

MINUTES

BOARD MEETING 21 OCTOBER 2024



Name:	Lochalsh and Skye Housing Association
Date:	Monday, 21 October 2024
Time:	2:00 pm to 5:15 pm (BST)
Location:	Default Location, Morrison House, Bayfield, Portree
Board Members:	Mrs Audrey Sinclair, Mr David Clapham, Mr Robert Muir, Mr Robin Nairn, Mrs Joanne Boulton
Attendees:	Alastair MacGregor, Graeme Coull, Jennifer MacInnes, Lowri Richards
Apologies:	Mr Gareth Morgan, Mr Ian Young (Chair), Angus MacLennan, Ms Liz Williams, Mr Iain Lewis

1. Opening Meeting

1.1 Welcome and Apologies

Apologies were received from Mr Ian Young, Ms Liz Williams, Mr Gareth Morgan and Mr Iain Lewis.

Members of staff who have submitted papers, but are on leave also passed on their apologies are, Angus MacLennan, Dana Campbell and James Swinnerton.



Deputise to Chair the Meeting

Initiated by Company Secretary. As the Chair was not present, members voted for David Clapham to deputise as chair for the meeting and for the November Board meeting also - Chair is on holiday until 6/12/24. This was proposed by Robert Muir, seconded by Audrey Sinclair and approved unanimously.

Decision Date:	21 Oct 2024
Mover:	Mr Robert Muir
Seconded:	Mrs Audrey Sinclair
Outcome:	Approved

2. Declarations of Interest

2.1 Declarations of Interest

Audrey Sinclair and Gareth Morgan both declared an interest in the proposed Ratagan development, Gareth advised us by email prior to the meeting as he was unable to attend.

3. Minutes of Previous Meeting

3.1 Confirm Minutes

LSHA Board - 09.09.24 9 Sept 2024, the minutes were confirmed as presented.

3.2 Board Meeting LSHA - (09.09.24 - for approval)



Minutes of Board on 09 September 2024

The minutes of the Board Meeting held on 9 September 2024 were proposed as a true and accurate record by Audrey Sinclair, seconded by Robert Muir and approved unanimously.

Decision Date: 21 Oct 2024
Mover: Mrs Audrey Sinclair
Seconded: Mr Robert Muir
Outcome: Approved

4. Decision Tracker

4.1 Decision Tracker

CE advised that item 4.1 on the Decision Tracker from the minutes of 09 September has now been completed and NHS have confirmed Handyperson funding for the fourth quarter of the financial year.

5. Other Matters Arising

5.1 Matters Arising

6. Strategic & Decision Reports

6.1 Asset Management Report

Members **considered** the report, they asked about the timescale for the Pilot project and CE advised that we don't know the timescale as it's dependent on receiving the decision on our application outcome from the Scottish Government and thereafter the availability of our contractors for scheduling works.

Members were thankful and wished to pass on well done to everyone for getting the EICRs complete.



Members considered the report and noted the revised timescales fo...

Members **considered** the report and **noted** the revised timescales for the presentation of a new Asset Management Strategy.

Decision Date: 21 Oct 2024

6.2 Equality Diversity and Inclusion

The CE provided the report outlining the latest work completed by the LSHA Equalities, Diversity and Inclusion (EDI) Working Group to advance the commitment expected by SHR and to meet regulatory requirements.

She advised that the appendices provided give details and summary of equalities data collection survey outcomes, which were marginal in terms of gains due to there not being a huge response. Tenant input is being sought by different methods due to the low numbers. She advised that missing data is common across Housing Associations as people may have reasons

for not sharing sensitive/personal information and there is often scepticism over why it's being requested.

CE also advised that an EIA for the Equality and Diversity Policy review has also been completed and will continue to be updated line with this policy review timetable.



Board Members: Considered the update provided on the work underta...

Board Members:

- i. **Considered** the update provided on the work undertaken and provide feedback. (Appendix 1 and 2 specifically).
- ii. **Reviewed** and **Approved** the updated Equalities and Diversity Policy (Appendix 3).
- iii. **Approved** the following:
 - a. LSHA tailors its recruitment processes for Board Membership to increase wider representation of under-represented groups.
 - b. LSHA reviews potential or actual barriers to Board Membership participation of under-represented groups and takes action to remove or mitigate these.
 - c. LSHA continues to collect tenant data at the beginning of a tenancy and to periodically complete a mass-collection exercise every three years.

