

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 24 JANUARY 2023 AT 17:30 p.m. (virtual)

Present: Russell Brown (Convener)
Paul Buchanan
Peter Nelson
Malcolm Rogerson
Alan Sandey

Lorraine Usher (Chief Executive)
Gary Alison (Director of Property and Development)
Elkie Astley (Director of Corporate Services)
Rebecca Wilson (Head of Governance & Assurance)
Kirsty Paul (Director of Finance)

Kim Thomas (Minute Taker)

Item	Minute	Action
1.	<p>APOLOGIES</p> <p>1.1. Apologies were received from Ms Connechen (Vice Convener) and Mr Ward.</p> <p>1.2. The Convener informed the Management Committee members that following a letter from Mr Ward, he has decided to step down as a member of LHA's Management Committee. On behalf of the Management Committee, the Convener would like to thank Mr Ward for all his hard work and commitment whilst he was a Management Committee member.</p>	
1.2.	<p>WELCOME</p> <p>1.2.1. The Convener welcomed the new Management Committee members to their first Management Committee meeting.</p>	

<p>2.</p> <p>2.1.</p>	<p>DECLARATIONS OF INTEREST</p> <p>Declarations of interest from Mr Nelson and Ms Usher as Directors of D&G Homes Board were noted.</p> <p>Mr Rogerson declared a conflict of interest in Item 7.</p>	
<p>3.</p> <p>3.1.</p> <p>3.2.</p>	<p>APPROVAL OF PREVIOUS MINUTES</p> <p>Minute of Management Committee meeting of 29 November 2022</p> <p>The Minute of the Management Committee meeting of 29 November 2022 on the proposal of Mr Nelson and seconded by Mr Brown was declared a true and fair record.</p> <p>Minute of Management Committee meeting of 13 December 2022</p> <p>The Minute of the Management Committee meeting of 13 December 2022 on the proposal of Mr Nelson and seconded by Mr Brown was declared a true and fair record.</p>	
<p>4.</p> <p>4.1.</p>	<p>MINUTES FOR NOTING</p> <p>There were no Minutes for Noting.</p>	
<p>5.</p> <p>5.1.</p>	<p>MATTERS ARISING</p> <p>Minute Log</p> <p>Management Committee members NOTED the Minute Log.</p>	

<p>6</p>	<p>CONVENER'S VERBAL UPDATE</p> <p>On 6 January the Convener had a One-to-One meeting with Ms Usher who indicated that she would be standing down as Chief Executive, LHA.</p> <p>On 11 January the Convener attended the Induction meeting for the new Management Committee members .</p>	
<p>7</p>	<p>CEO'S VERBAL UPDATE</p> <p>Rent Increases – Ms Usher received notification from the SHR due to the cost-of-living crisis that they would be monitoring any rent increases and reporting their findings to the Scottish Government. Collated information from all RSLs will then be made available to help the Scottish Government report to parliament on the position with rent increases after 1 April 2023. The SHR has made contact with all landlords and asked for confirmation of LHA's rent increase.</p> <p>Inter-Company Agreement – work on this has been carried out, following feedback from the D&G Homes' board, and we are currently working on a revised version which will be ready to come back to Management Committee by the end of February.</p>	
<p>8</p> <p>8.1.</p> <p>8.2.</p>	<p>NOTIFIABLE EVENTS</p> <p>One Notifiable Event – the departure of Ms Usher as LHA's CEO. A decision on the external recruitment firm will be discussed at Item 10.</p> <p>The SHR has been kept up to date on timeline and process and LHA will keep them updated as we move through the process of recruiting a Chief Executive Officer for LHA.</p> <p>Management Committee members also noted that the Director of Property and Development is also leaving LHA.</p>	
<p>11</p> <p>11.1.</p>	<p>SHAREHOLDER APPLICATION</p> <p>Management Committee members CONSIDERED and APPROVED the shareholder application received.</p>	

