

# MINUTES

## LSHA BOARD MEETING



<b>Name:</b>	Lochalsh and Skye Housing Association
<b>Date:</b>	Monday, 29 January 2024
<b>Time:</b>	2:00 pm to 5:00 pm (GMT)
<b>Location:</b>	Default Location, Morrison House, Bayfield, Portree
<b>Board Members:</b>	Mr Ian Young (Chair), Mrs Audrey Sinclair, Mr David Clapham, Mr Robert Muir, Ms Emma Johnston, Mr Gareth Morgan, Mr Iain Lewis, Mr John Watson, Ms Liz Williams, Mr Robin Nairn
<b>Attendees:</b>	Graeme Coull, Jennifer MacInnes, Neil Clapperton, Lowri Richards, Angus MacLennan
<b>Apologies:</b>	Sarah Williams

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**LSHA Board Meeting 18 Dec 2023**, the minutes were confirmed with the following changes:  
*PA to amend Minutes of Meeting on 18 December 2023 to state "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.*

#### 1.2 Welcome and Apologies

Liz Williams advised that she would be late in arriving at the meeting.

### 2. Declarations of Interest

#### 2.1 Declarations of Interest

### 3. Minutes of Previous Meeting

#### 3.1 Governance Working Group Meeting - (12.12.23 - for approval)

A note is to be added to the Minutes of the Governance Working Group Meeting held on 12 December to state that Audrey Sinclair is Chairperson of this Working Group. Otherwise the Minutes were proposed as a true and accurate record, proposed by Robin Nairn, seconded by David Clapham and approved unanimously.



#### Governance Working Group Minutes - 12.12.23

A note is to be added to the Minutes of the Governance Working Group Meeting held on 12 December to state that Audrey Sinclair is Chairperson of this Working Group.

**Due Date:** 9 Feb 2024  
**Owner:** Aggie MacSween

### 3.2 Board Meeting - (18.12.23 - for approval)

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. Otherwise the Minutes of the Board Meeting on 18 December 2023 were proposed as a fair and accurate record by Audrey Sinclair, seconded by David Clapham and approved unanimously.



#### **PA to amend Minutes of Meeting on 18 December 2023 to state "A Me...**

PA to amend Minutes of Meeting on 18 December 2023 to state "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.

**Due Date:** 18 Feb 2024  
**Owner:** Aggie MacSween

## 4. Decision Tracker

### 4.1 Governance Working Group 12.12.23

Members noted progress on decisions made.

### 4.2 Board Meeting 18.12.23

John Watson advised Members that he is looking at the ICT Recovery Plan and is pleased that we will be migrating to Microsoft 365. He is to meet with DoFCS to check what functionality HomeMaster and Sage software have. He advised moving to cloud based storage rather than having an on site server.



#### **DoFCS to discuss on-site server with John Watson**

DoFCS to set up a call John Watson to discuss information / software held on the on-site server at Morrison House

**Due Date:** 26 Feb 2024  
**Owner:** Graeme Coull

## 5. Other Matters Arising

## 6. Risk Appetite Briefing - Quinn Internal Audit - Presentation

### 6.1 Risk Appetite Briefing - Presentation

TM joined the meeting.

Alex Cameron joined the meeting and provided a presentation on Risk Management.

Alex discussed the number of risks contained in our Risk Register, advising that in order to keep discussion focussed, there should ideally be 10 - 15 risks and certainly no more than 20.

He advised amending the name of our risk "Shift in Housing Standards" to "Tenant Safety". Alex discussed his experience in assisting governing bodies to develop Risk Appetite statements, and

suggested that it would be good to have a group exercise on Risk Appetite included in the next Board Away Day.

Members acknowledged that Development will be more risky going forward with less Government funding and we should be looking both at our ability to develop as well as our desire to do so. Alex Cameron advised that we should continue to pick development sites very carefully.

Alex Cameron left the meeting at 3.35pm.



## Risk Register

CE to rename risk "Shift in Housing Standards" to "Tenant Safety"

**Due Date:** 25 Feb 2024

**Owner:** Neil Clapperton

Liz Williams joined the meeting at 3.25pm.

## 7. Strategic & Decision Reports

### 7.1 Board Meeting Calendar 2024-2025

Members agreed with the dates of the Board Meeting Programme, January 2024 to March 2025, noting that the finer details would need to be worked out. Members would like to work towards having less meetings and also to reconsider the content of each meeting given the AGM moving to September. Members discussed holding some of the meetings in the South of Skye, once Kyleakin Connections new build is complete.



### Board meeting dates

Members agreed the calendar of dates for Board meetings Jan 2024 - Mar 2025.

**Decision Date:** 29 Jan 2024

**Outcome:** Approved

### 7.2 AFR Sub-Committee Meeting Calendar 2024-2025



### AFR meeting dates

Members agreed the calendar of dates for meetings of the Audit, Finance and Risk sub-committee Jan 2024 - Mar 2025.

**Decision Date:** 29 Jan 2024

**Outcome:** Approved

## 8. Oversight Reports

## 9. Miscellaneous Correspondence

### 9.1 Miscellaneous Correspondence

CE asked if the Members would be interested in receiving the EVH newsletter given its employer responsibilities, and the Board agreed to it being added in future as a link and the current edition uploaded to BoardPro library.



### Miscellaneous Correspondence

CS to upload current EVH newsletter to BoardPro.

**Due Date:** 31 Jan 2024

**Owner:** Aggie MacSween

## 10. A.O.C.B.

### 10.1 AOCB

A member asked if tenants are offered membership of the association when signing up to their tenancies and were advised that TESM does this as part of her 6 week new tenancy follow up meetings.

CE advised that the Housing Team are due to give a Report at the next meeting and asked if there were any areas the Board wished them to focus on. A Member advised they would like more information on Transfers and the Local Lettings Policy as they're new.

The Meeting closed at 15.45 pm and went into the Private Session.



### Transfers & Local Lettings for February Housing Briefing

Add to February housing briefing:

Interest in transfers and changes in policy and practice

Outcome of Local Lettings Policy allocations

**Due Date:** 26 Feb 2024

**Owner:** Moira Gillies

## 11. Meeting Close

### 11.1 Close the meeting

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

Signature: Ian H. Young

Date: 26/2/24