

# AGENDA

## BOARD MEETING 21 OCTOBER 2024



<b>Name:</b>	Lochalsh and Skye Housing Association
<b>Date:</b>	Monday, 21 October 2024
<b>Time:</b>	2:00 pm to 4:00 pm (BST)
<b>Location:</b>	Default Location, Morrison House, Bayfield, Portree
<b>Board Members:</b>	Mrs Audrey Sinclair, Mr David Clapham, Mr Iain Lewis, Ms Liz Williams, Mr Robert Muir, Mr Robin Nairn, Mrs Joanne Boulton
<b>Attendees:</b>	Alastair MacGregor, Graeme Coull, Jennifer MacInnes, Lowri Richards, Nicola Kemp
<b>Apologies:</b>	Mr Gareth Morgan, Mr Ian Young (Chair)

### 1. Opening Meeting

#### 1.1 Welcome and Apologies

For information

### 2. Declarations of Interest

#### 2.1 Declarations of Interest

*Board and Staff members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Anyone declaring an interest should indicate the nature of the interest at the meeting. Advice on this matter may be sought from the Chief Executive prior to the meeting taking place.*

Supporting Documents:

2.1.a Interests Register

### 3. Minutes of Previous Meeting

#### 3.1 Confirm Minutes

Supporting Documents:

3.1.a Minutes : LSHA Board - 09.09.24 - 9 Sept 2024

#### 3.2 Board Meeting LSHA - (09.09.24 - for approval)

For approval

Supporting Documents:

3.2.a 3.1 Draft Minutes in Review LSHA Board - 09.09.24.pdf

## 4. Decision Tracker

### 4.1 Decision Tracker

Supporting Documents:

---

4.1.a 4.1 Decision Tracker from 09.09.24 Board.doc

---

## 5. Other Matters Arising

### 5.1 Matters Arising

## 6. Strategic & Decision Reports

### 6.1 Asset Management Report

Alastair MacGregor, Lowri Richards

For Noting.

Supporting Documents:

---

6.1.a 6.1 Asset Management Report FY24 - 25 for Qrt 2.doc

---

6.1.b 6.1 (i) Asset Management Report Q2 Board Meeting on 21-10-24 Appendix 1.pdf

---

6.1.c 6.1 (ii) Asset Management Board Report for Q2 Appendix 2.pdf

---

### 6.2 Equality Diversion and Inclusion

Lowri Richards

For decision.

Supporting Documents:

---

6.2.a 6.2 Board Report EDI Update.doc

---

6.2.b 6.2 (i) Board Membership equality and diversity profile October 2024.docx

---

6.2.c 6.2 (ii) Current Tenants equalities data Oct 2024\_summary.docx

---

6.2.d 6.2 (iii) Equality and Diversity Policy.doc

---

### 6.3 People Strategy

Supporting Documents:

---

6.3.a 6.3 People Strategy Report.docx

---

6.3.b 6.3 (i) People Strategy Sep '24.docx

---

### 6.4 Procurement Strategy

Lowri Richards

**For Decision**

Supporting Documents:

---

6.4.a 6.4 Procurement Strategy.doc

---

6.4.b 6.4 (i) Procurement Strategy 2024\_FINAL.doc

---

## 6.5 Acquisition Rockfield Croft, Portree

### For Decision

Supporting Documents:

---

6.5.a 6.5 Aquisition Rockfield Croft Portree.doc

---

6.5.b 6.5 (i) Rockfield Appendix 1.pdf

---

## 6.6 Development Report to 30.09.24

Supporting Documents:

---

6.6.a 6.6 Development Report 30.09.2024.docx

---

6.6.b 6.6 (i) Developement Report Appendix 1.docx

---

## 6.7 Potential Development Opportunity

Supporting Documents:

---

6.7.a 6.7 Potential Development Opportunity Ratagan-final.doc

---

6.7.b 6.7(i) Community Brief for Saraig site 19.1.23.pdf

---

6.7.c 6.7(ii) Plans 6th March Ratagan and Saraig.docx

---

6.7.d 6.7(iii) 24\_00917\_PREAPP Response Ratagan Saraig.pdf

---

6.7.e 6.7(iv) Lochalsh Survey Report Final (1) (1).pdf

---

## 6.8 Business Plan Review

Lowri Richards

### For Decision

Supporting Documents:

---

6.8.a 6.8 Board Report Business Plan Review.doc

---

6.8.b 6.8 (i) Business Plan 2024-2029\_edits October 2024.docx

---

6.8.c 6.8 (ii) Strategic Risk Register Jul 2024 showing Business Plan changes Oct 2024.docx

---

## 6.9 Board Training and Development Plan

Alastair MacGregor

### For Decision

Supporting Documents:

---

6.9.a 6.9 Board Training Plan.docx

---

6.9.b 6.9 (i) Board Development Plan.pdf

---

## 6.10 Board Policy Review

Alastair MacGregor, Lowri Richards

### For Decision

Supporting Documents:

