

MINUTES

LSHA BOARD MEETING



Name:	Lochalsh and Skye Housing Association
Date:	Monday, 18 December 2023
Time:	2:00 pm to 4:00 pm (GMT)
Location:	Default Location, Morrison House, Bayfield, Portree
Board Members:	Mr Ian Young (Chair), Mrs Audrey Sinclair, Mr David Clapham, Ms Emma Johnston, Mr Gareth Morgan, Mr Iain Lewis, Mr John Watson, Ms Liz Williams, Mr Robin Nairn, Mr Rory Brown
Attendees:	Neil Clapperton, Sarah Williams
Apologies:	Graeme Coull, Mr Donald Fergusson, Mr Robert Muir

1. Opening Meeting

1.1 Confirm Minutes

1.2 Welcome and Apologies

Apologies were received from Robert Muir and Graeme Coull

2. Declarations of Interest

2.1 Declarations of Interest

3. Minutes of Previous Meeting

3.1 Board Meeting - (26.10.23 - for approval)

Minutes of the meeting 26th October were proposed as a fair and accurate record by David Clapham and seconded by Robin Nairn.

3.2 Board Meeting - (27.11.23 - for approval)

Members wanted the minutes to record their agreement to contribute towards future staff celebrations, for instance when LSHA had achieved "compliant" status with the SHR or the 40th anniversary.



Amend minutes

Amend minute to include reference to Board support for staff celebration when LSHA achieved SHR "compliant" status or the 40th anniversary.

Due Date: 29 Jan 2024
Owner: Aggie MacSween



Minutes 27 November 2023

Minutes proposed as a true and accurate record by Robin Nairn and seconded by Audrey Sinclair, subject to minor change.

Decision Date: 18 Dec 2023
Mover: Mr Robin Nairn
Seconded: Mrs Audrey Sinclair
Outcome: Approved

4. Progress Report from previous Minutes

4.1 Board Meeting - 27.11.23

There were no questions.

5. Other Matters Arising

6. Strategic & Decision Reports

6.1 People Strategy

The Board requested a breakdown of staff costs between core housing functions and wider role services, and the cost of the rent team as part of finance. With reference to the staff structure, a member queried the HRO grade. This had been considered by SMT. The role was at a professional level but also contained significant administration of prescribed processes and policies, and senior professional and legal input was commissioned through EVH membership.

Reviewing the Strategy members asked questions about the lack of reference to equalities and diversity, the focus on external recruitment when internal recruitment was an important option, and the need to define when the re-location package would apply. Members also raised a need to change the wording on p21 referring to the Board's trust, and a typo on p23. A member also drew attention to the phrase "don't break the law" which should be a given. The CE explained that this referenced part of the Grow and Thrive programme defining the framework for an empowered frontline, and was both a given and also something that needed explored by staff in more depth. The Strategy would be edited to reflect the Board's points.



People Strategy Approval

Approved subject to (1) edit picking up typo, (2) rewording on page 21, (3) added reference to equalities and diversity, and internal recruitment, (4) qualification of relocation package, and (5) prioritise the Action Plan.

Decision Date: 18 Dec 2023
Outcome: Approved



Edit People Strategy

Changes to Policy: (1) edit picking up typo, (2) rewording on page 21, (3) added reference to equalities and diversity, and internal recruitment, (4) qualification of relocation package, and (5) prioritise the Action Plan.

Due Date: 29 Jan 2024
Owner: Dana Campbell



Staffing cost breakdown

Breakdown of staffing costs for wider role, DLO and rent team, and what constituted the core business.

Due Date: 26 Feb 2024
Owner: Graeme Coull

6.2 Business Continuity & Disaster Recovery Plan

In reviewing the Business Continuity Plan the Board asked about cyber attacks in light of a recent local authority incident. The CE confirmed that the Association had a successful cyber security audit carried out and agreed to take up John Watson's offer to review the ICT Recovery appendix which was not included in the strategy. More should be done to encourage retirement planning for staff under (3.2.4), with reference to EVH guidance. The Board also wanted more said about insurance cover. A Member queried if the reference to a depute CE (3.2.3) was a typo and it was advised that this was correct and should remain in the Business Continuity Plan. Rewording of (3.2) and (8.1) to make it explicit that home working was now part of our flexible working arrangements.



Disaster Recovery & Business Continuity Plan Approval

Approved subject to (1) John Watson's review of the appendix on ICT Recovery, and (2) an edit to pick up the issues raised by the Board.

Decision Date: 18 Dec 2023
Outcome: Approved



Edit of BC&DRP

Edit to pick up changes suggested by the Board in the minute.

Due Date: 29 Jan 2024
Owner: Neil Clapperton



Encourage more retirement planning

For succession planning and to avoid unplanned loss of key personnel.

Due Date: 31 Mar 2024
Owner: Dana Campbell



Review of ICT Recovery Plan

Send ICT Recovery Plan appendix to John Watson

Due Date: 29 Jan 2024
Owner: Neil Clapperton

6.3 Development Strategy

The Board discussed what needed to be picked up in 2024, with specific reference to including a sustainability strategy as a companion document. Members asked for a clear definition of the RAG colouring as schemes that had been delivered were still coloured red. Members also queried whether the summary programme table was the current version and asked the DML to review it.



Approval of Development Strategy

Approved subject to minor amendments

Decision Date: 18 Dec 2023
Mover: Mr Robin Nairn
Seconder: Mr David Clapham
Outcome: Approved



Update Programme Table

Update the programme table & provide a key/definitions for the RAG colouring

Due Date: 29 Jan 2024
Owner: James Swinnerton

6.4 Company Secretary Role

The Board considered the options and agreed that the recommendation (3) was best solution, the Company Secretary role passing to the Director of Finance and Corporate Services, with administrative support from the Governance and Compliance Officer and the wider Corporate Services team. It was noted that the Company Secretary role reports direct to the Board, and the Board wished to see the arrangement reviewed for effectiveness in a year. A member queried whether this change in duties might require a review of salary. The CE would discuss with EVH. The Chair would talk to Graeme on his return.



Appointment of Co Secretary

Approved subject to review in 12mths.

Decision Date: 18 Dec 2023
Mover: Mr John Watson
Seconder: Mr Robin Nairn
Outcome: Approved



Discussion with DoFCS

Chair to contact/appoint Graeme Coull, DoFCS

Due Date: 29 Jan 2024
Owner: Mr Ian Young

7. Oversight Reports

7.1 Net Zero - Fuel Poverty Plan

Information provided was considered by the Board. It was noted that this item on the main agenda was a follow up to a report on the PS and members queried the change. The CE was responding to Linda Ewart's comment about the rationale for items in the private session. The current report supplied information and was not deemed confidential.

Members suggested that a more appropriate name would be "Affordable Warmth Plan".

7.2 CE Report

The CE's report was noted.

8. A.O.C.B.

8.1 AOCB

The Chair noted that two members had resigned from the Board due to personal circumstances:
Donnie Fergusson and Rory Brown

9. Meeting Close

9.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: Ian H. Young Date: 29/1/24