

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

**MINUTES of MEETING of MANAGEMENT COMMITTEE held on
Tuesday, 19 February 2019 at 7.00 pm in Kyleakin Connections, Kyleakin**

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 Featherstone
Ms M MacPhee
Ms L Williams

IN ATTENDANCE: Mr I McIvor (Director of Investment)
Mrs M Douglas (Corporate Services Manager)
Mr D Mackay (Energy Advice Manager)
Mrs L Campbell (Energy Adviser)

Prior to the start of the meeting, the Chairperson read out the following statements on behalf of the Association staff and Committee members:-

Statement from Staff

The following message has been sent round all staff for their approval:

We would like to express our gratitude to Iain McIvor for his leadership following Lachie's tragic accident. The morning after the accident, Iain called a meeting of all staff and spoke very movingly about Lachie and updated everyone with the latest news of his condition. Iain was very keen to make the point that Lachie would want us all to continue with "business as usual" until his return and he set out a clear plan of action for everyone to follow.

We all know how difficult this must have been for Iain, who is a very close personal friend of Lachie's, but his approach was professional and efficient and the Association has been able to function normally in the absence of the Chief Executive.

Iain will say that he couldn't have done this without the help of the staff but the staff would like to emphasise the fact that we couldn't have done it without a strong lead to follow.

Statement on behalf of Management Committee

As Chairperson, I would like to say the following on behalf of the Management Committee:

When the news broke about the tragic accident, everyone was in a state of shock. Our thoughts are with Lachie and his family at this incredibly difficult time. It is reassuring to know that the organisation continues to function, if only because no one wants to let Lachie down. It is a measure of the strength of leadership that LSHA has had from Lachie that business has continued as near normal as possible and will continue to do so. The Senior Management Team, and Iain in particular, has kept the show on the road and I am sure will continue to do so until Lachie's return. And to Iain and the SMT, I would say that we are all on hand to assist in any way that is required over the coming months.

Management Committee Training – Energy Advice – Donnie Mackay, Energy Advice Manager and Laura Campbell, Energy Adviser

Donnie Mackay and Laura Campbell gave a very detailed and interesting presentation on the Association's Stock Survey 2017 – 2020, explaining that they are visiting all of the Association's properties over a 3 year period asking a variety of questions about ventilation, heating, mould, fire safety, likes and dislikes. They also take meter readings and are able to calculate potential energy savings for tenants.

In addition, Donnie and Laura carry out an EPC when they are in the property which helps the Association in proving EESSH compliance and to identify which properties may be at risk of failing EESSH before the deadline of December 2020.

The Energy Advice Manager and the Energy Adviser left the meeting at 7.50 pm.

1. APOLOGIES:

There were no apologies.

2. DECLARATIONS OF INTEREST

The Chairperson and Ms L Featherstone declared an interest in Item 11. There were no other declarations of interest.

3. MINUTES OF PREVIOUS MEETING

Management Committee Meeting (17.12.2018)

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

4. PROGRESS REPORT FROM PREVIOUS MEETINGS

A future agenda item on Succession Planning is to be arranged. All other actions are complete.

5. **OTHER MATTERS ARISING**

There were no other matters arising.

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

HMRC – Making Tax Digital

The Director of Investment advised members that our Sage Accounting software was updated on 13 February 2019 to conform to Making Tax Digital which comes into effect later this year. **Noted.**

Business Continuity and Disaster Recovery Plan

The Director of Investment advised members that a successful “mock run” took place to test the Policy and Procedures on Monday, 28 January 2019. All members of the Staff Management Team are aware of the procedures, should the Plan need to be implemented. **Noted.**

Fire Safety Working Group

The Director of Investment advised members that the Fire Safety Working Group continues to meet on a monthly basis to plan for new Fire Safety Standards which come in to force from February 2019. Further details are included within the revised Asset Management Strategy. **Noted.**

Freedom of Information Legislation

Further to the Chief Executive's update on 19 November 2018, the Scottish Federation of Housing Associations (SFHA) has confirmed that the “go live” date will be 11 November 2019 and not 1 April 2019.

SFHA will shortly announce dates for a series of free training events, delivered by the Scottish Information Commissioner. These will start with two CEO Conversation events, details of which will be announced in due course. The Director of Investment will deputise for the Chief Executive should those dates fall prior to his return to work. **Noted.**

The Director of Investment advised members that that factoring, mid-market rent and care services are explicitly exempt from the Freedom of Information order. **Noted.**

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

7. **DEVELOPMENT AND PROPERTY SERVICES REPORT**

The Director of Investment gave a full report on the development projects currently under way and the future projects that the Association proposes to undertake.

A member asked why some of the figures on the Planned Maintenance table are highlighted as amber and the Director of Investment advised that this indicates a potential non-completion of repair work in items not required.