Decision Date: 21 Oct 2024

Outcome: Approved

6.3 People Strategy

Members **reviewed** the updated People Strategy. They would like an Action Plan to be put in place to show what success will look like as we progress. CE confirmed that the intention is to create an Action Plan and include new KPIs to measure outcomes and impact of the plan.



HRM to create an action Plan using KPIs to accompany the updated ...

HRM to create an action Plan using KPIs to accompany the updated People Strategy.

Due Date: 15 Nov 2024

Owner: Dana Campbell

6.4 Procurement Strategy

The CE provided the Procurement Strategy Report, she advised that a Procurement Strategy would normally come with an Improvement Plan, this is a large activity and will take several months and we will enlist Scottish Excel or Scottish Procurement Alliance services to help achieve this as soon as possible.

Members warned to ensure our principles are understood as apposed to just following the National Strategy as there is a balance between getting a National Contractor involved and local issues with lack of contractors.

The Board authorise SMT to talk with these organisations and trust their judgement on whether anything should be brought back to the Board or not.



Procurement Strategy

Members **reviewed** and **approved** the updated Procurement Strategy.

They **delegated** SMT to instruct specialist consultants to support the creation of a new Procurement Improvement Plan and report back to the Board if they feel it is necessary.

Decision Date: 21 Oct 2024

Outcome: Approved



SMT to instruct specialist consultants to support the creation of...

SMT to instruct specialist consultants to support the creation of a new Procurement Improvement Plan and report back to the Board if they feel it is necessary.

Due Date: 22 Nov 2024

Owner: Lowri Richards

6.5 Acquisition Rockfield Croft, Portree

Members considered the Rockfield Croft Acquisition Report and questioned when the next phase was due. DoFCS advised that Phase 2 is included in cashflow reports provided by DM for 2028/29, although these won't be showing as completed as the work was due to be in progress at that point.



Acquisition of Rockfield Croft Site

Members **approved** the acquisition of the Rockfield Site for future housing development for £175,000.

Decision Date: 21 Oct 2024

Outcome: Approved

6.6 Development Report to 30.09.24

Members reviewed the Development Report to 30 September and noted that Campbell's Farm Phase 6 was included as a separate report.

Members would like the Development Income Analysis to be included in the text of the main report, before the project / site plan details for future reports.

In response to a members question DoFCS advised there have been staff savings and also a windfall from a Shared Ownership property sale and the fall in interest rates is helping as well. More generally, Development brings volatility to income as we don't have control of all the levers, but the Board seemed settled on the need for development as part of our Strategy.

DoFCS advised that there is a recording of the Strategic Finance Training available for anyone who missed it.

CE advised that the final amount on the Armadale Garden may change as they are still in the defects and liability period and DM is currently investigating the historical HAG funding used to purchase the site.

Members thanked DoFCS and DM for the financial information and advised that AFR will take forward the financial implications of short and long term development programme.

Members **noted** the report.

6.7 Potential Development Opportunity

Audrey Sinclair left the room while the Potential Development Opportunity at Ratagan was discussed.

The CE advised that the current demand for housing in the area is quite low, and although there is concerns about costal flooding 10% risk on the site, where the properties would be sited would not be in the high risk zone.

Members agreed that partnership working with Development Trusts is likely to become the norm and that we should carry on with exploration work.



Potential Development Opportunity at Ratagan

Members **reviewed** the opportunity for LSHA to be involved in community led development at Ratagan, and **approved** officers to engage with the relevant stakeholders to explore the feasibility of such development.

Decision Date: 21 Oct 2024

Outcome: Approved



Officers to engage with the relevant stakeholders to explore the ...

Officers to engage with the relevant stakeholders to explore the feasibility of development at Ratagan.

Due Date: 15 Nov 2024

Owner: James Swinnerton

6.8 Business Plan Review

Members advised this was a good reflection and summary of the discussions at the away day held on 16 September 2024.

CE confirmed that SHR will get a copy of this report.



Business Plan Update

Members

- i. **Reviewed** the updated Business Plan Strategic Themes and Objectives and **approved** the proposed changes.
- ii. **Approved** the removal of the Business Plan Risk Register.
- iii. **Approved** the proposed combined Strategic Risk Register for AFR scrutiny on 14th November 2024.

Decision Date: 21 Oct 2024

Outcome: Approved



Business Plan Risk Register to be removed.

Business Plan Risk Register to be removed.

