

MINUTES

LSHA BOARD 01.07.24



Name:	Lochalsh and Skye Housing Association
Date:	Monday, 1 July 2024
Time:	2:00 pm to 4:25 pm (BST)
Location:	Default Location, Morrison House, Bayfield, Portree
Board Members:	Mr Ian Young (Chair), Mrs Audrey Sinclair, Mr David Clapham, Mr Iain Lewis, Mr John Watson, Ms Liz Williams, Mr Robin Nairn, Mr Gareth Morgan
Attendees:	Alastair MacGregor, Angus MacLennan, James Swinnerton, Jennifer MacInnes, Lowri Richards
Apologies:	Graeme Coull, Mr Robert Muir, Ms Emma Johnston
Guests/Notes:	Laura Campbell; Lesley Kirkwood

1. Opening Meeting

1.1 Welcome and Apologies

Apologies were received from Robert Muir and Emma Johnson who couldn't attend the meeting and also Robin Nairn who joined late.

2. Declarations of Interest

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There were no new declarations of interest noted.

3. Staff Presentation

3.1 Energy Advice Service Update - Energy Advice & Fuel Poverty

Laura Campbell, Energy Advice Assistant and Lowri Richards, Tenant Engagement and Support Manager provided a presentation on the Energy Advice Service and Fuel Poverty. They updated members on the work being carried out and how they've gained additional funding to support some tenants in our poorer performing properties.

In response to a member's question Laura advised that changes to EPCs are supposed to come in this autumn and Net Zero is more about whole house heating and being at a comfortable level.

Laura also informed members about a problem on the horizon with THTC Meters which will not be able to send signal once the RTS has been switched off. We are working with others in Highland and SSEN to push for a solution. TM confirmed that the structure of one of our relatively new flatted properties means the digital signal cannot be sent, so the meter readings have to be taken manually.

Laura and Lowri left the meeting.

4. Minutes of Previous Meeting

4.1 Board Meeting LSHA - (20.05.24- for approval)

There was an error noted in the attendees, Gareth Morgan was present.



Amend Minutes of Board Meeting on 20.05.24

Amend attendee list to show Gareth Morgan present.

Due Date: 2 July 2024
Owner: Jennifer MacInnes



Other than the attendee list the minutes were proposed by Audrey ...

Other than the attendee list the minutes were proposed by Audrey Sinclair, seconded by Ian Young and approved unanimously.

Decision Date: 1 July 2024
Mover: Mrs Audrey Sinclair
Second: Mr Ian Young
Outcome: Approved

4.2 Governance Working Group (10.06.24 - for approval)



The minutes of the Governance Working Group held on 10 June 2024 ...

The minutes of the Governance Working Group held on 10 June 2024 were proposed by Ian Young, seconded by Audrey Sinclair.

Decision Date: 1 July 2024
Mover: Mr Ian Young
Second: Mrs Audrey Sinclair
Outcome: Approved

4.3 AFR Sub-committee Minutes (17.06.2024 - for approval)



AFR Sub-committee Minutes (17.06.2024)

The minutes were approved as a true and accurate record, proposed by Audrey Sinclair and seconded by Ian Young.

Decision Date: 1 July 2024
Mover: Mrs Audrey Sinclair
Second: Mr Ian Young
Outcome: Approved

The Chair advised members that there was a £375k deficit and that DoFCS is taking actions going forward. He confirmed that we are compliant with all covenants and the Risk Register is to be reviewed.

ICE advised that there were some issues which were one offs linked to EICRs, CE leaving etc and that moving forward there are pressures, but the Business Plan is stable.

Members approved the recommendations from the AFR to approve the Strategic Risk Register, and approved the revised Standing Orders as well as the Internal Audit Work Plan



Recommendations from AFR Sub-committee Meeting 17.06.24

Members approved the recommendations from the minutes of the AFR sub-committee meeting of 17 June 2024

Decision Date: 1 July 2024

Outcome: Approved

5. Decision Tracker

5.1 Decision Tracker

ICE confirmed that items were either complete or in progress. He advised that he has spoken with HRO in relation to item 7.5 and will circulate a response to members.



ICE to circulate a response to members ascertaining the reasons b...

ICE to circulate a response to members ascertaining the reasons behind the numbers in the staff survey results comparison.

