

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

**MINUTES of MEETING of MANAGEMENT COMMITTEE held on  
Monday, 20 May 2019 at 7.00 pm in Morrison House, Portree**

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

**IN ATTENDANCE:** Mr I McIvor (Interim Chief Executive)  
Mrs M Douglas (Corporate Services Manager)

1. **APOLOGIES:**

Mr S Proudfoot, Ms M MacPhee.

2. **DECLARATIONS OF INTEREST**

Mr J Cayley and Mrs A Sinclair declared an interest in two of the sponsorship items. There were no other declarations of interest.

3. **MINUTES OF PREVIOUS MEETING**

**Management Committee Meeting (15.04.2019)**

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**

There were no matters arising.

## 6. **CHIEF EXECUTIVE'S REPORT (delivered by the Interim Chief Executive)**

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

In accordance with the Association's current Engagement Plan, the Interim Chief Executive sent the Association's latest projected monthly private finance cashflows for the 12 months to 31 March 2020 to the Regulation Manager at SHR. The Regulation Manager acknowledged that this information requirement was submitted within the set timescale. **Noted.**

### **Scotland Excel**

Following the meeting between the Interim Chief Executive and Scotland Excel's Housing Services Manager on 26 April 2019 in Paisley, an updated Procurement and Commercial Improvement Plan (PCIP) has been issued to Scotland Excel providing evidence of the improvements made since May 2018.

The updated PCIP with revised scores will be reported to Members on receipt from Scotland Excel at a future meeting. **Noted.**

### **Freedom of Information (FOI)**

The Interim Chief Executive attended a FOI Seminar, delivered by the Scottish Information Commissioner, in Glasgow on 29 April 2019, and explained to members the three core duties that RSLs must adhere to.

The Interim Chief Executive advised members that there is work to be done prior to 11 November 2019 by putting processes and procedures in place, reviewing the documents and monitoring and reporting on FOI performance.

The Association's Legal Services Manager, who has had experience of FOI whilst employed with The Highland Council, will be attending an SFHA Training Event on 20 May 2019 and has agreed to be the primary contact for FOI during implementation. A member gave the opinion that one designated person dealing with all FOI requests should work well. **Noted.**

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

## 7. **DEVELOPMENT AND PROPERTY SERVICES REPORT**

The Interim Chief Executive gave a full report on the development projects currently under way and the future projects that the Association proposes to undertake.

The Interim Chief Executive advised members that there had been 4 notes of interest regarding the commercial unit at Main Street, Kyle, all of which had previously expressed an interest. One new note of interest from an existing business moving into the area was received on the day of the Committee meeting.

The Interim Chief Executive advised members that he was waiting on the Quantity Surveyor's report on additional rock breaking regarding the developments at Struan Road, Portree.

## 8. **ANNUAL PROCUREMENT REPORT – 2019**

Members noted that an Annual Procurement Report, recording and publishing the Association's performance and achievements, must be published on our regulated procurements (Regulated thresholds are £50,000 for Goods and Services and £2,000,000 for Works) as soon as reasonably practicable after the end of the financial year and no later than four months thereafter i.e. the end of July 2019. The report must include:-

- A summary of the regulated procurements that have been completed during the year covered by the report;
- A review of whether those procurements complied with the Association's Procurement Strategy;
- The extent to which any regulated procurements did not comply, and a statement detailing how the Association will ensure that future regulated procurements do comply;
- A summary of community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report;
- A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the report period;
- A summary of regulated procurements expected to commence in the next two financial years.

A member suggested that the wording should be changed under the Community Benefit Summary section (4.2) which states "*are encouraged to contact local primary schools*". The Interim Chief Executive agreed to remove the word "*primary*".

Members **approved** the proposed Annual Procurement Report and **authorised** its publication on the Association's website and submission to The Scottish Government.

### ***ACTION:-***

- (i) *Under the Community Benefit Summary section (4.2) which states "are encouraged to contact local primary schools", the word "primary" to be removed.*
- (ii) *Submit Annual Procurement Report to the Scottish Government and publish on the Association's website.*

## 9. LAND DISPOSAL – BROADFORD

The Interim Chief Executive advised members that the Planning and Road Construction Consent process for Phase 3 of Campbell's Farm, Broadford, allowed for a proposed Road Corridor along the northern edge of the site.