Due Date: 25 Oct 2024

Owner: Lowri Richards

6.9 Board Training and Development Plan

The Housing Consultant provided the report to map out a Board Training Plan based on areas identified through the North Star Board Appraisals carried out by Freya Lees in June of this year as well as additional areas which had been identified internally.

Members advised this is a good summary of where we are.

It was also noted that EDI training hadn't been mentioned in the Board report, however this took place last week and was beneficial. The link to the recording is available for members who could not attend and an evaluation form has been provided.

Members advised it is helpful if training is spread out as much as possible and it's good to have a record of what's been provided. CE advised that PA has a framework document which would feed into the next appraisals.



Board Members Approved the programme of training Agreed the priori...

Board Members

- i. **Approved** the programme of training
- ii. **Agreed** the priority listing
- iii. **Agreed** the training session format over the next 5 months;
- iv. **Agreed** a £4000 budget for the approved training, if required;
- v. **Approved** the route map in the attached spreadsheet for the other Appraisal actions;
- vi. Officers to come back with suitable dates and times for the Training Programme.

Decision Date: 21 Oct 2024

Outcome: Approved



Officers to come back to Board with suitable dates and times for ...

Officers to come back to Board with suitable dates and times for the Board Training and Development Programme.

Due Date: 8 Nov 2024

Owner: Lowri Richards

6.10 Board Policy Review

Members had a chance to review the Policy documents and suggest amendments prior to the Board Meeting Papers being issued, members found this helpful.

Members confirmed they had no amendments to be made to the policies being reviewed and approved all with the exception of the new policy.

Members then discussed the new Severance Policy separately and approved this.



Board Members: Reviewed and Approved all the policy updates prese...

Board Members:

- i. **Reviewed** and **Approved** all the policy updates presented in this paper.
- ii. **Delegated** Policy owners to inform staff of their updated policies with briefings and any relevant training.
- iii. **Advise** the Scottish Housing Regulator that the new Severance Policy it is now in place;
- iv. **Advise** staff and appropriate Trade Unions that the new Severance Policy is now in place.

Decision Date: 21 Oct 2024

Outcome: Approved



Delegated Policy owners to inform staff of their updated policies...

- i. **Delegated** Policy owners to inform staff of their updated policies with briefings and any relevant training.
- ii. **Advise** the Scottish Housing Regulator that the new Severance Policy it is now in place;
- iii. **Advise** staff and appropriate Trade Unions that the new Severance Policy is now in place.

Due Date: 25 Oct 2024
Owner: Lowri Richards

6.11 Annual Assurance Statement

The Annual Assurance Statement Report was provided by Alastair MacGregor, Housing Consultant, who thanked CE and DOFCS for their work in updating the evidence bank.

He advised that the submission to the regulator is the Board's assessment of the organisation on the Regulatory Standards.

Members were all in agreement with the Housing Consultant that we are compliant with Standards 2 - 7.


Members had an in depth discussion on our compliance with Standard 1. They discussed which sub standards we are compliant with and which they would need to prove are embedded prior to giving assurance. They would like the Assurance Statement to acknowledge they recognise the work which has been done and confirm improvement is ongoing the timescale of around 6 months to show they are being maintained and embedded into the policies and practices.

They agreed to the Vice Chair signing the assurance statement of behalf of the Board once agreed amendments in relation to embeddedness had been made. Vice chair to contact members by email for approval.

Members agreed that the Governance Plan is to continue as an agenda item at each meeting.



The Board approved the Annual Assurance Statement with amendments...

- i. The Board **approved** the Annual Assurance Statement with amendments as discussed. 
- ii. The Board **noted** the evidence bank and supplementary report.
- iii. The Board **approved** the Vice Chairman signing the revised Assurance Statement on the Association's behalf once agreed amendments in relation to embeddedness had been made. Vice chair to contact members by email for approval.
- iv. The Board **approved** the Chief Executive submitting the Annual Assurance Statement to the Scottish Housing Regulator by the 31 October 2024 with agreed amendments.

Decision Date: 21 Oct 2024
Outcome: Approved



HC to provide updated Annual Assurance statement to Vice Chair.

HC to provide updated Annual Assurance statement to Vice Chair.

Due Date: 25 Oct 2024
Owner: Alastair MacGregor



Vice Chairman to sign the revised Assurance Statement on the Asso...

Vice Chairman to sign the revised Assurance Statement on the Association's behalf once agreed amendments in relation to embeddedness had been made. Vice chair to contact members by email for approval.

Due Date: 29 Oct 2024
Owner: Mr David Clapham



The Board approved the Chief Executive submitting the Annual Assu...