Due Date: 12 July 2024

Owner: Alastair MacGregor

6. Other Matters Arising

6.1 Matters Arising

There were no matters arising from the minutes of previous meetings.

7. Strategic & Decision Reports

7.1 Dunvegan Acquisition and Enabling Contract

DML advised members that if approved, the enabling work at Dunvegan is scheduled to commence this week. He advised that a funding route has been secured with our partners at Highland Council and the More Homes Division at Scottish Government which would not impact on LSHA financial resources, allowing the pre-housing constraints to be removed.

In response to a member's question, DML advised that the Highland Council TECHS have carried out the work at Storr.

Members considered what would happen if it goes wrong with only a 7 week window while the school is closed, DML advised that it is a longer term project and they are already discussing surfacing in October. He advised it would be a bigger issue if we don't proceed.

Board Members:

(i) **Approved** the Acquisition of the Dunvegan Housing Site.

(ii) **Noted** the estimated total Enabling Works costs of £2,366,102.77

(iii) **Approved** the contract award to Highland Council TECS for the enabling contract at a sum of £2,147,472.32.



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Decision Date: 1 July 2024

Mover: Mr David Clapham

Second: Ms Liz Williams

Outcome: Approved

7.2 Campbell's Farm - Disposals & MMR

Following on from the previous Board Meeting on 20 May 2024, LSM and DML provided additional information on Campbell's Farm disposals and Mid Market Rent.

LSM advised that all funding has been provided by Scottish Government. Of the properties being disposed of one had been Shared Equity and three were from Compass.

Members commented that we are not in a position to do anything else with these properties at the moment and DML advised that MMR was never considered for this phase, however was part of the proposal for Phase 6.



Board Members:(i)Considered the report and approve the disposal o...

Board Members:

(i) **Considered** the report and approve the disposal of the 4 units to Highland Residential in line with the strategic direction set out by Highland Council and Scottish Government,

(ii) **Recommend** reporting of this matter to SHR for approval as a notifiable event

(iii) **Delegate** to officers exploration of options for future developments that could facilitate alternative tenures of mid market rent.

Decision Date: 1 July 2024
Mover: Mrs Audrey Sinclair
Seconder: Ms Liz Williams
Outcome: Approved



Report Notifiable event to SHR

Report the disposal of four properties to SHR as a notifiable event.

Due Date: 21 July 2024
Owner: Alastair MacGregor

8. Oversight Reports

8.1 CE Report

The ICE updated members on the progress with EICRs, advising that there are 8 outstanding, all these tenants have medical needs which is making access and require sensitivity. The Independent Asset Management property surveys are due to take place over the next few weeks with the report due in August.

2.55pm - Robin Nairn joined the meeting.

ICE advised that he will request SHR feedback for the 29 July Meeting.

The Board Appraisals are complete and report is due for the August Meeting.

CE advised there is a typo in the year end deficit figure, which should read £357k.

The Health & Safety and Fleet Management post has been filled and we have also successfully appointed a trainee Property Services Officer. The recruitment process for Energy Adviser is underway. The ICE also advised he is developing a paper on Growing our own and developing our own staff.

Members **noted** the report.

8.2 Chairperson Briefing

The Chairperson thanked everyone for setting up the Raasay opening event which was a good and beneficial event.

8.3 Shared Equity Agency Handover

LSM advised that she is due to retire in July, to ensure the administration of aftersales agency work for Shared Equity an approach was made to Highland Housing Alliance (HHA), who later advised they did not have the capacity to undertake this work. There are formally written agreement with any Housing Associations in relation to Shared Equity Agency work, so it would really be up to Scottish Government who they would wish to appoint as Agents for Shared Equity in this area. Subsequent approaches by SG and THC advised a possible route would be Highland Residential (HR) who are willing to undertake the work on behalf of the SG.

A member advised that this is similar to previous discussion where it is not what we would want and it would be good for it to be reviewed and reconsidered if we could take this back in future.

Members discussed that resource aspect need to be considered.

Members **considered** the report and **approved** the agency work now being passed to Highland Residential and would like it to be looked at further in future.



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Decision Date: 1 July 2024
Mover: Mr David Clapham
Seconder: Mr Iain Lewis
Outcome: Approved

8.4 Land Acquisition Updates

DML advised members that the Land Title and Crofting Registration for the Kiltaraglen Site have now been rectified and updated allowing de-crofting application to be submitted. This is at least a 30 week process.

