

MINUTES ARE SHARED IN DRAFT FORMAT UNTIL APPROVED BY THE MANAGEMENT COMMITTEE

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 2 NOVEMBER 2021 AT 17:30 (VIRTUAL MEETING)

Present: Russell Brown (Convener)
 John Dowson (Secretary)
 Clare Benson (Management Committee)
 Heather Campbell (Management Committee)
 Jane Connechen (Management Committee)
 Alison Coupe (Management Committee)
 Laura Grieve (Management Committee)
 Myra Macbeth (Management Committee)
 Peter Nelson (Management Committee)
 Katie Russell (Management Committee)
 Robert Sneddon (Management Committee)
 Robin Wishart (Management Committee)

Lorraine Usher (Chief Executive)
 Elkie Astley (Interim Director of Corporate Services)
 Gary Alison (Director of Finance & Corporate Services)
 Sue Irving (Director of Housing Services)
 Graham Robertson (Head of Development)
 Stuart Mackay (Head of Asset Management)
 Kirsty Paul (Interim Director of Finance)
 Rebecca Wilson (Head of Governance & Assurance)

Kim Thomas (Minute Taker)

Item	Minute	Action
	The Convenor welcomed new members to the meeting and invited the members to introduce themselves.	
1.	APOLOGIES	
1.1	None	
2.	DECLARATIONS OF INTEREST	
	The previously declared interests of Mr Wishart, Mr Nelson and Ms Usher as Members of DG Homes Board were noted.	
3.	<i>This item is confidential</i>	
4.	APPROVAL OF PREVIOUS MINUTES	

	<p>Management Committee Meeting 31 August 2021</p> <p>The Minute of the Management Committee Meeting held on 31 August 2021, on the proposition of Peter Nelson and seconded by Alison Coupe, was APPROVED.</p> <p>Management Committee Meeting 31 August 2021 (confidential session)</p> <p>The Minute of the Management Committee Meeting (confidential session) held on 31 August 2021, on the proposition of Alison Coupe and seconded by Peter Nelson, was APPROVED.</p>	
5.	<p>MATTERS ARISING</p> <p>Covered in agenda items.</p>	
6.	<p>NOTIFIABLE EVENTS – <i>this item is confidential</i></p>	
<p>For Approval</p>		
7.	<p>RENT CONSULTATION</p> <p>Declarations were made for this item.</p> <p>Kirsty Paul and Sue Irving joined the meeting at this point and took members through the report, key points for members to bear in mind:</p> <ul style="list-style-type: none"> • Costs to the organisation are increasing especially in relation to the supply of materials for In-House Repairs; • National Insurance increase and the high energy prices for some of the housing stock will have an affect on our customers; • LHA are starting to look at the rent structure, how varied and reflective energy costs are for some of the housing stock and are looking at EPCs across the whole stock, target those with high energy running costs and a report will be brought back to the Management Committee at a future date <p>Members:</p> <ul style="list-style-type: none"> • APPROVED the recommendation to consult customers with a 1.75%-2.25% rent increase; and • APPROVED the recommendation to consult shared owners with a 0.5% rent increase <p><i>Sue Irving left the meeting at this point</i></p>	

8.	<p>INSURANCE POLICY</p> <p>Kirsty Paul gave an overview of the proposed amendments to the policy which were very minimum changes.</p> <p>Members:</p> <ul style="list-style-type: none"> • APPROVED the Insurance Policy in Appendix 1 with the updates proposed in Section 3 of the report <p><i>Kirsty Paul left the meeting at this point</i></p>	
9.	<p>ASSET MANAGEMENT NET ZERO PROPOSAL</p> <p>Gary Alison and Stuart Mackay joined the meeting at this point and took members through the report and highlighted the key points.</p> <p>For each retrofit work would take 2 days, however time to erect scaffolding needs to be added so for each house it would take 5-8 days, with no tenant left without hot water and temporary heating would be provided if needed.</p> <p>Members of the Management Committee agreed this is a great scheme and support this project, which would deal not only with cutting heating bills for LHA's tenants but help with carbon emissions, any issues with damp, condensation and mould issues would be improved by better ventilation and windows installed would be low maintenance.</p> <p>The timeframe for this project would be to start in November/December 2021 and be complete by June 2022 which includes time for the consultation process with customers as this is central to help shave the project with their feedback.</p> <p>The Chief Executive thanked Gary and Stuart for their work bringing this proactive project to Committee and the customer consultation.</p> <p>Members:</p> <ul style="list-style-type: none"> • APPROVED the retrofit Smiths Way as a pilot project. <p><i>Stuart left the meeting at this point</i></p>	
10.	<p>Q2 DEVELOPMENT REPORT – this item is confidential</p> <p><i>Graham left the meeting at this point.</i></p>	
11.	<p>ASSURANCE STATEMENT</p>	

	<p>Rebecca Wilson joined the meeting at this point and took members through the report.</p> <p>Committee members congratulated Rebecca that the Assurance Statement was well written, comprehensive, with a lot of evidence to back this up and were especially pleased that the lack of diversity within the Management Committee has been highlighted and addressed.</p> <p>The Convener confirmed that his electronic signature can be applied to the Assurance Statement before submission to the SHR.</p> <p>Members:</p> <ul style="list-style-type: none"> • APPROVED the submission of the Annual Assurance Statement to the Scottish Housing Regulator. 	
<p>12.</p>	<p>ENTITLEMENTS, PAYMENTS AND BENEFITS POLICY (EPB)</p> <p>Rebecca Wilson took members through the proposed changes to the EPB policy.</p> <p>Members:</p> <ul style="list-style-type: none"> • APPROVED the revised Entitlements, Payments and Benefits Policy <p><i>Rebecca Wilson left the meeting at this point</i></p>	
<p>13.</p>	<p>REWARD AND REMUNERATION</p> <p>Elkie Astley updated members on the proposals put forward from the Task and Finish Review Group</p> <p>Members:</p> <ul style="list-style-type: none"> • CONSIDERED the recommendation of Approval brought forward by the People and Culture Committee; and • APPROVED the proposed changes to the Reward and Remuneration Framework 	
<p>14.</p>	<p>RISK MANAGEMENT POLICY</p> <p>Gary Alison had nothing further to add to the report.</p> <p>Members:</p> <ul style="list-style-type: none"> • APPROVED the revised Risk Management Policy and Procedures 	

15.	<p>SHARED OWNERSHIP TRANCHE UPS – <i>this item is confidential</i></p> <p><i>Sue Irving left the meeting at this point</i></p>	
16.	<p>ANY OTHER COMPETENT BUSINESS</p> <p>None</p>	
17.	<p>DATE OF NEXT MEETING</p> <p>14 December 2021</p>	