

BUIDHEANN TIGHEADAS LOCH AILLSE AGUS AN  
EILEIN SGITHEANAICH  
LOCHALSH AND SKYE HOUSING ASSOCIATION

**MINUTES of MEETING of MANAGEMENT COMMITTEE held on  
Monday, 18 March 2019 at 7.00 pm in Morrison House, Portree**

---

**PRESENT:** Mrs A Sinclair (Chairperson)  
Mr I Young (Vice-Chairperson)  
Mr J Cayley  
Mr J Laing  
Mr R Liley  
Mr S Proudfoot  
Ms M Muir  
Ms L Williams

**IN ATTENDANCE:** Mr I McIvor (Director of Investment)  
Mrs M Douglas (Corporate Services Manager)

1. **APOLOGIES:**

Ms L Featherstone, Ms M MacPhee.

2. **DECLARATIONS OF INTEREST**

Mr J Cayley declared an interest in the Sponsorship Request from Befrienders Highland Ltd. There were no other declarations of interest.

3. **MINUTES OF PREVIOUS MEETING**

**Management Committee Meeting (19.02.2019)**

The Minutes were moved for adoption by Mr R Liley, seconded by Mr I Young and **approved** unanimously.

**Audit, Finance & Performance Sub-Committee (25.02.2019)**

The Minutes were moved for adoption by Mr I Young, seconded by Mr S Proudfoot and **approved** unanimously.

4. **PROGRESS REPORT FROM PREVIOUS MEETINGS**

All actions are complete.

5. **OTHER MATTERS ARISING**

There were no other matters arising.

## 6. CHIEF EXECUTIVE'S REPORT (delivered by the Director of Investment)

### The Energy Efficiency Standard for Social Housing (EESH)

The Director of Investment advised members that the Scottish Government had released revised guidance to social landlords in February 2019 to assist landlords like the Association meet the December 2020 EESH targets. There is nothing in the new guidelines which will alter the Association's current EESH compliance targets and programme, and updates on EESH progress will continue to be provided to members as part of the Development and Property Services Report. **Noted.**

### Tenant Participation Advisory Service (TPAS)

The Director of Investment advised members that the annual subscription for 2019 is now due in the sum of £210.00.

Members **authorised** payment of the sum due. Members also **confirmed** that the Chief Executive and Housing Services Manager should be nominated as the Association's Representative members in respect of our membership of TPAS. **Noted.**

Members **noted** the linkages and the remainder of the report.

*ACTION:-*

- (i) *Payment to be made to TPAS for the annual subscription for 2019.*

## 7. BUSINESS PLAN 2019/2024

The Director of Investment advised members that following the first draft of the Business Plan 2019/2024, presented to the Management Committee on 19 February 2019 for consideration, the Audit, Finance and Performance Sub-Committee had approved the following appendices which have subsequently been added to the final draft of the Business Plan 2019/2024:-

- Financial Plan and Summary Financial Plan 2019/2049
- Asset Management Strategy and Programme
- Internal Audit Plan 2019/2020

A member suggested that a sentence about additional sub-committees should be added at Section 3. Item 3.4 mentions the AFP Sub-Committee but there are proposals for additional sub-committees to be created.

The member highlighted the reference in Section 7, Partnership Working to the Highland Small Communities Housing Trust, which states "*The Association's Chairperson is also currently the Chairman of the Board of the Trust.*" The Chairperson is a member of the Trust but another Committee member is the Chairman of the Board of the Trust.

A member pointed out that there were incorrect dates in the Development Strategy.

Members **agreed** to the corrections being made and **approved** the Business Plan 2019-2024.

*ACTION:-*

- (i) An addition to be made to Section 3.4 to include other sub-committees.*
- (ii) A correction to be made in Section 7, Partnership Working, with reference to the Highland Small Communities Housing Trust.*
- (iii) Incorrect dates to be changed in the Development Strategy.*

## **8. SPONSORSHIP REPORT**

The Director of Investment advised members that Sponsorship Feedback forms had been received from Cuillin FM Ltd and Skye and Lochalsh Community Care Forum (Young Carers). **Noted.**

The Director of Investment also advised members that there was a total of £100 remaining in the sponsorship budget for 2018/2019. However, the award of £500 to the Garden Group at Tigh na Drochaid has not been paid out as we are awaiting additional information. A member suggested that a deadline of 4 weeks for return of this information should be set.

Members discussed the application from Sluggans Woodland Park Group and would like further information on where the additional funding will come from.

Members also discussed the application from Kyle and Lochalsh Community Trust and are interested in supporting it but felt that it was a bit premature.

A member was able to give some more information on Befrienders Highland Ltd, who are based in Inverness and want to set up “chatty cafes” in Skye.

A member asked if Befrienders Highland operated in other areas and it was confirmed that they also operate in Wick.

Another member suggested that they should negotiate with Community Halls for the “chatty cafes” as this would reach more areas.

Members requested more information about how Befrienders Highland would use the award.

Members discussed the Sponsorship Guidance and suggested that accounts should be submitted when making an application for sponsorship where available.

Also, more details on how the funding would be spent should be provided, and a time period of six months should be set for the award to be spent.

Members **agreed** that the underspend in the sum of £600 in the current Sponsorship budget should be added to the Sponsorship budget for 2019/2020.

**ACTION:-**

- (i) *Sluggans Woodland Park Group to be contacted to supply more information.*
- (ii) *The application from Kyle and Lochalsh Community Trust to be supported at a later date.*
- (iii) *Befrienders Highland Ltd to be contacted to supply more information.*
- (iv) *Amend the Sponsorship Guidance.*
- (v) *Add the underspend in the 2018/2019 Sponsorship budget to the 2019/2020 budget.*

**9. MISCELLANEOUS CORRESPONDENCE**

Members **noted** the correspondence from the **Highland Senior Citizens Network** - *Spring Newsletter 2019* and *Scottish Older People's Assembly Newsletter – January 2019*; and the **Employers in Voluntary Housing (EVH)** - *Monthly Report – March 2019*.

**10. A.O.C.B**

The Director of Investment advised members that the flats at Main Street, Kyle, are due for completion in May. It was **agreed** that members would meet in Kyle to view the properties at 5.30 pm on Monday, 15 April 2019 prior to the Committee meeting to be held in Kyleakin at 7.00 pm.

The Director of Investment advised members that he and the Housing Services Manager were putting together a press release regarding registration on the Highland Housing Register and an article will be sent to the West Highland Free Press for publication. **Noted.**

The Director of Investment advised members that the new model Tenancy Agreement would be included in the papers for the Committee meeting on 15 April 2019 and a copy would be emailed to members prior to the meeting. Any member who would prefer to have a paper copy sent in the mail should advise the Corporate Services Manager. **Noted.**

The meeting closed at 7.45 pm and went into Private Session.

---

Chairperson .....