

# MINUTES

## LSHA BOARD MEETING



<b>Name:</b>	Lochalsh and Skye Housing Association
<b>Date:</b>	Monday, 16 December 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, Mr Robin Nairn, Ms Liz Williams, Mr Iain Lewis
<b>Attendees:</b>	Fanchea Kelly, Graeme Coull, Jennifer MacInnes, James Swinnerton, Alex MacKinnon, Dana Campbell
<b>Apologies:</b>	Mrs Joanne Boulton, Mr Gareth Morgan
<b>Guests/Notes:</b>	Alistair Russell-Smith (Spence and Partners)

### 1. OPENING MEETING

#### 1.1 Welcome and Apologies

The Chair was welcomed back and he thanked the Vice Chair for standing in during his absence. Apologies were received from Gareth Morgan and Joanne Boulton. Liz Williams also apologised as she had another commitment and was going to join the meeting late.

### 2. STAFF PRESENTATION - HR AND PEOPLE MANAGEMENT PROCESSES - Dana Campbell

#### 2.1 Staff Presentation

HRM joined the meeting and provided a presentation giving an overview of People Management, our People Strategy and key themes from the Action Plan to Recruit, Motivate and Retain staff.

Members asked what was happening with the staff survey and HRM advised that the next one is due in February. HRM advised she would like to change the style and questions to connect better with the people strategy.

Due to the difficulty in recruiting people with certain skills, members asked if there should be more emphasis on staff development and a larger budget provided for this. HRM advised that she was hoping that more requests will come through appraisals. She also confirmed that appraisals are carried out annually.

### 3. DECLARATIONS OF INTEREST

#### 3.1 Declarations of Interest

There were no new declarations of interest noted.

## 4. MINUTES OF PREVIOUS MEETING

### 4.1 Confirm Minutes from Previous Meetings

Board Meeting 25 November 2024 25 Nov 2024, the minutes were confirmed as presented.



**The minutes of the meeting held on 25 November 2024 were proposed...**

The minutes of the meeting held on 25 November 2024 were proposed by David Clapham, seconded by Audrey Sinclair and approved unanimously.

**Decision Date:** 16 Dec 2024  
**Mover:** Mr David Clapham  
**Seconded:** Mrs Audrey Sinclair  
**Outcome:** Approved

## 5. DECISION TRACKER

### 5.1 Decision Tracker

DoFCS advised that the Treasury Management Policy and Procedure document was attached with the papers to show the amendments which had been made.

CEMC advised that the rules had been checked and as long as the quorum is met then it doesn't specify any requirement to be in person rather than online.

## 6. OTHER MATTERS ARISING

### 6.1 Matters Arising

In response to a member's question DoFCS advised that the costs relating to the Stock condition survey will not be able to be capitalised.

In relation to CEMC pension, it is the same for her as for other staff.

## 7. STRATEGIC DISCUSSION & DECISIONS

### 7.1 Private - Pensions - Board session with Alistair Russell-Smith

2.30pm - Alastair Russell-Smith of Spence and partners joined the meeting.

The discussion took place privately and Alastair left the meeting at 3.30pm.

### 7.2 Rent Increase Consultation Report 2025/2026

This item was discussed confidentially.

### 7.3 PRIVATE - Development Funding SSEN

This item was discussed confidentially.

## 7.4 PRIVATE - Development Biomass Update

This item was discussed privately.

## 8. FOR APPROVAL

### 8.1 Landlord Facilities Health, Safety & Welfare Management System

HSFO provided the report on Landlord Facilities Health, Safety and Welfare Management System which followed on from his presentation at the 25 November Board Meeting.

Members thanked HSFO for his work on this.



#### **Members: Considered the benefits to the Association. Approved the ...**

Members:

- i. **Considered** the benefits to the Association.
- ii. **Approved** the manual as our guide to best practice and signed it.
- iii. **Delegated** management of LFHS&W to HSFO.

**Decision Date:** 16 Dec 2024

### 8.2 Policy Reviews

CEMC provided the report with five policies to be considered, she advised that no comments had been received prior to the meeting.

Members would like the Risk Register to be removed from the Development Policy in future.

Members:

- i. **Reviewed** and **Approved** all the policy updates presented in this paper.

### 8.3 Board Governance Actions and Schedule

CEMC provided the report, however realised there was an error with the May meeting dates and the schedule will be reviewed and brought back to the February Board. Members would like to have the dates sooner.

Members noted there are a number of outstanding items from the Board Development Plan and would like to have more signed off.

The covering report states meeting days will be a Tuesday, CEMC confirmed this is a typing error and it should state Monday.

The colour scheme refers to priority and not if things have been completed or not.



#### **CEMC to email Board with meeting dates when updated.**

CEMC to email Board with meeting dates when updated.

**Due Date:** 17 Jan 2025  
**Owner:** Fanchea Kelly

## 9. FOR NOTING

### 9.1 People Strategy - Action Plan

HRM joined the meeting for this item. She advised the People Strategy Action Plan will be a progressive document which is to be implemented in the next financial year. This has been intertwined with work on the People Strategy.

Members asked about the 2% target for absence, she advised that this may have to be reviewed, the current amount is 2.6% over 3 months. DoFCS advised that the industry average is 4.6% and for the previous year ours was 4.5%.

A member would like analysis to be added from leaving interviews.

**Noted.**

### 9.2 Chief Executive's Report inc Finance close-out report

CEMC provided her report, she advised members that she was thankful for the handover period.

She advised that Jess Clarke, the new Tenant Engagement and Support Manager commenced on 9th December. Interviews for the Governance and Compliance Manager are due to take place tomorrow and interim support is to be advertised to cover the TM role until restructuring takes place.

She advised that the November month end accounts are showing we are currently ahead of budget and expect to be on target at the end of the year.

Members asked about Regulator update and CEMC advised that she had met with them last week, they have been pleased with the progress. The Engagement Plans are to be reviewed in February or March and the next meeting is due in February and she is continuing with ongoing monthly meetings.

In response to members questions, CEMC advised that she had met with staff last week and confirmed with them that we would be looking for an Interim role until a restructure is in place. She confirmed that different options have been discussed but that a restructure will take time to implement. The cost has been budgeted in the figures provided today.

Members **noted** the contents of the report.

### 9.3 Tenant Safety Report

HSFO provided the report on Tenant Safety which was jointly prepared with TM. He advised that around 10% of properties are failing on damp issues, which is fairly average, especially in this area. HSFO advised that some things can be resolved through communication with tenants as many issues are due to condensation rather than a structural problem.

Members expressed thanks to Donnie MacKay for the Tenant Safety Report on 2 Turner Court.

Members:

- i. **Considered** the report and agreed to receive an annual report on Tenant Safety.
- ii. **Noted** the EICR compliance progress and the assurance provided on all areas of risk.

10. CONFIDENTIAL MATTERS

10.1 Minutes from Previous Private Session - 25.11.24

10.2 Decision Tracker from Private Session 25 November 24 Board

11. MISCELLANEOUS CORRESPONDENCE

11.1 Miscellaneous Correspondence

12. A.O.C.B.

12.1 A.O.C.B.

13. MEETING CLOSE

13.1 Close the meeting

Next meeting: LSHA Board 24.02.25 - 24 Feb 2025, 2:00 pm

Signature: Ian H. Young Date: 24/2/25