

**PUBLIC MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 5 SEPTEMBER 2023 AT 17:30 p.m. (virtual)**

**Present:** Russell Brown (Convener)  
Jane Connechen (Vice-Convener)  
Peter Nelson (Secretary)  
Lynsey Brydson  
Paul Buchanan  
Alan Sandey  
Mark Wilkinson

Kirsteen McGinn (Chief Executive)  
Gavin Johnstone (Director of Property and Development)  
Kirsty Paul (Director of Finance)  
Neil Thorneycroft (Interim Director of Finance)  
Rebecca Wilson (Head of Governance & Assurance)

Kim Thomas (Minute Taker)

Item	Minute	Action
<b>1.</b>	<b>APOLOGIES</b>	
1.1.	Apologies were received from Michael Clarke and Elkie Astley.	
<b>2.</b>	<b>DECLARATION OF INTEREST</b>	
2.1.	Declaration of interests from Ms Connechen as Chair of the People and Culture Committee and from Mr Buchanan as Chair of the Audit and Compliance Committee.	
<b>3.</b>	<b>APPROVAL OF PREVIOUS MINUTE</b>	
3.1.	The Minute of the Management Committee meeting of 30 August 2023 on the proposal of Jane Connechen and seconded by Peter Nelson was APPROVED.	
<b>4.</b>	<b>DRAFT MINUTES FOR NOTING</b>	
	<b>Audit and Compliance Committee meeting of 8 August 2023</b>	
4.1.	Management Committee members NOTED the draft Minute of the Audit and Compliance Committee meeting of 8 August 2023.	
	<b>Health and Safety Executive Group meeting of 17 August 2023</b>	
4.2.	Management Committee members NOTED the draft Minute of the Health and Safety Executive Group meeting of 17 August 2023.	
	<b>People and Culture Committee meeting of 21 August 2023</b>	

4.3.	Management Committee members NOTED the draft Minute of the People and Culture Committee meeting of 21 August 2023.	
<b>5.</b>	<b>MINUTE ACTION LOG</b>	
5.1.	Management Committee members NOTED the Minute Action Log.	
<b>6.</b>	<b>MATTERS ARISING</b>	
6.1.	There were no matters arising	
<b>7.</b>	<b>CONVENER'S VERBAL UPDATE</b>	
7.1.	<p>Since the last Management Committee meeting the Convener has:</p> <ul style="list-style-type: none"> <li>• carried out further appraisals with only one of these outstanding;</li> <li>• attended the 30<sup>th</sup> anniversary at Nithsdale Mills which was a very good afternoon;</li> <li>• carried out an induction session with our new Management Committee member, Mark Wilkinson;</li> <li>• attended the People and Culture Committee; and</li> <li>• had one to one sessions with the Chief Executive.</li> </ul>	
<b>8.</b>	<b>CHIEF EXECUTIVE'S VERBAL UPDATE</b>	
8.1.	<p>The Chief Executive gave Management Committee members an update on:</p> <ul style="list-style-type: none"> <li>• The Garrick costing and can confirm that the contractor is on site carrying out enabling work and moving this project forward and will be delivered by the end of the financial year. An update will be brought back to Management Committee in the next few weeks;</li> <li>• Longmeadow – 27 properties have been handed over of which 7 are Passivhaus. Station Road – 16 properties have been handed back to Loreburn. All properties have been allocated;</li> <li>• Welcomed Neil Thorneycroft as Interim Director of Finance;</li> <li>• Three second stage interviews for the permanent role of Director of Finance will be taking place tomorrow; and</li> <li>• The Chief Executive confirmed that she is settling into the role really well and everyone has been very helpful enabling her to do this.</li> </ul>	
<b>9.</b>	<b>NOTIFIABLE EVENTS – <i>this item is confidential</i></b>	
<b>For Discussion</b>		
<b>10.</b>	<b>QUARTER 1 PERFORMANCE 2023/24</b>	
	<p>The Director of Finance confirmed that performance overall for the first Quarter 2023/24 is in line with target.</p> <ul style="list-style-type: none"> <li>• Complaints:</li> </ul>	

