

MINUTES

LSHA BOARD MEETING



Name:	Lochalsh and Skye Housing Association
Date:	Monday, 26 August 2024
Time:	2:00 pm to 4:30 pm (BST)
Location:	Default Location, Morrison House, Bayfield, Portree
Board Members:	Mr Ian Young (Chair), Mr Gareth Morgan, Mr John Watson, Mrs Audrey Sinclair, Mr Robert Muir, Mr Iain Lewis, Ms Liz Williams, Mr Robin Nairn
Attendees:	Alastair MacGregor, Graeme Coull, Angus MacLennan, Jennifer MacInnes, Lowri Richards, Nicola Kemp
Apologies:	Mr David Clapham, Ms Emma Johnston
Guests/Notes:	Freya Lees - North Star Ruairidh MacKinnon - Handyperson Manager

1. Opening Meeting

1.1 Welcome and Apologies

Apologies were received from David Clapham and Emma Johnston, and from Liz Williams who advised she would be joining the meeting late.

2. Declarations of Interest

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There were no new declarations of interest noted.

The presence of the Register of Interests on every Agenda was queried by Members. CSA advised it is a BoardPro setting. CE will check if required.



CE to confirm if Register of Interests is required on Agenda at every meeting

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The rules only specify that interests must be reviewed/updated annually and declared ahead of meeting if their interest is relevant to an item being discussed. In this case, it is suggested that we keep the register of interests at the beginning of each meeting to ensure any interests relevant to the agenda are noted easily.

Any members who leave The Board will be removed from the register of interests at the same time, to follow the same procedure as we do for staff. PA to update current document on Board Pro to reflect this.

38.2	If a person serves on the Committee or any sub-committee he/she must declare any personal or other external interests on an annual basis in accordance with the Association's Code of Conduct for Committee
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	Members. If while serving on the Committee that person has any conflict of interest in any contract or other matter about to be discussed at a meeting, he/she must tell the Committee. He/she will be required to leave the meeting while the matter is discussed and will not be allowed to vote on the matter or to stay in the meeting while any vote on the matter is being held. If that person is inadvertently allowed to stay in the meeting and vote on the matter, his/her vote will not be counted.
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Due Date: 23 Sept 2024
Owner: Lowri Richards

3. Staff Presentation

3.1 Handyperson Service Update

HPM provided an update on the Handyperson Service to members.

He thanked ICE for his assistance in meetings regarding NHS funding. He advised funding is in place up to the end of December of this financial year. There is a new contract being worked on by the Council to start in January 2025. ICE advised he'd been in touch with Fiona Davis of NHS Highland. CE will follow up to seek confirmation that should the tender process not be finalised and contract not be in place in time that we will receive Quarter 4 funding.

Members thanked HPM and noted their appreciation of the service provided and the positive feedback it receives within the area.



CE to contact NHS to seek confirmation

CE to contact NHS to seek confirmation that the last quarter will be paid if they don't meet the timeline for the new contract.

Due Date: 16 Sept 2024
Owner: Lowri Richards

John Watson joined the meeting, and HPM left the meeting at 14.15.

4. Minutes of Previous Meeting

4.1 Board Meeting LSHA - (29.07.24 - for approval)

The minutes of the Board Meeting held on 29 July 2024 were agreed as a true and accurate record. Proposed by Mr Robin Nairn, and Seconded by Mrs Audrey Sinclair.



Minutes of the Board Meeting 29/07/24 Approved

Minutes of the Board Meeting 29/07/24 Approved

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

4.2 AFR Sub-Committee Minutes - 12.08.2024 for approval

One correction was put forward for the Minutes of the AFR Sub-Committee held on 12 August 2024 - item 4.2 should read "Bruce and Chris" (Remove "t").

Other than the amendment noted above, the Minutes were agreed as a true and accurate record, proposed by Mrs Audrey Sinclair, seconded by Mr Robin Nairn.

The accounts were reviewed by AFR Sub-Committee, approved by the Board and will be taken to AGM on 9 September 2024.



Minutes of AFR Sub-Committee 12/08/24 Approved

Minutes of AFR Sub-Committee 12/08/24 Approved

Decision Date: 26 Aug 2024
Mover: Mrs Audrey Sinclair
Seconder: Mr Robin Nairn
Outcome: Approved

5. Decision Tracker

5.1 Decision Tracker

All items on the Decision Tracker have been completed.

TM had provided repairs figures, but apologised in case they had been circulated twice as the system did not seem to update correctly.

CSA/DoFCS had corrected the microphone setting which was now working correctly.

6. Other Matters Arising

6.1 Matters Arising

A Member followed up a query from the AFR meeting regarding the difference in NI payments as spend appears to be £48k less than budget.

DoFCS confirmed the budget didn't account for the NI-free threshold which applies to each payroll payment. He had confirmed that Sage was calculating the NI correctly. As a result of the difference it is expected that LSHA will be under budget circa £50k for NI spend.

7. Strategic & Decision Reports

7.1 CE Maternity Options and Deputisation

This item was discussed confidentially.

7.2 North Star Board Appraisal Report and Recommendations

Freya Lees joined the meeting at 15.00.

This item was discussed confidentially.

Freya Lees left the meeting, and Liz Williams joined the meeting at 15.25

7.3 Formalisation of Lead Officers Reporting to the Board and any Committee

Members considered whether the Lead Officer should be the named individual or the role, ICE advised it was his understanding that it should be the named individual and could include the role description.

It was also noted that the Recruitment Sub-Committee should be added.

Members Approved the named officers, with the inclusion of their job titles.



