

# AGENDA

## BOARD MEETING 25 NOVEMBER 2024



<b>Name:</b>	Lochalsh and Skye Housing Association
<b>Date:</b>	Monday, 25 November 2024
<b>Time:</b>	2:00 pm to 4:00 pm (GMT)
<b>Location:</b>	Default Location, Morrison House, Bayfield, Portree <a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTViYThjYTktZWZINS00NGM4LWIyMzItNWYxODEzNDc1M2ZI%40thread.v2/0?context=%7b%22Tid%22%3a%22c1dfd4a6-05a1-4c58-9b0a-bfad471351b3%22%2c%22Oid%22%3a%229f0d19d4-ac4e-447a-95de-caa728e8cb4b%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTViYThjYTktZWZINS00NGM4LWIyMzItNWYxODEzNDc1M2ZI%40thread.v2/0?context=%7b%22Tid%22%3a%22c1dfd4a6-05a1-4c58-9b0a-bfad471351b3%22%2c%22Oid%22%3a%229f0d19d4-ac4e-447a-95de-caa728e8cb4b%22%7d</a>
<b>Board Members:</b>	Mrs Audrey Sinclair, Mr Gareth Morgan, Mr Ian Young (Chair), Mr David Clapham, Mr Robert Muir, Mr Robin Nairn, Ms Liz Williams, Mr Iain Lewis, Mrs Joanne Boulton
<b>Attendees:</b>	Lowri Richards, Fanchea Kelly, Graeme Coull, Angus MacLennan, Jennifer MacInnes

### 1. Opening Meeting

#### 1.1 Welcome and Apologies

For information

### 2. Staff Presentation - Health and Safety and Fleet Officer - Alex MacKinnon

### 3. Declarations of Interest

#### 3.1 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:

3.1.a Interests Register

### 4. Minutes of Previous Meeting

#### 4.1 Confirm Minutes from Previous Meetings

Supporting Documents:

4.1.a 4.1a Minutes in Review Board Meeting 21 October 2024.pdf

4.1.b 4.1b 2024-11-11 Minutes in Review Audit, Finance and Risk sub-committee.pdf

Supporting Documents:

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4.1.c 4.1c AFR 11.11.24 6.7a Pension Scheme Review.doc

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4.1.d Minutes : Board Meeting 21 October 2024 - 21 Oct 2024

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## 5. Decision Tracker

### 5.1 Decision Tracker

Supporting Documents:

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5.1.a 5.1 Decision Tracker from 21.10.24 Board.doc

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## 6. Other Matters Arising

### 6.1 Matters Arising

### 6.2 Strategic Risk Register (Referral from AFR)

Supporting Documents:

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6.2.a 6.2 Strategic Risk Register Oct 2024.docx

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## 7. Strategic & Decision Reports

### 7.1 Asset Management Strategy

Angus MacLennan, Lowri Richards

**For Decision**

For Noting.

Supporting Documents:

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7.1.a 7.1 Asset Management Strategy cover report.doc

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7.1.b 7.1b Updated Asset Management Strategy 2024-2029 Plan\_FINAL 17.11.24.docx

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### 7.2 Biomass - PRIVATE

Lowri Richards

**For Decision**

For decision.

Supporting Documents:

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7.2.a 7.2 Biomass Update Report\_Private session.doc

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### 7.3 Mid Market Rent

Supporting Documents:

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7.3.a 7.3 Mid Market Rent Tenure Report.doc

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7.3.b 7.3b Copy of Options Appraisal MMR nov 2024\_amended.pdf

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## 7.4 Equalities Diversity and Inclusion Update

Lowri Richards

### For Decision

Supporting Documents:

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7.4.a 7.4 Equality Diversity and Inclusion Strategy Cover Report.doc

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7.4.b 7.4b Appendix 1 Equality Diversity and Inclusion Strategy FINAL\_.pdf

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7.4.c 7.4c Appendix 2 - Staff EDI Data Collection.pdf

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## 7.5 Policy Reviews

Lowri Richards

### For Decision

Supporting Documents:

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7.5.a 7.5 Policy Reviews Report.doc