<p>12</p> <p>12.1.</p> <p>12.2.</p>	<p>SHAREHOLDER APPLICATION APPEALS</p> <p>The Head of Governance and Assurance took Management Committee members through the report and Members discussed the appeals in turn.</p> <p>Management Committee members CONSIDERED the shareholder application appeal received and UPHELD its previous decision.</p> <p>Management Committee members CONSIDERED the shareholder application appeal received and UPHELD its previous decision.</p>	
<p>17</p> <p>17.1.</p>	<p>SUB-COMMITTEE MEMBERSHIP</p> <p>The Head of Governance and Assurance took Management Committee members through the report.</p> <p>Management Committee members AGREED the membership of the Association's Audit and Compliance Sub-Committee with Mr Sandey and Mr Buchanan joining Mr Nelson and Ms Connechen; for People and Culture Sub-Committee Ms Brydson to join Ms Connechen and Mr Brown.</p>	
<p>9</p> <p>9.1.</p> <p>9.2.</p> <p>9.3.</p> <p>9.4.</p>	<p>QUARTER 3 PERFORMANCE</p> <p>The Head of Governance and Assurance informed Management Committee members that there would be no live presentation at today's meeting. Any queries that Management Committee members have to be given to the Head of Governance and Assurance and these will be responded to.</p> <p>Mr Sandey did have a number of queries and the Director of Property and Development has a note of these and responses will be circulated to all Management Committee members.</p> <p>At the Management Committee members Induction Day it was noted that some customers are stating that their voice is not as strong as it could be. The Chief Executive will review the Tenant Scrutiny Group to identify opportunities to strengthen the flow of information from our customers.</p> <p>Management Committee members noted that the Comms team are also looking at the quality of information customers receive from LHA to ensure we have strong channels of communication.</p> <p>Management Committee members DISCUSSED the Quarter 3 Strategic Performance Indicators and the content of the key milestone updates.</p>	

13	BUSINESS PLAN – this item is confidential	
14	<p>DEVELOPMENT REPORT</p> <p>The Director of Property and Development gave Management Committee members an update on the development programme.</p> <p>Management Committee APPROVED the new build programme update to the end of Quarter 3 2022/23.</p>	
15	<p>PROCUREMENT PROJECT PLAN – CYCLICAL DECORATION</p> <p>The Director of Property and Development gave Management Committee an overview of the procurement plan.</p> <p>15.1 Management Committee members APPROVED:</p> <p>The Project Plan;</p> <p>The request for delegated authority, to allow Heads of Service and LET to award this contract, if the contract value is within the agreed budget parameters (+10%) subject to the contract term being given further consideration given the end clauses included;</p> <p>NOTED an update will be brought to the next Management Committee meeting after the contract is awarded; and</p> <p>AGREED that to include customers in tender panels going forward and that a pool of people should be identified and be given training.</p>	
16	<p>PROCUREMENT PROJECT PLAN – FIRE RISK ASSESSMENT</p> <p>The Director of Property and Development gave Management Committee an overview of the procurement plan.</p> <p>16.1 Management Committee members APPROVED;</p> <p>The Project Plan;</p> <p>The request for delegated authority, to allow Heads of Service and LET to award this contract, if the contract value is within the agreed budget parameters (+10%);</p> <p>NOTED an update will be brought to the next Management Committee meeting after the contract is awarded.</p>	

18	DAMP AND MOULD	
18.1.	Management Committee members NOTED the update on the organisation's strategic approach to risks presented by damp and mould and how Loreburn is managing and mitigating the risk.	
19	RISK MANAGEMENT	
19.1.	Management Committee NOTED the key risks.	
20	CUSTOMER VOICE	
20.1.	Work needs to be carried out to make sure customers' voice is being reflected in the organisation. The Chief Executive will review the role and remit of the Tenant Scrutiny Group to ensure a focus to ensure it is an effective tool for promoting and strengthening the Tenant Voice.	
20.2.	Members AGREED that going forward there must be a strong tenant voice in procurement activities.	
21	AOCB	
	None.	
22	DATE OF NEXT MEETING	
	Tuesday 28 March 2023 5:30 p.m.	All