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Decision Date: 26 Aug 2024
Mover: Mrs Audrey Sinclair
Seconder: Mr Iain Lewis
Outcome: Approved

7.4 Consideration and Response to SHR Letter

Members discussed the SHR letter of 31 July 2024, there was a lot of positivity from SHR, but no detail on how to progress from "working towards improvement" assessment level. The discussed seeking clarification of what evidence they would need to see to be satisfied the processes are embedded.

Members agreed that the Chair should respond on behalf of the Board and noted that CE and ICE also have meeting with SHR reporting on the completed Board Appraisal.

8. Oversight Reports

8.1 Chief Executive's Report

CE provided a report updating Members on the latest position with SHR and Governance Action Plan, Recruitment, Operational issues, Handyperson funding, the proposed Tenant Conference and Digital Strategy.

CE reported that she has received confirmation from EVH that the Governance and Compliance Manager would be at Grade 8 rather than Grade 7, and that the new Housing Services Assistant had started today.

Members **noted** the CE Report.

8.2 Interim Chief Executive - Priority Issues Update

ICE provided the report, advising members on the progress with the revised Pilot Projects grant application since the meeting on 29 July.

The revised proposal was submitted this morning and the Scottish Government are now requesting costs are submitted.

Members approved the Chair or Vice-Chair using delegated powers to approve spend rather than needing to wait for Board Meetings if we get grant approval.

Members noted the ICE report.



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Members **noted** the report.

Decision Date: 26 Aug 2024

Outcome: Approved

8.3 Quarter 1 Performance Service Profile

DoFCS provided the Q1 Performance Report 2024-25.

DoFCS advised Time to Let New Properties target had not been met. Members queried how much notice is given to tenants and CE advised this 6 weeks prior to completion but with new build things can slip. Also some private tenants can have a longer notice period. Members also queried whether properties requiring major repairs should be removed from re-let times. DoFCS advised that the Performance report uses the raw figures, but for the ARC the figure is adjusted for major repairs.

Members **considered** the contents of the Performance Report to 30 June 2024 and sought clarity and assurance on performance measures where appropriate.

8.4 Rule 68 Report (Pre-AGM requirement)

Members noted that in the Rules "Committee" should be updated to "Board"

Members **noted** the report and **approved** that the business is compliant with Rule 62 - 67.



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Decision Date: 26 Aug 2024

Mover: Mr Robin Nairn

Seconder: Mr Gareth Morgan

Outcome: Approved



CE to update rules with "Board" rather than Committee where this ...

CE to update rules with "Board" rather than Committee where this has been missed.

Any amends must be agreed through a special general meeting in accordance with rule 88. This should be incorporated when a SGM is next called, and there is no risk to the current rules remaining with their existing terminology in the interim.

Any of these Rules can be changed or deleted and new Rules can be introduced if three-quarters of the votes at a special general meeting are in favour of the change(s).

Where an amendment of these Rules affects the purposes of the Association the prior approval of the Office of the Scottish Charity Regulator is required. The Association must submit its application for approval to the Office of the Scottish Charity Regulator not less than 42 days before the date on which the Association intends to amend its purposes. Any other amendment of these Rules requires to be notified to them within three months of the change having been made.

The Association must apply to the Financial Conduct Authority to register every rule change as set out in treasury regulations. Each Member must receive a copy of the change. No change is valid until it has been registered by the

Financial Conduct Authority. The Association must notify The Scottish Housing Regulator within 28 days of the change or amendment being made.

Due Date: 6 Sept 2024
Owner: Lowri Richards

8.5 AFR Minutes and Management Response to the Internal Audit

The CE provided the report following RSM's Audit relating an error in reporting bank interest and mitigating actions implemented.

DoFCS also advised that 2 internal audits have been completed with recommendations which will be brought to the next AFR meeting; one of which includes recommendations regarding bank reconciliations.

Members **noted** the Management response and proposed course of action.

8.6 Lethin Park, Glendale - Acquisition of "Gifted" Land

CE advised Members of a proposed private development of a single house to be situated directly behind our properties at Lethin Park and the offer to transfer, at no cost, an area of ground for the purpose of shared additional amenity garden for existing tenants. This may subsequently become a formal land acquisition request.

Members noted CE report, and queried if "goodwill" gesture implied any commitment not to object to planning application. CE advised there is no real impact to association property and that tenants in the locality had been included in the applicant's consultation. One property's garden would be affected but the architect was working with the tenant to ensure they were content with the changes, however she has since been advised the tenant is intending to terminate their tenancy.



CE to check spelling of Lethin Park.

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Due Date: 30 Aug 2024
Owner: Lowri Richards

9. Confidential Matters

9.1 Minutes of previous Private Session meeting 29.07.2024

This item was discussed confidentially.

9.2 Decision Tracker PS - from 29.07.24 Board

This item was discussed confidentially.

9.3 Application for Membership of Board and Resignation of Company Secretary

This item was discussed confidentially.

9.4 Control of Entitlements, Payments & Benefits

This item was discussed confidentially.

9.5 Governance Update

This item was discussed confidentially.

10. Miscellaneous Correspondence

10.1 Miscellaneous Correspondence

Chair reported Emma Johnston is stepping down from Board.

11. A.O.C.B.

11.1 A.O.C.B.

A member queried if any work was ongoing to bring policies up to date. CE advised of progress to separate those requiring Board review and those which could be delegated to SMT, or a Policy Working Group and provide a more cyclical review process.

A member noted that the sound was much better on the remote link to this meeting and thanked staff for resolving the issue.

12. Meeting Close

12.1 Close the meeting

Next meeting: LSHA Board - 09.09.24 - 9 Sept 2024, 2:00 pm

Signature: _____

Ian H. Young

Date: _____

9/9/24