MINUTES

LSHA BOARD 28.04.25

Name:	Lochalsh and Skye Housing Association
Date:	Monday, 28 April 2025
Time:	2:00 pm to 4:30 pm (BST)
Location:	Default Location, Morrison House, Bayfield, Portree
Board Members:	Mr Ian Young (Chair), Mr David Clapham, Mrs Audrey Sinclair, Mrs Joanne Boulton, Mr Iain Lewis, Ms Liz Williams, Mr Robert Muir, Mr Robin Nairn
Attendees:	Fanchea Kelly, Trudi Tokarczyk, George Mackie, Ben Thomas, Jennifer MacInnes, Linda Leslie, Jessica Clarke, Ruairidh MacKinnon
Apologies:	Mr Gareth Morgan, James Swinnerton
Guests/Notes:	Linda Leslie, Kingdom Housing Association; Richard Mackie, RSM

1. OPENING MEETING

1.1 Welcome and Apologies

Gareth Morgan submitted apologies.

1.2 Introduction to Linda Leslie

Linda Leslie, Chair of Kingdom Housing Association was visiting to provide a peer review, therefore Board members introduced themselves.

2. BOARD BRIEFING

2.1 Risk Awareness Briefing, Richard Mackie RSM

Richard Mackie, RSL provided Risk Awareness Training, which has been recorded and the presentation slides will be circulated to members.

Richard covered good practice, assurance and improvements actions which can be implemented. He provided a new type of risk scoring framework which members found very useful and would highlight items which could have a severe impact, but very unlikely.

3.05pm - Jessica Clarke, Ruairidh MacKinnon, George Mackie and Richard Mackie left the meeting.

Risk Awareness Training

Circulate Risk Awareness Training slides to members.

Jennifer circulated these on the 06/05/2025. Trudi also placed the slides Boardpro

Due Date: 2 May 2025
Owner: Trudi Tokarczyk

3. DECLARATIONS OF INTEREST

3.1 Declarations of Interest

There were no new declarations of interest noted.

4. MINUTES OF PREVIOUS MEETING

4.1 Minutes of LSHA Board Meeting 24.03.2025

An error was noted on Item 4.1 - the Tenant Satisfaction is tri-annual not bi-annual.

Other than this amendment the Minutes of the 24 March 2025 Board Meeting were proposed by Robin Nairn, seconded by Audrey Sinclair and approved unanimously.

Amendment to Minutes

Amend Item 4.1 of the 24 March 2025 Minutes - the Tenant Satisfaction is tri-annual not bi-annual.

Due Date: 2 May 2025
Owner: Jennifer MacInnes

Other than the amendment noted above, the minutes of the 24 March...

Other than the amendment noted above, the minutes of the 24 March 2025 Board Meeting were approved.

Decision Date: 28 Apr 2025
Mover: Mr Robin Nairn
Seconder: Mrs Audrey Sinclair
Outcome: Approved

4.2 PRIVATE - Minutes from PS LSHA Board 24.03.2025

The Private Section Minutes of the 24 March 2025 Board Meeting we...

The Private Section Minutes of the 24 March 2025 Board Meeting were approved.

Decision Date: 28 Apr 2025
Mover: Mr Robin Nairn
Seconder: Mr Robert Muir
Outcome: Approved

5. DECISION TRACKER

5.1 Decision Tracker - LSHA Board 24.03.2025

Updates to Decision Trackers

SMT to add information to the Decision Tracker as to when they are expected to be cleared.

Due Date: 5 May 2025
Owners: Ben Thomas, Fanchea Kelly, George Mackie, Trudi Tokarczyk

5.2 PRIVATE - Decision Tracker from PS LSHA Board 24.03.2025

PS Decision Tracker Updates

SMT to add information to the Decision Tracker as to when they are expected to be cleared.

Due Date: 5 May 2025
Owners: Ben Thomas, Fanchea Kelly, George Mackie, Trudi Tokarczyk

6. OTHER MATTERS ARISING

6.1 Matters Arising

7. FOR APPROVAL

7.1 Policy Review

GCM provided Policies for review.

GCM advised that the Damp and Mould Policy covers best practice across the sector. Members discussed the policy and responsibilities for repairs & redecoration to damage especially where this is not the tenant's fault, e.g. by leaks, penetrating damp etc, especially which aren't the tenant's fault. GCM will amend the policy, keeping it clear who has responsibilities, but advising that tenants should contact the Association for Energy Advice or where there are vulnerabilities.

In Section 5.1 "Our Responsibilities" it should read that staff have appropriate training.

Appendix 1, Equality Impact Assessment should read the Policy is equally applicable to all tenants.

Members approved the Damp and Mould Policy subject to agreed amendments.

Energy Advice to be included again in the next newsletter.

Energy Advice article to be included in the next newsletter.

Energy Advice article to be included in the next newsletter.

Due Date: 30 May 2025
Owner: Jessica Clarke

Damp and Mould Policy

GCM to make adjustments to Damp and Mould Policy as discussed and circulate to Board.

Due Date: 2 May 2025
Owner: Trudi Tokarczyk

Members discussed the Fraud and Errors Policy.

Amendments required:

Members asked that standardised terms be used throughout and correct numbering.

Item 10.1, change to GCM only.

Appendix 1 - Item 1.1 - add the Chairperson of the Board should be informed. Item 2.1 - add "without unnecessary delay"

Subject to the above amendments the Fraud and Errors Policy was approved.

Fraud and Errors Policy

Make amendments to the Fraud and Errors Policy as discussed and circulate to members.