A member asked about the development of the Hydro building in Kyle and the Director of Investment advised that the development will consist of five 3-person flats. Another member asked if this would bring down the number of people on the housing list and the Director of Investment confirmed that this was correct.

8. RENT SETTING POLICY 2019-2020

The Director of Investment advised members that details of the proposed Rent Setting Policy were included in the December 2018 issue of the Association's "Homefront" newsletter which was sent to all tenants, sharing owners and members with a request that any comments on the Association's rent policy proposals be sent to us. No representations were received by the end of the consultation period on 31 January 2019.

Within the new policy, members approved a proposed rent and service charge increase from 1 April 2019 based on the Consumer Price Index measured at September 2018 plus 1%, subject to a minimum increase of 1%. The actual increase that will be implemented will therefore be **3.4%**.

The Association has been monitoring the approved increases being applied by a range of other Highlands and Islands RSLs and the Association's proposed increase is broadly in line with these proposals.

The Short Life Working Group comprising the Chief Executive, Rent Account Manager, Tenant Adviser and Corporate Services Manager have previously met on three occasions and the SFHA Rent Affordability Tool demonstrated that the Association Rent Setting Policy meets the affordability criteria with the exception of the 1 bedroom, 2 person, property occupied by a **single** person. This was reported to Members at the 17 December 2018 Committee Meeting and the reports sent to the Scottish Housing Regulator.

Members **approved** the proposed increase of 3.4%.

9. BUSINESS PLAN 2019/2024

The Director of Investment advised members that all relevant members of staff and our Management Accountant have been consulted with and have actively participated in the preparation of the Plans.

The Director of Investment also advised members that, although the Business Plan covers a 5-year period, it is reviewed annually.

In summary, it is proposed that our key activities during the period of the plan will be as follows:-

- The Association will continue to deliver a Development Programme of new housing on our own behalf and on behalf of The Highland Council throughout the period of the Plan.
- The Association will continue to investigate the availability of innovative sources of private finance to support our Development Programme.

- In partnership with Highland-wide housing providers, the Association will continue to implement plans to meet the challenges posed by the introduction of Universal Credit and other welfare benefit reforms.
- The Association will deliver our Asset Management Strategy to ensure that our properties continue to retain their asset value and we will ensure that we meet the new Energy Efficiency Standard for Social Housing which has to be complied with by December 2020.
- Opportunities to provide a range of services to the private sector and other public sector agencies will continue to be investigated but only where the fee income meets or exceeds the cost of service provision and risks to the Association are minimised.
- The Association will devote staff and Management Committee resources to dealing with the changes that will be introduced as a consequence of new legislation and other drivers for change identified in the plan.
- The Association will continue to work on implementing actions to remedy the issues identified by our comprehensive stock condition survey. The data collected has proved to be invaluable in improving our understanding of the condition of our properties and the day to day needs of our tenants, particularly in relation to energy efficiency issues.
- The Association's Care and Repair, Handyperson and Energy Advice Services will continue throughout the period of the Plan at the current level of activity.

The final draft Business Plan 2019/2024 will be presented to the Management Committee on 18 March 2019 subject to the Audit, Finance and Performance Sub-Committee on 25 February 2019 considering and approving the Financial Plan 2019/2024.

10. **ASSET MANAGEMENT STRATEGY & ENERGY EFFICIENCY STANDARD FOR SOCIAL HOUSING (EESH) STRATEGY AND ACTION PLAN**

The Director of Investment advised members that there have been minimal changes made to the Asset Management Strategy and Energy Efficiency Standard for Social Housing (EESH) Strategy and Action Plan.

A member suggested that performance indicators on EESH compliance should be added to the quarterly Performance Report. The Director of Investment advised that this would be considered. **Noted.**

11. **SPONSORSHIP REPORT**

The Chairperson and Ms L Featherstone declared an interest and left the meeting at this point. Mr I Young acted as Chairperson.

Members **noted** the Sponsorship Feedback form from Skye and Lochalsh Young Carers following sponsorship awarded to them in December 2018.

A member queried the amount of funding applied for by Skye & Lochalsh Association for Disability and asked for clarification. An explanation was received and members **approved** the application from Skye & Lochalsh Association for Disability for £500 towards assistance to meet the original cost of

Planning and Building Warrant fees to provide an additional building to the rear to provide an activity room and quiet space.

ACTION:-

- (i) Skye & Lochalsh Association for Disability to be awarded £500 to meet the original cost of Planning and Building Warrant fees to provide an additional building to the rear to provide an activity room and quiet space.*

12. MISCELLANEOUS CORRESPONDENCE

Members **noted** that there was no miscellaneous correspondence.

13. A.O.C.B

The Director of Investment read out a message on a card that he had given to the Chief Executive in hospital in Glasgow on Saturday 16 February 2019 passing on the best wishes of staff and Committee members.

The meeting closed at 8.50 pm and went into Private Session.

Chairperson