

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 30 AUGUST 2022 AT 5:30 p.m. (virtual)

Present: Russell Brown (Convener)
 Jane Connechen (Vice Convener)
 Robert Sneddon ((Management Committee)
 Alison Coupe (Management Committee)
 Clare Benson (Management Committee)
 Katie Russell (Management Committee)
 Peter Ward (Management Committee)
 Peter Nelson (Management Committee)

Gary Alison (Acting CEO/Interim Director of Property & Development)
 Elkie Astley (Interim Director of Corporate Services)
 Sue Irving (Director of Housing Services)
 Kirsty Paul (Interim Director of Finance)
 Rebecca Wilson (Head of Governance & Assurance)
 Tracy McNeil (Assistant to the Chief Executive)
 Moira Charters (Head of Data & Digital)
 Graham Robertson (Head of Development)

Rebecca Wilson (Minute Taker)

Item	Minute	Action
1.	APOLOGIES	
1.1.	Apologies were received from Michael Clarke and Laura Grieve. The Convener advised that it was a lengthy agenda and that items 12, 13, and 20 had been removed from the agenda this evening. Items 12 & 13 would be explored further at the strategy day. Item 20 would be brought forward for approval once points raised by Mr Clarke were confirmed with the Regulator. The Convener also advised that whilst information had been included regarding Members' appraisals this would be discussed at a future meeting.	
2.	DECLARATIONS OF INTEREST	
2.1.	Declaration of interest from Mr Ward and Mr Nelson, as Members of DG Homes Board were noted.	
3.	APPROVAL OF PREVIOUS MINUTES	
	Minute of the Management Committee Meeting 20th July 2022	

<p>3.1.</p> <p>3.2.</p> <p>3.3</p>	<p>The Minute of the Management Committee Meeting of 20th July 2022, on the proposition of Ms Coupe and seconded by Mr Ward was APPROVED.</p> <p>Minute of the Management Committee Meeting of 26th July 2022</p> <p>The Minutes of the Management Committee Meeting of 26th July 2022, on the proposition of Ms Connechen and seconded by Mr Sneddon was APPROVED.</p> <p>Minute of the Management Committee Meeting 18th August 2022</p> <p>The Minutes of the Management Committee Meeting of 18th August 2022, on the proposition of Ms Coupe and seconded by Ms Russell was APPROVED</p>	
<p>4.</p>	<p>MINUTES FOR NOTING</p> <p>N/A</p>	
<p>5.</p> <p>5.1.</p>	<p>MINUTE ACTION LOG</p> <p>Committee Members NOTED the updates to the Minute Action Log for August 2022.</p>	
<p>6.</p> <p>6.1.</p>	<p>MATTERS ARISING</p> <p>There were no matters raised from the Minutes.</p>	
<p>7.</p>	<p>CONVENER'S VERBAL UPDATE</p> <p>The Convener advised that there are no updates that will not be covered elsewhere in the meeting.</p>	
<p>8.</p>	<p>CEO VERBAL UPDATE</p> <p>The Interim Director of Property & Development advised Members of the recognition and publicity Loreburn were starting to receive regarding passiv haus and innovation and provided positive feedback on the community event at Hera Grange.</p>	
<p>9.</p> <p>9.1.</p>	<p>NOTIFIABLE EVENTS</p> <p>Members were advised of a meeting with the SHR on 25th August and the submission of a notifiable event regarding the membership dropping to below 7 at the AGM as well as proposals to address this at a meeting the day following the AGM. Members were also advised of proposals for Management Committee recruitment and seeking support from non-executive recruitment</p>	

