

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

**MINUTES of MEETING of MANAGEMENT COMMITTEE held on
Monday, 15 April 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 L Featherstone
Ms L Williams

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

Prior to the start of the formal business, the Chairperson thanked the Director of Investment and the Project Officer, Anna Pophanken, who had arranged the visit prior to the meeting to view the Main Street, Kyle of Lochalsh development. Dougie Boyle of Compass had shown the Members and staff round the properties in the development and everyone had felt that it was an excellent project. It was **agreed** that thanks will be passed on to Anna Pophanken and Compass Builders.

1. **APOLOGIES:**

Ms M Muir, Ms M MacPhee.

2. **DECLARATIONS OF INTEREST**

Ian Young declared an interest in the sponsorship request from Dunvegan Archery Club. There were no other declarations of interest.

3. **MINUTES OF PREVIOUS MEETING**

Management Committee Meeting (19.03.2019)

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

4. **PROGRESS REPORT FROM PREVIOUS MEETINGS**

All actions are complete.

5. **OTHER MATTERS ARISING**

A member asked about the press release mentioned in AOCB in the previous month's meeting and the Director of Investment advised that this was work in progress and that a meeting would take place with a representative of the West Highland Free Press to assist with the article. There were no other matters arising. **Noted.**

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

The Scottish Housing Regulator (SHR) – LSHA Engagement Plan 2019/20

The Director of Investment advised members that the Association has been advised by SHR that our Regulatory Status will not be confirmed until receipt of the first Annual Assurance Statement which is due by October 2019 at the latest.

The Director of Investment advised that he is currently working on the cashflow information requested by SHR which is due by 30 April 2019.

A member asked if there were any additional requirements in the Engagement Plan from previous years and the Director of Investment advised that the Annual Assurance Statement and the cashflows were two main new requirements.

Another member asked if the request for cashflow information was due to the number of development projects that the Association had identified in the Business Plan and the Director of Investment confirmed that the Regulator is keen to ensure that the Association has made appropriate Private Finance arrangements to fund the programme. **Noted.**

Impairment Review

The Director of Investment advised members that the Association is required annually to provide our external auditors with confirmation that an Impairment Review of our Fixed Assets (properties) for the period to 31 March 2019 has been carried out. This is done to comply with Accounting Standard FRS 102.

The review was carried out on 20 March 2019 by the Director of Investment, Finance Services Manager and the Association's Management Accountant, and a copy of the Notes of the Meeting record our proposed response to the auditors. **Approved.**

Sponsorship Guidance and Application Form

The Director of Investment advised members that the Sponsorship Guidance and Application form have been amended in line with discussions at the previous meeting.

A member suggested that the wording at section 1.3 in the Sponsorship Guidance "*Support of activities in, or equipment for, schools*" should be amended to read "*Support of activities in, or equipment for, schools **and colleges***". **Agreed.**

Biomass District Heating Tariff, Home Farm, Portree

The Director of Investment advised members that the Association is proposing to increase the unit cost for one Kwhr of heat by one pence on 1 May 2019; the cost will rise from 10p per Kwhr to 11p per Kwhr for the 139 homes connected to the District Heating system in Home Farm, including 40 shared equity properties.

The District Heating system was inaugurated in 2008 and prices were raised in the summer of 2013 and the standing charge was increased in March 2015, when the new payment system was installed.

The Association has not made any unit costs increase since 2013. However, this year, due to a series of inflationary price pressures in the woodfuel market experienced by our Heat Supplier Angus Biofuels, it is proposed to raise the unit price, as from 1 May 2019, to 11p a Kwhr. Given the inflationary price pressures in the woodfuel market it is likely that there will be more frequent price increases in the future.

All users of the District Heating system have been advised of this proposal and the Association will continue to review the tariff on an annual basis. **Approved.**

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

ACTION:-

- (i) *The wording at section 1.3 in the Sponsorship Guidance should be amended to read "Support of activities in, or equipment for, schools **and colleges**".*

7. HOUSING SERVICES REPORT

The Director of Investment advised members that it has been necessary to make revisions to the Scottish Secure Tenancy Agreement (SST) (currently Version 4) as a result of significant changes to the rights tenants will have under the terms of their SST introduced by Part 2 of the Housing (Scotland) Act 2014.