The Rockfield Croft application has breached the objections threshold and as such requires referral to planning committee prior to any approval. Highland Council are currently exploring separate purchase to facilitate the link road.

Noted.

Lesley Kirkwood and James Swinnerton left the meeting.

8.5 Equalities, Diversity Inclusion Update

3.10pm - Lowri Richards re-joined the meeting.

TESM advised members of the background work which has been going on to ensure we're working towards compliance with statutory and regulatory requirements and standards relating to Equality Diversity and Inclusion (EDI). She advised that around 700 emails were issued last week and letters are due to be issued this week.

TESM advised that the next one we will look to do will be on gender and we are intending to keep momentum moving forward on a cyclical basis. She advised that we are well on the way to being compliant.

HRO will be leading on the Staff and Board surveys.

A member advised that SSEN have a priority list for vulnerable customers, TESH confirmed she was aware of this and encourages tenants to sign up to it where necessary.

Members expressed thanks for getting this work done, which has been wonderful in a short period of time.

In response to member's questions TESH confirmed that mini review will take place for Policy updates and confirms that this is being embedded in day to day processes. CE added that in a wider dynamic we will be looking at it at SMT next week.

TESM advised that awareness training and the strategy launch are to align and Board members expressed an interest in being included in the training.

Members noted there are 37 recommendations and asked if they are all covered. TESH advised that if approved then the next step is to delegate tasks and advised that much is down to communication and advised that we have a lot of contacts in place and we're not starting from scratch. She confirmed that some items may be more time consuming and will require more effort than others.

Members questioned if school age children should be getting information about housing options. TESH advised that you are eligible to apply for a house from 16 years old and it is good for folk to have the knowledge of where to go and what options they have when the time is right.



Members considered the progress made to date and provide feedback...

Members **considered** the progress made to date and provide feedback to Equalities Working Group and **approved** the recommendations noted in the Age Equalities Impact Assessment (Appendix 5).

Decision Date: 1 July 2024

Outcome: Approved

3.25pm - Lowri Richards left the meeting.

9. Confidential Matters

9.1 Minutes of previous meeting

There was an error noted in the attendees, Gareth Morgan was present.



Other than the amendment to the attendees the Private Session Min...

Other than the amendment to the attendees the Private Session Minutes of 20 May 2024 were proposed by David Clapham, seconded by Robin Nairn and approved unanimously.

Decision Date: 1 July 2024

Mover: Mr David Clapham

Seconded: Mr Robin Nairn

Outcome: Approved



Add Gareth Morgan to attendee list for meeting on 20 May 2024.

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Due Date: 2 July 2024
Owner: Jennifer MacInnes

9.2 Decision Tracker - Private Session

Members noted the decision tracker from the previous PS Minutes from 20.05.24

9.3 Unity Trust Bank decisions between meetings

This item was discussed confidentially.

9.4 Unity Trust Bank standard security

This item was discussed confidentially.

9.5 Governance Report

This item was discussed confidentially.

Jennifer MacInnes and Angus MacLennan left the meeting.

9.6 Report from Recruitment Sub-committee

This item was discussed confidentially.

9.7 Appointment of New Chief Executive

This item was discussed confidentially.

Jennifer MacInnes and Angus MacLennan re-joined the meeting.

9.8 James MacQueen Builders Uplift Claim - Armadale

This item was discussed confidentially.

10. Miscellaneous Correspondence

10.1 Miscellaneous Correspondence

Members discussed the SHR update and agreed that its necessary to sort problems with dampness even if they are due to lifestyle issues. CE and TM will check internally to ensure we are up to date.



CE and TM to check damp issues are up to date.

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Due Date: 19 July 2024
Owner: Angus MacLennan

11. A.O.C.B.

11.1 A.O.C.B.

COMMUNITIES HOUSING TRUST

Audrey Sinclair advised that she is currently Vice Chair of the CHT and members were all in agreement that she continue to represent the Association for another year.

SFHA CONFERENCE

The Chair advised he is intending to attend the conference in September. Others advised that it would be good if the new CE could also attend.

12. Meeting Close

12.1 Close the meeting

Next meeting: LSHA Board 29.07.2024 - 29 July 2024, 2:00 pm

Signature: _____

Lan H. Jelley

Date: _____

29/7/24