	specialists to assist. Members were advised that as part of the meeting with the SHR, the limited number of independent board members of DG Homes was raised and that this will be considered as part of the wider recruitment exercise.	
FOR DISCUSSION		
10.	Rent Restructure – <i>This item is confidential</i>	
11	<p>Quarter 1 Performance <i>Moira Charters Joined the meeting.</i></p> <p>The Head of Data & Digital drew Members attention to the report and provided a live presentation to Members as part of the agreed new format for horizon scanning and utilising data to plan, predict and mitigate risk. The key focus of the presentation was rent arrears and the potential of increased rent arrears to impact the whole organisation. Members attention was drawn to the cost of living crisis, the rise of heating costs and the increased vulnerability of certain groups. The Head of Data & Digital also indicated that the cost of living crisis will impact staff as well as customers.</p> <p>Management Committee Members discussed:</p> <ul style="list-style-type: none"> • the need to come up with innovative ways of helping people • the importance of accessing funding available including the recently announced £2M SFHA Fuel Support Fund • risk of elderly people falling victim to ill health • importance of the retrofit agenda and the need for funding in this area • changes introduced to court system regarding eviction that may have a negative impact on arrears performance • need for a coordinated approach across the sector to address concerns. <p>Management Committee DISCUSSED:</p>	
11.1	<ul style="list-style-type: none"> • the Quarter 1 Strategic Performance Indicators and the content of the key milestone updates outlined at Appendix 1. 	
12	Development Programme & Loan Funding (Removed from Agenda)	
13	Pay & Reward – Cost of Living Scenarios (Removed from Agenda)	
FOR APPROVAL		

<p>12</p> <p>14.1</p> <p>14.2</p> <p>14.3</p>	<p>Development Report</p> <p>The Interim Director of Property & Development referred to an email received from Mr Ward and advised that no land purchases will be progressed without appraisal and consideration of the business plan. It was noted that bringing projects forward when there are concerns of slippage within the existing programme is a priority and that there will be considerations at the October Strategy day around the development programme.</p> <p><i>Graham Robertson joined the meeting.</i></p> <p>The Head of Development drew Members attention to the report and provided key updates on the programme. Members were advised of the work being undertaken to identify potential suppliers of modular construction and highlighted the difficulty of identifying companies with experience of delivering passiv haus standards as well as modular construction.</p> <p>Management Committee:</p> <ul style="list-style-type: none"> • NOTED the new build programme progression to the end of Q1 2022/23, and projection for the year 2022/23. • APPROVED changes to the development programme for Q1. • NOTED the work being undertaken to explore Modern Methods of Construction and APPROVED a site visit to a local factory. 	
<p>15</p> <p>15.1</p>	<p>Q1 Management Accounts</p> <p>The Interim Director of Finance drew Members attention to the report and noted that the projected headroom had been driven by pension deficit contribution no longer being paid from September and advised that the Executive Team have reviewed the budget to target areas that could be scaled back including recruitment and vacant posts as well as the planned maintenance programme. Members were assured that the Executive Team are closely monitoring the headroom position.</p> <p>Management Committee Members:</p> <ul style="list-style-type: none"> • APPROVED the Quarter 1 (Q1) accounts for 2022/23. 	
<p>16</p>	<p>Year End Audited Accounts</p> <p>The Interim Director of Finance drew Members attention to the report and noted that a clean audit was received. The Interim Director of Finance highlighted key points from the report including</p>	

<p>16.1</p> <p>16.2</p> <p>16.3</p>	<p>the impairment against the Garrick included within the accounts and a note regarding the pension assumptions review.</p> <p>Mr Ward advised that the external auditor had presented the accounts to the Audit & Compliance sub-committee who were able to scrutinise the accounts and ask questions. Members were advised that the auditor was satisfied with the accounts and the work of the Finance Team.</p> <p>Management Committee Members:</p> <ul style="list-style-type: none"> • APPROVED the Year End Statutory Accounts and Letter of Representation • APPROVED the presentation of the accounts to members at the AGM on the 6 September 2022 • APPROVED the use of the Audited Accounts in all relevant statutory and regulatory returns. 	
<p>17</p> <p>17.1</p>	<p>Standing Orders Review</p> <p>The Head of Governance & Assurance advised Members that comments had been received from 2 Members following the formal release of the Standing Orders for consideration. These matters will be picked up and it was proposed that a further review is carried out in line with preparation for the submission of our assurance statement in October. Members were recommended to approve the Standing Orders as presented, which do not include any substantive amendments, to ensure Loreburn are not working with standing orders that are out of date.</p> <p>Members discussed the comments received regarding governance of DG Homes and noted that a review of DG Homes governance documents is being undertaken currently and agreed that a note should be included within the Standing Orders to reflect this.</p> <p>Management Committee Members:</p> <ul style="list-style-type: none"> • APPROVE the Standing Orders as included in Appendix 1 subject to the addition of a reference in relation to the ongoing review DG Homes governance documents. 	<p>HGA</p>
<p>18</p>	<p>Code of Conduct Review</p> <p>The Head of Governance & Assurance drew Members attention to the report and which highlights the suggested amendments to the standard model at section 3. Members were advised of feedback received from Mr Clarke in advance of the meeting in</p>	