The revised SST will be in use from 1 May 2019 onwards when most of the provisions in the 2014 Act come into force. The revised SST also takes account the 2014 Act provisions on assignments, subletting, joint tenancies and succession, which come into force from 1 November 2019.

Version 5 of the tenancy agreement will be used from 1 May until 31 October 2019. Version 6, which will have the clauses removed relating to the 6 month qualifying period for assignments at clause 4.1 and the 6 month qualifying period for co-habitees to succeed the tenancy at clause 7.2, will be used from 1 November 2019.

Tenants who signed their SST prior to 1 May 2019 have been informed of the changes to the legislation and how it affects them. There is no requirement for current tenants to sign the new Version of the SST.

A member queried the wording regarding floor coverings in Section 2.1 and members discussed whether the text was necessary or not. It was **agreed** to add in “*taking into account income*”.

A member also questioned the last sentence in section 2.4:-

“You and anyone living with you must not run any kind of business from the house. However, if you ask us, we may give permission. If we give permission, we may also increase your rent.”

It was **agreed** to add the words “*in exceptional circumstances*” after the word “permission”.

Members **noted** and **approved** the new SST Agreement.

ACTION:-

- (i) *Add “taking into account income” at Section 2.1 in the SST.*
- (ii) *Add “in exceptional circumstances” at Section 2.4 in the SST rent.*

8. SPONSORSHIP REPORT

The Director of Investment advised members that a Sponsorship Feedback form had been received from Highland Senior Citizens Network. **Noted.**

Members discussed the application from Dunvegan Archery Club and agreed that more information was required.

The Director of Investment read out an email from Sluggans Woodland Group, who had been asked to provide more information about additional funding that they were going to raise. Members agreed that the email still did not provide enough information and it was suggested that the Woodland Group should be advised that the Association is sympathetic to their request and will match funds that the Group raises up to the amount of £500.

A member pointed out that the award to Skye and Lochalsh Association for Disability approved at the Committee meeting on 19 February 2019 was not listed on the Sponsorship Awarded spreadsheet.

A member further referred to the Sponsorship Guidance and suggested that the phrase on the Application Form “including what the money would be spent on” should be replaced by “and a breakdown of how the money would be spent”.

ACTION:-

- (i) *Dunvegan Archery Club to be contacted to supply more information.*
- (ii) *Sluggans Woodland Park Group to be contacted to advise them that they can apply for £500 once they have completed their proposed fund raising.*
- (iii) *The award to Skye and Lochalsh Association for Disability approved at the Committee meeting on 19 February 2019 to be listed on the Sponsorship Awarded spreadsheet.*

- (iv) *The phrase on the Application Form “including what the money would be spent on” should be replaced by “and a breakdown of how the money would be spent”.*

9. MISCELLANEOUS CORRESPONDENCE

Members **noted** the correspondence from the **Scottish Federation of Housing Associations - Member Policy Bulletin – Issue No. 11**; the **Employers in Voluntary Housing (EVH) - Monthly Report – April 2019**; the **Scottish Housing Regulator - SHR Update – Corporate Plan 2019-22**; and the **Scottish Older People’s Assembly - Newsletter – April 2019**.

10. A.O.C.B

The Director of Investment advised members that a seminar by SFHA on Freedom of Information (FOI) is being held on 29 April in Glasgow. The Director of Investment will attend and report back to members on the issues raised in the seminar. **Noted.**

The Director of Investment advised members that he had received an email from the Scottish Information Commissioner asking for details of the Association and its subsidiary company, North West Highland Community Enterprises Ltd, to be emailed to them. Members **approved** the return.

The Director of Investment also advised members that he had received an email from the Association’s external auditors, RSM UK, requesting that their Audit Plans should be communicated to Committee members. All members were supplied with a copy of the Audit Plans. **Noted.**

The meeting closed at 7.50 pm and went into Private Session.

Chairperson