

MINUTES

LSHA BOARD MEETING



Name:	Lochalsh and Skye Housing Association
Date:	Monday, 18 September 2023
Time:	9:00 am to 10:27 am (BST)
Location:	An Crubh, Sleat, Isle of Skye IV43 8QU
Board Members:	Mr Ian Young (Chair), Mrs Audrey Sinclair, Mr David Clapham, Ms Emma Johnston, Mr Iain Lewis, Mr John Watson, Mr Robert Muir, Mr Robin Nairn
Attendees:	Graeme Coull, Neil Clapperton
Apologies:	Ms Liz Williams, Mr Donald Fergusson, Mr Rory Brown, Mr Gareth Morgan

1. Opening Meeting

1.1 Welcome and Apologies

2. Declarations of Interest

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3. Minutes of Previous Meeting

3.1 Board Meeting (28.08.23 - for approval)



Amend spelling of Donnie Fergusson's surname

A member noted the incorrect spelling of Donnie Fergusson's surname, this is to be amended going forward.

Due Date: 16 Oct 2023
Owner: Graeme Coull



Minutes of the Board Meeting 28.08.23

Members considered the minutes of the previous meeting and agreed these were a true record.

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

4. Progress Report from previous Minutes

4.1 Board Meeting 28.08.23

There was no progress report this month due to the streamlined Board meeting.

5. Other Matters Arising

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A member requested an update on EICR inspections. The CE advised that we have successfully recruited an Electrician, and that they have passed the required tests in order to be able to carry out the inspections. The CE also noted that the Tender for EICR works had approximately one week left to run, and that to date there have been 10 Expressions of Interest lodged via the PCS Scotland portal.

6. Strategic & Decision Reports

6.1 Policy Review 2023

A member asked if dates can be listed alongside policies that are outstanding or upcoming for review, the CE agreed this can be done. A member requested the review date for the Equalities and Human Rights policy. The CE confirmed that it is due for review in October 2024. A member mentioned in relation to the Redundancy Policy that, as this policy forms part of employee terms and conditions, it should be approved by the Board. The CE agreed that this was a policy reserved to the Board, and that the policy had been approved by the Board at the last review. He agreed to check and confirm this to the Board. A member asked if the numbering of Regulations in the policy preamble had been checked to the current Regulations, the CE confirmed that this is being reviewed by the Personal Assistant (PA). A member discussed using the latest Board Appraisal templates in the Appendices to the Board Member Training and Development Policy. The CE agreed that this would be amended.



Policy Reviews

Members:

Approved the revised Membership of the Board, and Board Members Appraisal, Training & Development Policies - subject to updating the Board Appraisal templates;

Noted progress on delegated policy reviews;

Agreed to delegate to officers to complete review of 2023-24 policies.

Decision Date: 18 Sept 2023

Outcome: Approved



Policy review dates

Dates to be listed alongside policies that are outstanding or upcoming for review

Due Date: 16 Oct 2023

Owner: Neil Clapperton



Confirmation regarding Redundancy Policy

CE to confirm that the Redundancy Policy had been approved by the Board at the last review.

Due Date: 16 Oct 2023

Owner: Neil Clapperton



Board Appraisal Templates

Update the Board Member Training and Development Policy using the latest Board Appraisal templates in the Appendices.

Due Date: 16 Oct 2023

Owner: Neil Clapperton

7. Oversight Reports

8. A.O.C.B.

9. Private Session

9.1 Close the meeting

Next meeting: LSHA Board Meeting - 16 Oct 2023, 2:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
3.1	Amend spelling of Donnie Fergusson's surname Due Date: 16 Oct 2023	Graeme Coull
6.1	Policy review dates Due Date: 16 Oct 2023	Neil Clapperton
6.1	Confirmation regarding Redundancy Policy Due Date: 16 Oct 2023	Neil Clapperton
6.1	Board Appraisal Templates Due Date: 16 Oct 2023	Neil Clapperton

Signature: Ian H. Young Date: 16 / 10 / 23