18.1	<p>relation to the insertion of the word 'intentionally' and the use of phone calls.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • The removal of the word 'intentionally' agreeing that it did not add value • The consideration of insertion regarding timescales for cooperation with investigations with the Interim Director of Corporate Services noting the difficulty of such prescriptive details. The Head of Governance & Assurance noted that the procedure as drafted allows scope for this to be addressed within the investigation brief. <p>Management Committee Members:</p> <ul style="list-style-type: none"> • APPROVED the Governing Body Code of Conduct as included as Appendix 1 subject to the removal of the word 'intentionally' at E2. 	
19.1	<p>19 Induction Policy</p> <p>The Head of Governance & Assurance drew Members attention to the report and noted that no comments were received from Members prior to formal release.</p> <p>Management Committee Members:</p> <ul style="list-style-type: none"> • APPROVED the Governing Body Member Induction Procedure as included in Appendix 1. 	
20	<p>20 Policy Framework (Removed from Agenda)</p>	
21	<p>21 Management Committee Meeting Schedule</p> <p>The Head of Governance & Assurance drew Members attention to the report and Members were asked to consider, discuss and agree the schedule and the preference for which meetings will be held in person.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • That strategy days should be held in person and used as an opportunity to get everyone together at least twice a year. • Sub-committees should consider their own preference for how and where they meet with consideration given to the 	

	<p>Crichton Central as a venue as required utilising Loreburn's existing membership.</p> <p>Management Committee Members:</p> <ul style="list-style-type: none"> • APPROVED the meeting schedule for management committee and sub-committees as detailed in Appendix 1. 	
For Noting		
22	Registers Compliance	
	Management Committee Members:	
22.1	<ul style="list-style-type: none"> • NOTED compliance with Rule 68, as outlined within the report. 	
23	Fraud Register	
	Management Committee Members:	
23.1	<ul style="list-style-type: none"> • NOTED that no fraud has been recorded on the 2021/22 register. 	
24	Risk Register	
	Management Committee Members:	
24.1	<ul style="list-style-type: none"> • NOTED the key risks identified within the report and Appendix 1. 	
25	Fire Investigation Report – Action Plan Update	
	Management Committee Members:	
	<ul style="list-style-type: none"> • NOTED the update in relation to the Fire Investigation Report Action Plan Update. 	
26	Retrofit Update	
	Members discussed the report presented and raised concerns regarding the proposals and the costs. The Interim Director of Property & Development advised that the proposals would not be achieved due to costs and noted that further work is required to enable a fully informed discussion.	
	Management Committee Members:	
26.1	<ul style="list-style-type: none"> • NOTED the project update. 	
27	Office Bearer Approvals	
	Management Committee Members:	
27.1	NOTED the report.	

<i>Members Agreed to Suspend of Standing Orders</i>		
For Discussion		
28	Customer Voice	
	The Director of Housing Services asked Members to consider if there was anything raised during the meeting that they would like taken back to tenants.	
28.1	Members discussed that the cost of living crisis will need further consideration and NOTED that customer feedback will be sought as part of the rent restructure review.	
29	Management Committee Appraisal	
29.1	The Convener advised that the full report and skills gap analysis had been included for Members information and that time will be allocated at an upcoming Strategic Session to discuss this in detail.	
30	Any Other Business	
	The Convener noted that this will be Ms Coupe's last meeting and thanked her for her invaluable contribution to the Management Committee.	
	<i>Close of Meeting: 19:50</i>	
31	Date of Next Meeting	
	25 th October 2022	All