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7.5.b 7.5b Attendance and Absence Management Policy DRAFT - 14.11.docx

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7.5.c 7.5c Lone Working Policy\_Nov24.doc

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7.5.d 7.5d Disclosure of Interests Policy and Procedures - Updated DRAFT2.docx

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7.5.e 7.5e Treasury Management Policy and Procedures\_2024 updates.docx

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7.5.f 7.5f Development Policy and Procedure UPDATED.docx

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7.5.g 7.5g Post Completion Scheme Review Policy UPDATED.docx

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7.5.h 7.5h Estate Management Policy V1.3 16.11.24.doc

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7.5.i 7.5i Repairs and Maintenance Policy V2 15.11.doc

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## 7.6 Company Secretary Appointment

Lowri Richards

### For Decision

Supporting Documents:

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7.6.a 7.6 Company Secretary Report.doc

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## 7.7 Code of Conduct for Staff

Lowri Richards

### For Decision

Supporting Documents:

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7.7.a 7.7a New Code of Conduct for Staff Members.doc

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7.7.b 7.7b Document 1 Code of Conduct for Staff Members V5 DRAFT.doc

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## 7.8 Code of Conduct for Board Members

Lowri Richards

### For Decision

Supporting Documents:

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7.8.a 7.8a New Code of Conduct for Board Members.doc

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7.8.b 7.8b Document 1 Code of Conduct for Governing Body Members V5 DRAFT.doc

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## 8. Oversight Reports

### 8.1 Performance Report Quarter 2

Graeme Coull

Supporting Documents:

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8.1.a 8.1 Q2 Performance Report.doc

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8.1.b 8.1b New Board Performance Report 2022 Q2.pdf

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8.1.c 8.1c Appendix 2 Q2 Performance Report\_Management Accounts 10\_2024-25 for SMT.pdf

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### 8.2 Business Plan Update

Lowri Richards

Supporting Documents:

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8.2.a 8.2 Business Plan Update Report.doc

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8.2.b 8.2 b Business Plan November 2024 Update.pdf

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### 8.3 Internal Audit: Management response update on bank reconciliation

Lowri Richards

Supporting Documents:

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8.3.a 8.3 Management Response\_Bank Reconciliation Audit Report.doc

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### 8.4 Governance Improvement Plan

Lowri Richards

#### For Noting

Supporting Documents:

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8.4.a 8.4 Governance Improvement Plan Update Report.doc

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8.4.b 8.4 b Appendix 1 Governance Action Plan 2024\_11\_17.pdf

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8.4.c 8.4 c Appendix 2 Annual Assurance Statement LSHA 28.10.24.pdf

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### 8.5 Development Update: Phase 2 Raasay

Supporting Documents:

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8.5.a 8.5 Raasay Phase 2 DB Contract.docx

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8.5.b 8.5 b Appendix 1 Self Build Plots Development Raasay.docx

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## 9. Confidential Matters

### 9.1 Minutes of previous Private Session meeting 21.10.2024

For review and approval

Supporting Documents:

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9.1.a 9.1 Draft Private Section MINUTES of Board Meeting 21.10.2024.doc

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### 9.2 Decision Tracker from 09.09.24 Board

There were no items brought forward.

### 9.3 Private Pension Contribution Report

Lowri Richards

**For Decision**

Supporting Documents:

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9.3.a 9.3 Private Pension Contribution Board Report.doc

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### 9.4 Chief Executive's Report

Lowri Richards

For noting.

Supporting Documents:

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9.4.a 9.4 CE Report 17.11.24.doc

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9.4.b 9.4 b CE Report Appendix 1 Housing Minister Response-202400437988.pdf

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9.4.c 9.4 c CE Report Appendix 2 Housing Minister Response-202400433226.pdf

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9.4.d 9.4 d CE Report Appendix 3.docx

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## 10. Miscellaneous Correspondence

### 10.1 Miscellaneous Correspondence

For information.

## 11. A.O.C.B.

### 11.1 A.O.C.B.

## 12. Meeting Close

### 12.1 Close the meeting

**Next meeting:** LSHA Board Meeting - 16 Dec 2024, 2:00 pm