The Board **approved** the Chief Executive submitting the Annual Assurance Statement to the Scottish Housing Regulator by the 31 October 2024 with agreed amendments.

Due Date: 31 Oct 2024
Owner: Lowri Richards

6.12 Private - Varragill House Roof Replacement - Update

This item was discussed as a confidential item.

7. Oversight Reports

7.1 Chief Executive's Report

The CE provided her report and advised that the interviews have taken place for CE maternity cover and a very good candidate has informally agreed to accept the post. The candidate is committed to moving to Skye for the post and details are being worked through.

In relation to the meeting with Kate Forbes, Deputy First Minister, CE confirmed that this was a one to one meeting, which was set up by her office and we were invited to keep in touch on various topics. CE intends to do this, especially at the moment in relation to the Care and Repair funding.

Noted.

7.2 Performance Report

Members thanked DOFCS for providing the fast close data and advised this raises issues of timing of AFR Meetings which will have to be considered for next year. It would also be good to have an indication if Actions had to be taken. DOFCS confirmed that there would be more discussion at AFR and advised that it was FSM and FSA who have enabled this. He confirmed that the report will be built on with what goes to AFR.

It was agreed that November would be timely to review the meeting dates and also to consider the day and time of meetings.

Members **considered** the Peer Group Report and Month-End summary and provided relevant feedback to SMT.

7.3 Private - Board Membership Applications

7.4 Notifiable Events for acquisition/disposals procedure

Members discussed the Procedure Relating to Board Approval for Disposals and Acquisitions Report and advised that in case of the Chair approving this should state it will be considered under the appropriate rules in the Standing Orders.



Board Members Approved the attached Operating Procedure for Disp...

Board Members

- i. **Approved** the attached Operating Procedure for Disposals and Approvals with the amendment to state it should consult and consider under the appropriate rules in the Standing Orders;
- ii. **Approved** the Procedures become an appendix to the Notifiable Events Policy;

iii. **Approved** all Staff involved with Acquisitions and Disposals are briefed on its content and implementation;

iv. **Approved** it come in to place with immediate effect.

Decision Date: 21 Oct 2024

Outcome: Approved



Operating Procedure for Disposals and Approvals to be amended to ...

Operating Procedure for Disposals and Approvals to be amended to state it should consult and be considered under the appropriate rules in the Standing Orders;

Due Date: 25 Oct 2024

Owner: Lowri Richards



All Staff involved with Acquisitions and Disposals are briefed on...

All Staff involved with Acquisitions and Disposals are briefed on its content and implementation;

Due Date: 25 Oct 2024

Owner: Lowri Richards

7.5 Private - Bad Debts

7.6 Campbell's Farm 6

The CE advised that DM had prepared the report as this would be a change to the original proposal and could lead to disposals in future. We would require the Board support in principal to enable progress to be made around 3 months early.

Members were advised that the removal of sprinklers mean they can't be Social Rented properties, however the legislation is different for Mid-Market Rent.

Members discussed the risk involved as we are not in a position to offer MMR at present and this needs to be considered in future as we'd need volume to make it feasible.



Board Members:Approved LSHA proceeding with the build out of Cam...

Board Members:

i. **Approved** LSHA proceeding with the build out of Campbells Farm Phase 6.

ii. **Approved** the award of a design & build contract to Compass Building and Construction Services at a contract sum of £5,409,991.07

Decision Date: 21 Oct 2024

Outcome: Approved

8. Confidential Matters

8.1 Minutes of previous Private Session meeting 09.09.2024

This item was discussed confidentially.

8.2 Decision Tracker from 09.09.24 Board

This item was discussed confidentially.

9. Miscellaneous Correspondence

9.1 Miscellaneous Correspondence

10. A.O.C.B.

10.1 A.O.C.B.

A member advised that Rural Housing Scotland has decided to close due to lack of funding.

The Vice Chair passed on thanks to Alastair MacGregor on behalf of the Board for the expertise and plain speaking he brought to the Association and believe he has left us in a good state.

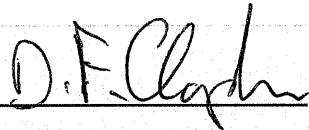
Alastair MacGregor thanked the Board and advised it had been a pleasure to work here.

11. Meeting Close

11.1 Close the meeting

Next meeting: Board Meeting 25 November 2024 - 25 Nov 2024, 2:00 pm

Signature:



Date:

