Board - 19.10.2026** on **19 Oct 2026** these minutes were **confirmed as presented.**

Name:	Lochalsh and Skye Housing Association
Date:	Monday, 14 September 2026
Time:	2:00 pm to 3:05 pm (BST)
Location:	Default Location, Morrison House, Bayfield, Portree
Board Members:	Mr Ian Young (Chair), Mrs Audrey Sinclair, Mr David Clapham, Mr Rob Malcolm, Mr Robert Muir, Mr Robin Nairn, Mr Tim Wallis
Attendees:	Ben Thomas, Helen Brown, Jennifer MacInnes, Lowri Richards
Apologies:	Steven Proudfoot, Ms Emma MacLeod, Ms Liz Williams

1. Opening Meeting

1.1 Welcome and Apologies

CE as Company Secretary took the chair as, in accordance with the Association's Rules following the AGM Office bearers require to be elected.

1.2 Election of Office Bearers

Mr Robin Nairn nominated Mr David Clapham to be elected as Chairperson, this was seconded by Mr Robert Muir. Mr Clapham accepted and took over chairing the meeting.

Members agreed to continuing to have two vice-chair persons. Mrs Audrey Sinclair proposed Mrs Emma MacLeod and this was seconded by Mr Robin Nairn. Mr Tim Wallis nominated Mr Robert Muir to be Vice-Chair, this was seconded by Mrs Audrey Sinclair.

Mr Robert Muir nominated Mr Robin Nairn to be elected as Chairperson of the AFR Sub-committee, this was seconded by Mr Tim Wallis.

Mr Robin Nairn proposed Mrs Audrey Sinclair continue to represent LSHA as representative at the Communities Housing Trust, this was seconded by Mr Tim Wallis.

Election of Chairperson

Mr Robin Nairn nominated Mr David Clapham to be elected as Chairperson, this was seconded by Mr Robert Muir. Mr Clapham accepted and took over chairing the meeting.

Decision Date: 14 Sept 2026
Mover: Mr Robin Nairn
Seconder: Mr Robert Muir
Outcome: Approved

Election of Emma MacLeod as Vice-Chairperson

Mrs Audrey Sinclair proposed Mrs Emma MacLeod and this was seconded by Mr Robin Nairn.

Decision Date: 14 Sept 2026
Mover: Mrs Audrey Sinclair
Seconder: Mr Robin Nairn
Outcome: Approved

Election of Robert Muir as Vice-chairperson

Mr Tim Wallis nominated Mr Robert Muir to be Vice-Chair, this was seconded by Mrs Audrey Sinclair.

Decision Date: 14 Sept 2026
Mover: Mr Tim Wallis
Seconder: Mrs Audrey Sinclair
Outcome: Approved

Election of AFR Sub-Committee Chairperson

Mr Robert Muir nominated Mr Robin Nairn to be elected as Chairperson of the AFR Sub-committee, this was seconded by Mr Tim Wallis.

Decision Date: 14 Sept 2026
Mover: Mr Robert Muir
Seconder: Mr Tim Wallis
Outcome: Approved

Representative of LSHA at CHT Meetings

Mr Robin Nairn proposed Mrs Audrey Sinclair continue to represent LSHA as representative at the Communities Housing Trust, this was seconded by Mr Tim Wallis.

Decision Date: 14 Sept 2026
Mover: Mr Robin Nairn
Seconder: Mr Tim Wallis
Outcome: Approved

2. Declarations of Interest

2.1 Declarations of Interest

No declarations of interest were noted.

3. Minutes of Previous Meeting

3.1 Confirm Minutes - LSHA Board 17.08.26

LSHA Board - 17.08.2026 17 Aug 2026, the minutes were confirmed with the following changes:

Amend Section 8.4 of minutes of meeting held on 18.08.26, to advise it was Liz Williams, Robin Nairn and Robert Muir who were due to stand down from the Board and be re-elected.

CE advised that there had been an error in the Governance Report and it was actually Liz Williams, Robin Nairn and Robert Muir who were due to stand down from the Board and be re-elected.