10.1.	<ul style="list-style-type: none"> <li>○ 71% responded to within timescale against a target of 95% - whilst the performance looks poor, there were 17 complaints reported and looking at the detail of these, we are performing in line with target;</li> <li>○ 33% of tenants satisfied with the outcome of their complaint against a target of 92% - 6 surveys completed with 2 respondents satisfied, both are above target;</li> <li>○ No Action plans were needed to be put in place;</li> <li>○ We set targets based upon what we want to achieve against what we have achieved previously. However, LET are looking at how we present these reports going forward to look at trend analysis.</li> </ul> <p>Management Committee members DISCUSSED the Q1 strategic performance indicators and the content of the key milestone update.</p>	
11.	<b>BUDGET CHALLENGES – <i>this item is confidential</i></b>	
12.	<b>DEVELOPMENT PROGRAMME – <i>this item is confidential</i></b>	
13.1.	<p><b>MEETING SCHEDULE</b></p> <p>The Head of Governance presented Management Committee members with a Meeting Schedule for the Management Committee and Sub-Committees meetings for 2023/24 and discussed:</p> <ul style="list-style-type: none"> <li>• The possibility of moving the People and Culture Committee meetings from a Monday to a Tuesday and to start at 17:30 p.m. <b>Action</b> – the Head of Governance &amp; Assurance to carry out a doodle poll.</li> <li>• The possibility of moving the Strategic Away Day from 24 October. However this date was suggested to tie in with the rent consultation and insurance statement. <b>Action</b> – the Head of Governance &amp; Assurance to speak to the Finance and Housing teams and will carry out a doodle poll.</li> </ul> <p>Management Committee members APPROVED the Meeting Schedule with the above amendments.</p>	<p>RW</p> <p>RW</p>
<b>For Approval</b>		
14.	<b>TENDER REPORT – <i>this item is confidential</i></b>	
15.	<b>TENDER REPORT – <i>this item is confidential</i></b>	

16.	<b>PLANNED INVESTMENT – WINDOWS/DOORS - <i>this item is confidential</i></b>	
17.	<p><b>Q1 2023/24 MANAGEMENT ACCOUNTS</b></p> <p>The Director of Finance provided Management Committee members an update of financial performance for 2023/24.</p> <p>17.1. Management Committee members APPROVED the Q1 2023/24 Management Accounts to 30 June 2023.</p>	
18.	<p><b>BANK MANDATE</b></p> <p>The Director of Finance updated Management Committee members on the Association’s Officers Certificate with the removal and addition of signatures.</p> <p>18.1. Management Committee members APPROVED the update to the Officers Certificate.</p>	
19.	<b>SHARING OWNER TRANCHE UP – <i>this item is confidential</i></b>	
20.1.	<b>RBS LOAN FUNDING – <i>this item is confidential</i></b>	
20.2.	<b>RBS SECURITY – <i>this item is confidential</i></b>	
20.3.	<b>NATIONWIDE LOAN COVENANT – <i>this item is confidential</i></b>	
21.	<p><b>YEAR-END AUDITED ACCOUNTS</b></p> <p>The Director of Finance provided Management Committee members an update on the recommendation from the Audit and Compliance Committee meeting who had:</p> <ul style="list-style-type: none"> <li>• NOTED the Draft Statutory Accounts;</li> <li>• RECOMMENDED the Management Committee APPROVE the Statutory Accounts to take forward to the AGM.</li> </ul> <p>Management Committee members:</p> <p>21.1. APPROVED the Draft Statutory Accounts;</p> <p>21.2. APPROVED the use of the Annual Accounts for the purposes of regulatory returns, with submission to follow only once the Accounts are signed.</p>	
22.	<b>STANDING ORDERS REVIEW</b>	

	The Head of Governance updated Management Committee members on the regular review of the Standing Orders with the most substantive component being the revised Schedule of Delegation.	
22.1.	Management Committee members APPROVED the Standing Orders.	
23.	<b>D&amp;G HOMES– <i>this item is confidential</i></b>	
<b>For Noting</b>		
24.	<b>FRAUD REGISTER</b>	
24.1.	Management Committee members NOTED the Fraud Register for 2022/23.	
25.	<b>ANNUAL PROCUREMENT</b>	
25.1.	Management Committee members NOTED the Annual Procurement Report for publication.	
26.	<b>D&amp;G HOMES</b>	
	The Chief Executive provided Management Committee members an overview of D&G Homes operational performance and the financial position in Quarter 1.	
26.1.	Management Committee members NOTED the report.	
27.	<b>REGISTERS COMPLIANCE</b>	
	The Head of Governance and Assurance took Management Committee members through Loreburn's Rules 62-67 and that these have been followed prior to the AGM.	
27.1.	Management Committee members NOTED compliance with Rule 68 as outlined in the report.	
28.	<b>RISK REGISTER</b>	
	The Head of Governance and Assurance took Management Committee members through all current Corporate Risks with a score of 16 or above and provided a summary detailing any significant changes.	
28.1.	Management Committee members NOTED the key risks.	
29.	<b>POLICY FRAMEOWRK</b>	
	The Head of Governance and Assurance updated Management Committee members of those policies that were under review in Quarter 1 and those due for review in Quarter 2:	

29.1.	Management Committee members NOTED the Policy Framework update and will contact the Head of Governance and Assurance for any further information on ongoing or upcoming reviews.	
<b>For Noting</b>		
<b>30.</b>	<b>CUSTOMER VOICE</b>	
30.1.	There was no recommendation to take to tenants on Customer Voice.	
<b>31.</b>	<b>ANY OTHER COMPETENT BUSINESS</b>	
31.1.	On behalf of the Management Committee members, the Convener thanked the Director of Finance for all her hard work especially in the last 12-18 months and offered best wishes for the future.	
<b>32.</b>	<b>DATE OF NEXT MEETING</b>	
32.1.	Suggested Strategic Day 10:00-16:30 24 October 2023 (date and venue to be agreed)	All