

MINUTES

LSHA BOARD MEETING 26 FEBRUARY 2024



Name:	Lochalsh and Skye Housing Association
Date:	Monday, 26 February 2024
Time:	2:00 pm to 4:55 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 Robert Muir, Mr Robin Nairn
Attendees:	Angus MacLennan, Graeme Coull, James Swinnerton, Jennifer MacInnes, Lowri Richards, Moira Gillies, Neil Clapperton, Janet Masson

1. Opening Meeting

1.1 Confirm Minutes

LSHA Board Meeting 29 Jan 2024, the minutes were confirmed as presented.

1.2 Welcome and Apologies

The Chair advised members that this will be Neil Clapperton's last Board Meeting and thanked him for his hard work and wished him all the best for the future.

2. Declarations of Interest

2.1 Declarations of Interest

There were no declarations of interest noted.

3. Minutes of Previous Meeting

3.1 Board Meeting LSHA - (29.01.24 - for approval)



Minutes of the Board Meeting held on Monday 29 January were propo...

Minutes of the Board Meeting held on Monday 29 January were proposed by Audrey Sinclair, seconded by David Clapham and approved unanimously.

Decision Date:	26 Feb 2024
Mover:	Mrs Audrey Sinclair
Seconder:	Mr David Clapham
Outcome:	Approved

3.2 AFR Sub-Committee Meeting - (12.02.23 - for approval)



Members would like Emma's surname to be added to Section 6.2 of t...

Members would like Emma's surname to be added to Section 6.2 of the Minutes from the AFR Meeting held on Monday 12 February, otherwise members were content the minutes were a true and accurate record, proposed by Robin Nairn, seconded by Audrey Sinclair and approved unanimously.

Decision Date: 26 Feb 2024
Mover: Mr Robin Nairn
Seconded: Mrs Audrey Sinclair
Outcome: Approved

4. Decision Tracker

4.1 Board Meeting

Item 4.2 is outstanding, DoFCS to contact John Watson.

5. Other Matters Arising

5.1 Strategic Risk Register - clean copy as requested at AFR

The likelihood of risk at Item 1 is to be amended to 5 and the risk score 20.

Members discussed risks 1 and 2 which are high and the requirement to monitor this. In relation to risk 1, as the mitigations in place are not changing the residual risk and increase in bank interest rates is out of our control they considered if there is more which can be done. Members are continuing to look at financial options for 2024/25 and a potential further mitigating action is to review loans, identifying future needs and being ready to fix when it is appropriate to do so.

Members agreed to add Ongoing Monitoring quarterly as part of the AFR to the mitigating actions for Risk 1.

Risk 1 of the Strategic Risk Register is to be referred back to the AFR to be looked at along with the Financial Plan.



Risk Register

Risk 1 - Likelihood score to be changed to 5 and Risk Score to 20 and Ongoing Monitoring quarterly as part of the AFR to be added to the mitigating actions.

Due Date: 29 Feb 2024
Owner: Graeme Coull

6. Strategic & Decision Reports

6.1 Recommendations from AFR -

DoFCS presented the Draft Financial Plan 2024-54 Options Appraisal as requested by the AFR.

Members discussed the various options, noting that the impact of a development pause is significant and was to be avoided. The analysis of Asset Management costs indicates a need to look deeper into this as well as the costs of achieving the Government's Net Zero targets. Members advised they would prefer to avoid Option 5, reducing reactive repairs if at all possible.

DoFCS advised that cash flow is critical and a decision will have to be made as to what's available as we don't have certainty over Development. If we prioritise Development then we can look at what's available for other things and we need to be prepared to let something go. Members discussed that delays in waiting for grants could help, however TM advised that the Scottish Government expects to have a decision on grant applications for the Energy Strategy Pilot Projects and Net Zero Heat Pumps by the end of March 2024. If funding is secured then for heat pumps it is likely to require to be spent within the financial year, Members asked if there may be some room for negotiation to spread any grant for the Energy Strategy Pilot Projects further.

Members discussed the idea of reviewing the budget following the completion of the EICR tenders, once the full costs of the catch up are known, noting that planning work could be carried in the meanwhile out e.g. on Digital Strategy.

Members requested more details on the Energy Strategy Pilot Projects for the next AFR to enable them to better understand where the investment is spent, and the risks associated with the projects.



Board Members reviewed the options appraisal and confirm the fol...

Board Members **reviewed** the options appraisal and **confirm** the following management recommendations:

- (i) LSHA should continue its Development programme;
- (ii) LSHA should maintain its Wider-Role activities for so long as direct costs are covered by funding;
- (iii) Management should give due consideration to implementing Options 1, 2, 5 and 6 as part of the final Financial Plan 2024-54 should the financial risks to the Association warrant their implementation in part or whole with options being available to bring resilience into the plan; and
- (iv) Under the remit of the Audit, Finance and Risk sub-committee1, management should instigate a root and branch review of Asset Management assumptions and practices. Management should ensure that the 2024-25 budget has sufficient resources available to undertake this review.