Members agreed that this correction should be made to the minutes and otherwise the minutes were proposed by Audrey Sinclair, seconded by Robin Nairn and approved unanimously.

Amendment to minutes of 18.08.26 Meeting

Amend Section 8.4 of minutes of meeting held on 18.08.26, to advise it was Liz Williams, Robin Nairn and Robert Muir who were due to stand down from the Board and be re-elected.

Due Date: 18 Sept 2026
Owner: Jennifer MacInnes

Members agreed that this correction should be made to the minutes...

Members agreed that this correction should be made to the minutes and otherwise the minutes were proposed by Audrey Sinclair, seconded by Robin Nairn and approved unanimously.

Decision Date: 14 Sept 2026
Mover: Mrs Audrey Sinclair
Seconder: Mr Robin Nairn
Outcome: Approved

3.2 Confirm Minutes - LSHA PS Board 17.08.26

Approval of PS Minutes of Meeting held on 17.08.26

The Private Section of the minutes of the Board Meeting held on 17.08.26 were proposed by Robin Nairn, seconded by Tim Wallis and approved unanimously.

Decision Date: 14 Sept 2026
Mover: Mr Robin Nairn
Seconder: Mr Tim Wallis
Outcome: Approved

4. Decision Tracker

4.1 Decision Tracker - from LSHA Board 17.08.26

Due Date	Action Title	Owner(s)
5 May 2026	Share additional information with Board **Status:** Not Started	Dana Campbell

Due Date	Action Title	Owner(s)
17 Aug 2026	Procurement Improvement Plan **Status:** In Progress	Ben Thomas, James Swinnerton, Lowri Richards
23 Aug 2026	Amend spelling error at 4.3 of minutes of 25th May 2026. **Status:** Completed on 2 Sept 2026	Jennifer MacInnes
28 Aug 2026	Provide "you said, we did" to members **Status:** Completed on 21 Aug 2026	Jessica Clarke
11 Sept 2026	Annual Assurance Statement - Session for Members **Status:** Completed on 28 Aug 2026	Helen Brown
18 Oct 2026	Alternative Rent Setting Options **Status:** Not Started	Ben Thomas, Lowri Richards

CE advised that the progress update will come to the October Board.

4.2 4.2 Decision Tracker - from PS LSHA Board Meeting 17.08.26

This item was discussed privately.

5. North West Highland Community Enterprises

5.1 North West Highland Community Enterprises - Changes to Office Bearers

DFI advised that the NWHCE subsidiary company continues to be dormant and can be brought back if and when necessary.

The company Directors were David Clapham and Ian Young and Lowri Elizabeth Richards has the dual role of Company Secretary and Director.

As Ian Young stepped down from NWHCE, Robert Muir proposed Robin Nairn to be Director of the company, this was seconded by Tim Wallis and the position was accepted by Robin Nairn.

Director of NWHCE

Robin Nairn was nominated as Director of NWHCE by Robert Muir and this was seconded by Tim Wallis.

Decision Date: 14 Sept 2026
Mover: Mr Robert Muir
Seconder: Mr Tim Wallis
Outcome: Approved

6. Other Matters Arising

6.1 Matters Arising

7. A.O.C.B.

7.1 A.O.C.B.

7.2 Communications within Board Membership and LSHA staff

Members discussed Board Communication and would like to trial a less formal "wash up session" after Board Meetings, where Board members would have around 10 minutes without staff present, this was a suggestion from the appraisals.

All members were happy to share a list of emails and telephone numbers to enable members to communicate with each other.

Questions in advance of the meeting will be answered in the Matters Arising Section and members requested this is kept to questions and not used to note opinions.

Members also asked for staff to continue to try to reduce the length of papers and to be as distinct as possible on what is being asked of the Board.

8. Meeting Close

8.1 Close the meeting

Next meeting: LSHA Board - 19.10.2026 - 19 Oct 2026, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Amendment to minutes of 18.08.26 Meeting **Due Date:** 18 Sept 2026	Jennifer MacInnes

David Clapham

Mr David Clapham
20 Oct 2026