Due Date: 9 May 2025
Owner: Trudi Tokarczyk

Policy Review

Both the Damp and Mould Policy and the Fraud and Errors Policy were approved subject the the amendments discussed.

Decision Date: 28 Apr 2025
Outcome: Approved

7.2 Development Strategy

CEMC provided the Development Strategy Report on behalf of DM who passed on his apologies.

Members advised that the Sustainability Strategy needs to be considered and included.

In Section 8.5 please amend to read "The Association will consider purchasing completed properties from a developer or "off the shelf" existing properties where that represents good value for money or be able to be brought up to our standard in a cost effective way."

New equal opportunities form to be included.

Members would like to see some homes being completed in the year 2029/30, CEMC advised that the programme is likely to spread into other years so there probably will be some. More work will be done for the Board Strategy Meeting in June.

Members reviewed and approved the Strategy subject to comments on sustainability.

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Members **reviewed** and **approved** the Strategy subject to comments on sustainability.

Decision Date: 28 Apr 2025
Outcome: Approved

Development Strategy to be updated to include sustainability stra...

Development Strategy to be updated to include sustainability strategy.

Due Date: 9 May 2025
Owner: James Swinnerton

7.3 Board Member Succession Planning Policy

GCM provided the Board Succession Planning Policy which was reviewed by members.

Members would like an additional objective added to paragraph 4.2 to aim to have more than 7 Board Members and paragraph 7.3 amend to read co-vice Chairperson(s) and amend typo at 7.3 h - "vacancies". Members would like a delivery plan to be put in place.

On Appendix 1 add AFR Chairperson and Vice Chairperson(s)

Members approved the Board Succession Planning Policy with these small amendments.

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Members **approved** the Board Succession Planning Policy with the small amendments noted.

Decision Date: 28 Apr 2025
Outcome: Approved

Amend the Board Succession Planning Policy and correct typo as no...

Amend the Board Succession Planning Policy and correct typo as noted.

Due Date: 9 May 2025
Owner: Trudi Tokarczyk

7.4 Governance and Compliance Report

GCM advised that the Regulator has still got us marked as "non compliant and working towards compliance".

The meeting dates schedule has some date errors which require to be amended.

Members Noted the Association's Engagement Status remains working...

Members

i. **Noted** the Association's Engagement Status remains working towards compliance
ii. **Approved** the update to the Standing Orders to reflect current job titles and roles
iii. **Approved** the additions of on-line banking authorities
iv. **Considered** and **passed** the Resolution in order to bring the current Signing Mandate up to date
v. **Noted** the Appraisal process has commenced for 2025 and ensured that all required actions are undertaken by Board members

Decision Date: 28 Apr 2025

8. FOR NOTING

8.1 Equalities Action Plan Update

GCM advised that the EDI Action Plan has been reviewed to consolidate some actions and to ensure the Action Plan considers Human Rights issues and we are now down to 31 Actions.

Members were content that good progress is being made.

The RAG colour code is to be updated to show Green - Items Complete, Amber - Items In Progress, Red - Items behind schedule.

Members **noted** the progress and **reviewed** the updated EDI Action Plan.

The RAG colour code is to be updated to show Green - Items Comple...

The RAG colour code is to be updated to show Green - Items Complete, Amber - Items In Progress, Red - Items behind schedule.

Due Date: 9 May 2025
Owner: Trudi Tokarczyk

8.2 Chief Executive's Report

CEMC provided the Report.

Following on from the decision in November 2024 to review the leadership structure of the Association, McKinneyHR have been commissioned to assist with this. Their review is due to take place in May, with their report coming back in June. Members discussed the particular issues with recruitment on Skye and the were reminded that we have a policy on provision of accommodation and relocation for new staff.

She advised members about the Community Wealth Building Bill which was introduced by the Scottish Government on 20 March, if the Board wishes to submit a response this is due by 23 May 2025.

CEMC advised that we are working on a submission to the Social Housing Net Zero Heat Fund.

The Handyperson Service tender has been submitted and the result is expected by 22 May.

CEMC advised that they've had a positive meeting with SHR and that they understand what we're trying to do to keep continuity in place even with the changes in leadership. Members advised there seems to be a vagueness about what we still require to do and they would like some confirmation that we are compliant, but that SHR would like to keep an overview of leadership if this is the case. CEMC advised that she will reflect this at the next meeting.

Noted.

8.3 Board Training and Development Plan

GCM provided the Board Training and Development Update. The training being provided is meeting the identified needs.

Noted.

9. MISCELLANEOUS CORRESPONDENCE

9.1 Miscellaneous Correspondence

There were no items of correspondence to share.

10. A.O.C.B.

10.1 A.O.C.B.

Robin Nairn raised that OSCR have requirements coming up over summer that relate to Trustees, name, address, contact details, DoB, and length of service, and possible other things. GCM will follow up on this and report back to the next Board.

Members thanked the organisers and those who participated in the walk on Saturday, they recognised what staff when through and commend their efforts.

It would be beneficial if any items of accuracy in Board Papers were highlighted prior to the meeting.

GCM to follow up on OSCR requirements which are coming up over th...

GCM to follow up on OSCR requirements which are coming up over the summer and report back to the next Board.

Due Date: 11 June 2025
Owner: Trudi Tokarczyk

11. MEETING CLOSE

11.1 Close the meeting

Next meeting: LSHA Board 26.05.2025 - 26 May 2025, 2:00 pm

Signature: ________ **Date:** 28/05/25