Decision Date: 26 Feb 2024

Outcome: Approved



Members approved the recommendation from the AFR to change of Int...

Members **approved** the recommendation from the AFR to change of Internal Auditor and advised this is to be notified to the Regulator.

Decision Date: 26 Feb 2024

Outcome: Approved

6.2 Business Plan 2024-2025

The CE advised that the report flows from the Away Day in September 2023. There are some revised dates and reviewed items which have been superseded.

The Board advised they have never been presented with a one year plan before and would like it to be made clear that this is one year within the five year plan. They advised that this will be subject to review in light of the financial plan.



Members noted the Report, the timings are subject to review in li...

Members noted the Report, the timings are subject to review in light of the Financial Plan.

Decision Date: 26 Feb 2024
Outcome: Not Approved

7. Oversight Reports

7.1 Housemark Benchmarking Presentation

3.20pm - Jonathan Cox from Housemark joined the meeting and provided a benchmarking presentation covering Financial Performance, Performance Trends, Tenant Satisfaction and Summary and Recommendations.

Members advised the presentation was beneficial. They noted the Housing Management cost was down by £150, but this may be due to lower staffing.

In response to a Member's question, Jonathan advised that it will be June before they start getting data in for the current year comparisons.

Members would like to see who is in our Peer Group, Jonathan will issue a list to DoFCS who will distribute it to members.

3.55pm - Jonathan Cox and Robin Nairn left the meeting.



Peer Group data

Members would like to see who is in our Peer Group, DoFCS to distribute it to members.

Due Date: 1 Mar 2024
Owner: Graeme Coull

7.2 Housing Services Briefing Presentation

Janet Masson, Rent Account Manager (RAM), Moira Gillies, Housing Services Officer (HSO) and Lowri Richards, Tenant Engagement and Support Manager (TESM) joined the meeting.

Moira, Lowri and Janet each provided information about their service and advised of some of the obstacles they face with allocations, and sequestration / bankruptcy and the individual nature of their work.

Members asked if new build properties were often refused and HSM advised this is quite often the case and this isn't due to the property itself, but there are many valid reasons for example the reality of moving further from support networks.

Some properties are hard to let due to the remoteness of the houses and lack of public transport.

Moira, Janet and Lowri left the meeting at 4.30pm.

7.3 CE Report



Board Members (i) Considered the contents of the report, and (ii) De...

Board Members

(i) **Considered** the contents of the report, and

(ii) **Delegated** to officers to provide a review of SMT/management capacity in 2024

Decision Date: 26 Feb 2024

Outcome: Approved

James Swinnerton, Development Manager (DML) joined the meeting.

7.4 Development Report

DML provided the Development Report.

Members asked about how the contractor had got on with the development on Staffin Road. DML advised this had gone well and the same contractor also carried out the rebuild at Rathad na h'Airigh and advised they were suited to smaller developments.

In response to a Member's question, DML advised that the timing of each development can vary greatly. There are all sorts of issues which can affect the timescales and the number of stakeholders can complicate matters.

Members **noted** the report.

7.5 Asset Management Report Qrt 3

TM provided the Asset Management Report for Quarter 3. Members advised it gives a good snapshot and it will be a good basis to look at trends as we go forward.

A Member asked about Fabric First and what jobs are being carried out? TM advised he will provide information which will be uploaded to BoardPro for information.

Members asked about storm damage on the new development at Kyleakin Feus, TM advised this still comes under the defects and liability period. The contractor has been issued with a works order to repair damage to the properties involved and a second works order to inspect all other properties.

Members **noted** the report.



TM to provide information on what work is being carried out for t...

TM to provide information on what work is being carried out for the Fabric First scheme and upload to BoardPro.

Due Date: 4 Mar 2024

Owner: Angus MacLennan

7.6 Performance Report Qrt 3

CE provided the Performance Report for Quarter 3, up to 31 December 2023.

Members noted the issues with reletting are ongoing and would have been factored into, therefore asked what is out of the norm. CE advised that there were issues with EICRs and if you look at the Housemark stats then our progress is comparative to others.

Members also considered if the target levels were correct. They also discussed the homeless figures and although there is no formal agreement we are better performing in this area than the Council.

Members **Considered** and **Noted** the Report.

8. Miscellaneous Correspondence

8.1 Miscellaneous Correspondence

9. A.O.C.B.

9.1 AOCB

Emma Johnson left the meeting.

10. Meeting Close

10.1 Close the meeting

Next meeting: LSHA Board Meeting - 25 Mar 2024, 2:00 pm

Signature: lan H. Joy

Date: 25/3/24