The Highland Council are currently in negotiations with the adjoining land owner of the site north of Phase 3 to relocate the current dilapidated primary school for a new school with community facilities and to provide additional affordable housing on the current primary school land. They wish to take access to their proposed new development along Glen Road, the main road into Campbell's Farm, and across the Proposed Road Corridor.

Members **approved** the transfer of the land as community benefit at £Nil cost to enable the relocation of the dilapidated primary school and the provision of affordable housing.

*ACTION:-*

- (i) *The Highland Council to be advised of the Committee decision in respect of the land transfer at Campbell's Farm, Broadford.*

## 10. ANNUAL RETURN ON THE CHARTER (ARC) 2018/2019

The Interim Chief Executive advised members that all RSLs are required to comply with the terms of the Scottish Social Housing Charter and to demonstrate compliance by submitting the Annual Return on the Charter (ARC) to the Scottish Housing Regulator by 31 May each year.

A member asked questions about sections of the ARC, including the number of cancellations on the Housing List, the satisfaction levels of the factored owners and the very low percentage of rental income lost. The Interim Chief Executive and the Corporate Services Manager confirmed that the figures to be submitted were correct.

Members **approved** the contents of the ARC Form and **authorised** its submission to the Regulator.

*ACTION:-*

- (i) *The Annual Return on the Charter to be submitted to the Scottish Housing Regulator.*

## 11. ANNUAL RETURN ON THE ENERGY EFFICIENCY STANDARD FOR SOCIAL HOUSING (EESH) 2018/2019

The Interim Chief Executive advised members that RSLs are required to report to the Scottish Housing Regulator on the progress being made towards meeting the Energy Efficiency Standard for Social Housing (EESH) by 2020 in order to cut carbon emissions and to alleviate the impacts of fuel poverty. The Association's aim is to have an EPC for every property and Energy Advice Services staff are on track to achieve this goal in advance of the deadline date.

A member acknowledged the depth and breadth of work carried out by Association staff and expressed her opinion that RSLs are very heavily regulated. She asked for thanks to be passed on to all staff.

Members **approved** the contents of the EESSH Return and **authorised** its submission to the Regulator.

*ACTION:-*

- (i) The Energy Efficiency Standard for Social Housing (EESSH) to be submitted to the Scottish Housing Regulator.*
- (ii) Thanks to be passed onto all staff for their work towards creation and submission of the ARC and the EESSH.*

## **12. SPONSORSHIP**

The Interim Chief Executive advised members that a Sponsorship Feedback form had been received from Skye & Lochalsh Association for Disability following sponsorship awarded to them in February 2019.

Members discussed the new application received from Carbost Community Shop Steering Group and **approved** the application for £290.

Members also discussed the additional feedback requested from Befrienders Highland Ltd. A member was concerned that there would be no continuity once the amount requested was used up. Members **approved** an award in the sum of £200 and Befrienders Highland Ltd can apply for additional monies at a later date.

Members **approved** the application for £500 from Dunvegan Archery on the condition that the shed to be built with the award money remains a community asset.

A member asked if copies of the original Sponsorship applications could be included in the Committee papers when further information was requested from an organisation claiming sponsorship.

*ACTION:-*

- (i) The application received from Carbost Community Shop Steering Group to be awarded £290.*
- (ii) Befrienders Highland Ltd to be awarded £200 and invited to apply for more funding at a later date.*
- (iii) Dunvegan Archery to be awarded £500 on the condition that the shed to be built with the award money remains a community asset.*
- (iv) Copies of Sponsorship applications to be included in the Committee papers when further information is requested from an organisation claiming sponsorship.*

13. **MISCELLANEOUS CORRESPONDENCE**

Members **noted** the correspondence from the **Scottish Federation of Housing Associations - Member Policy Bulletin – Issue No. 12**; the **Employers in Voluntary Housing (EVH) - Monthly Report – May 2019**.

14. **A.O.C.B**

The Interim Chief Executive advised members that the leases between the Association and The Highland Council in respect of the two properties at Main Street, Kyle, for homeless accommodation, had been received earlier in the day.

Members **approved** the signing of the two leases and **authorised** the use of the seal.

*ACTION:-*

- (i) *The leases for the two properties at Main Street, Kyle, to be signed and the seal to be used.*

The meeting closed at 8.10 pm and went into Private Session.

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Chairperson .....