

Dear

BOARD OF DIRECTORS – LOCHABER HOUSING ASSOCIATION

Thank you for showing an interest in serving on the Board of Lochaber Housing Association.

The Association was set up in 1988 as a response to the chronic housing need in Lochaber's rural communities. This housing pressure was largely due to the impact of the Right to Buy on Council housing and the difficulty of accessing owner occupation because of high property prices fuelled by land costs and second and holiday homes. These problems are just as evident today as they were in 1988, notwithstanding the good work of the Association, The Highland Council and other agencies in the intervening period.

Our mission is to provide good quality, truly affordable housing opportunities and services for local people in their preferred communities, thereby identifying and meeting local needs and helping to maintain and develop thriving communities throughout Lochaber.

The Association achieves this by accessing public funding, mainly through the Scottish Government, as well as private sector lending facilities to develop and manage housing, mainly for rent but also through low cost home ownership accommodation. The Association's Mission is underpinned by the following strategic objectives:

- We will provide increasing numbers of high quality affordable housing solutions throughout Lochaber.
- We will develop and manage a high quality range of services that meet the needs and preferences of service users.
- We will ensure that we manage and govern our affairs effectively and prudently and in doing so will operate accountably and openly in all that we do.
- We will ensure that our financial management and planning will deliver medium and long term financial viability.
- We will support, train and develop our staff team in the furtherance of our objectives.

The Board is led by our Chair, Di Alexander. Operational responsibility for the day to day activities of the Association lies with the Chief Executive and Management Team. These individuals are:

Blair Allan, LLB, MCIH, Director
David Cottier, FRICS, BSC (Hons), Development Manager
Sean Doherty, Maintenance Manager
Isla Gray, MA (Hons), PG DIP HSG, Operations Manager
Margaret Gillies, BA (Hons), Finance Manager

The Association has two wholly owned subsidiary companies. The first of these is Lochaber Care & Repair, the Association's charitable subsidiary, which operates a free advisory and practical assistance service to assist older and disabled people in their own homes to manage improvements, repairs and adaptations to their properties. Lochaber Care & Repair also runs a Handyperson and Small Repairs service, as well as an aids and equipment service in

partnership with the Highland Council and NHS Highland. The company is jointly funded by The Highland Council, Lochaber Housing Association and NHS Highland.

In 2009 the Association set up its second subsidiary company, LHA Property Services CIC as a non-charitable subsidiary in order to carry out activities that the Association, as a charity, could not, and was established too as a Community Interest Company (CIC) so that the Association could protect the company's surpluses for the benefit of the community and for the provision of training and employment opportunities. The company provides a comprehensive, reactive, cyclical and planned maintenance service for the Association and its tenants. It is also beginning to look at providing other new housing opportunities in the private rented sector, as well as expanding its core building maintenance services to the wider Lochaber business and residential communities.

Some Lochaber Housing Association Board members also serve on the Boards of the subsidiary companies.

I enclose for your information and guidance the following documentation:

1. Application Form
2. A copy of the recent Advertisement for Board Members
3. Equal Opportunities Monitoring Form
4. Board Member Eligibility Criteria
5. Directors Role Description
6. Code of Governance
7. Code of Conduct
8. Draft Equality & Diversity Policy
9. Board of Management and Staff Structure
10. Annual Report 2010
11. Summer 2011 Tenants Newsletter

Completed application forms and equal opportunities monitoring forms should be returned to the Association by 12 noon on Friday 26th August 2011. Selected applicants will be invited to attend an informal meeting with the Chief Executive, Blair Allan and the Chairperson, Di Alexander. The purpose of the meeting will be to confirm your eligibility to act as a member of the Board; establish your potential contribution in the light of the skills, knowledge and experience we are looking for; and to answer any questions that you may have. In deciding the suitability of potential Board Members, we will be mindful of the skills or areas of expertise on offer, together with any deficiencies within the current Board membership. We will also take account of any imbalance that may exist with regard to gender, age and representation from minority groups.

If you would like an informal discussion about applying to become a Board member please contact Blair Allan, Chief Executive on 01397 702530.

Yours sincerely

J MacKay
Corporate Services Co-ordinator

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