---

6.10.a 6.10 Board Report Policy Review.doc

---

### Supporting Documents:

- 
- 6.10.b 6.10(i) 1 CDM Policy.docx
- 
- 6.10.c 6.10(ii) 2 Contract Control and Monitoring Policy.docx
- 
- 6.10.d 6.10(iii) 3 Contractors and Consultants Liquidation and Receivership Policy.docx
- 
- 6.10.e 6.10 (iv) 4 Defects Policy.docx
- 
- 6.10.f 6.10 (v) 5 Design and Build Policy.docx
- 
- 6.10.g 6.10 (vi) 6 Development Consultation Policy.docx
- 
- 6.10.h 6.10 (vii) 7 Disputes Resolution Policy.docx
- 
- 6.10.i 6.10 (viii) 8 Handover Policy.docx
- 
- 6.10.j 6.10 (ix) 9 Landbanking Policy.docx
- 
- 6.10.k 6.10 (x) 10 Off The Shelf Purchases Policy.docx
- 
- 6.10.l 6.10(xi) 11 Public Relations Policy and Procedures revisions 2024\_09.doc
- 
- 6.10.m 6.10 (xii) 12 Complaints Handling Procedure - TESM 10.5.24.doc.docx
- 
- 6.10.n 6.10(xiii) 13 Pension Scheme Notifiable Events Procedures revisions 2024\_09.doc
- 
- 6.10.o 6.10 (xiv) 14 Principal Officer Remuneration Policy revisions 2024\_09.doc
- 
- 6.10.p 6.10 (xv) 15 Clients Money Policy and Procedures revisions 2024\_09\_27.doc
- 
- 6.10.q 6.10 (xvi) 16 Sabbatical Policy - DRAFT.doc
- 
- 6.10.r 6.10 (xvii) 17 Whistleblowing Policy and Procedures DRAFT.docx
- 
- 6.10.s 6.10 (xviii) 18 Recruitment and Selection Policy - DRAFT.doc
- 
- 6.10.t 6.10 (xix)19 Severance Policy - DRAFT.doc
- 

## 6.11 Annual Assurance Statement

Alastair MacGregor

### For Decision

#### Supporting Documents:

- 
- 6.11.a 6.11 Annual Assurance Statement Report 21.10.2024\_LR edits.docx
- 
- 6.11.b 6.11 (i) Annual Assurance Statement to the Regulator.docx
- 
- 6.11.c 6.11 (ii) AAS Table.docx
- 

## 6.12 Private - Varragill House Roof Replacement - Update

Lowri Richards

### For Decision

#### Supporting Documents:

- 
- 6.12.a 6.12 Varragill House Roof Replacement-Update.doc
- 

## 7. Oversight Reports

### 7.1 Chief Executive's Report

Lowri Richards

For noting.

Supporting Documents:

---

7.1.a 7.1 CE Report October 2024.doc

---

## **7.2 Performance Report**

Lowri Richards

Supporting Documents:

---

7.2.a 7.2 Performance Report October 2024.doc

---

7.2.b 7.2 (i) PeerGroupReport 2023-2024.docx

---

7.2.c 7.2 (ii) Management Accounts 09\_2024-25 fast close.pdf

---

## **7.3 Private - Board Membership Applications**

Graeme Coull

Supporting Documents:

---

7.3.a 7.3 PS Board Membership Applications.doc

---

7.3.b 7.3 (i) Board Application - Roger Liley.doc

---

7.3.c 7.3 (ii) Board Application - John Davidson.pdf

---

## **7.4 Notifiable Events for acquisition/disposals procedure**

Alastair MacGregor

Supporting Documents:

---

7.4.a 7.4 Procedure Relating to Board Approval for Disposals and Acquisitions.doc

---

7.4.b 7.4 (i) Operating Procedure.docx

---

7.4.c 7.4 (ii) Notifiable Events Policy and Procedures.doc

---

## **7.5 Private - Bad Debts**

**For Decision**

Supporting Documents:

---

7.5.a 7.5 PS Bad Debts (Rent) Write Off 21 Oct 2024.docx

---

7.5.b 7.5 (i) Bad Debts Schedule 21 Oct 2024.docx

---

## **7.6 Campbell's Farm 6**

Supporting Documents:

---

7.6.a 7.6 Campbells Farm 6 Design Build Contract.doc

---

7.6.b 7.6 (i) Campbells Farm 6 Site.docx

---

## 8. Confidential Matters

### 8.1 Minutes of previous Private Session meeting 09.09.2024

For review and approval

Supporting Documents:

---

8.1.a 8.1 Draft Private Section MINUTES of Board Meeting 09.09.2024.doc

---

### 8.2 Decision Tracker from 09.09.24 Board

For information

Supporting Documents:

---

8.2.a 8.2 PS Decision Tracker from 09.09.24 Board.doc

---

## 9. Miscellaneous Correspondence

### 9.1 Miscellaneous Correspondence

For information.

## 10. A.O.C.B.

### 10.1 A.O.C.B.

## 11. Meeting Close

### 11.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.