MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 31 MARCH 2026 at 17:30 p.m. (virtual)

Present: Alan Sandey (Convener)
Russell Baird
Lynsey Brydson
Paul Buchanan
Harry Drennan
Katie Hryschko
Neil Madden
Bill Main
Stuart Turnbull
Mark Wilkinson

Kirsteen McGinn (Chief Executive)
Elkie Astley (Director of Corporate Services)
Fiona Campbell (Director of Operations)
Tony McInnes (Director of Finance)
Rebecca Wilson (Head of Governance & Assurance)

Kim Thomas (Minute Taker)

Item	Minute	Action
1. 1.1	**APOLOGIES** There were apologies received from Alan Gardiner and Harris Javid	
2. 2.1	**DECLARATION OF INTEREST** Declaration of interests from Paul Buchanan as Chair of the Audit and Risk Sub-Committee, Katie Hryschko as Chair of the People and Culture Committee, Neil Madden, Kirsteen McGinn and Tony McInnes as board members of D&G Homes and from Kirsteen McGinn, Tony McInnes, Elkie Astley, Fiona Campbell and Rebecca Wilson for Item 12 were NOTED.	
3. 3.1	**APPROVAL OF PREVIOUS MINUTE** The Minute of the Management Committee meeting of 27 January 2026 on the proposal of Katie Hryschko and seconded by Paul Buchanan was APPROVED	
4. 4.1 4.2	**MATTERS ARISING** There were no matters arising from the Minutes of 27 January 2026 **Minute Action Log** Management Committee members NOTED the Minute Action Log and that Items 12 and 16 are now closed and Item 9 will be closed at the next meeting	

5.	**DRAFT MINUTES FOR NOTING**	
	People and Culture Sub Committee 9 February 2026	
5.1	Management Committee NOTED the draft Minutes of the People and Culture Sub Committee of 9 February 2026	
	Audit and Risk Sub Committee 10 February 2026	
5.2	Management Committee NOTED the draft Minutes of the Audit and Risk Sub Committee of 10 February 2026	
6.	**CONVENER'S VERBAL UPDATE**	
	The Convener expressed that he was happy with today's papers and in particular Item 17 on CEO Strategic Objectives and KPIs. This will set the right strategic direction for the organisation.	
6.1	Management Committee members NOTED the update	
7.	**CHIEF EXECUTIVE'S VERBAL UPDATE**	
	The Chief Executive gave a brief verbal update on: • Social Care funding will produce challenges • The organisation is at the next stage of testing the Tenant Portal and we are making progress on the data journey and working with Homemaster • The rent increase has now been implemented and letters have gone out to all tenants • The Scottish Government's Equality and Human Rights (E&HR) fund has been removed • Consultants have now been appointed regarding the Rent Structure project • Preparations are underway for the completion of the Annual Return of the Charter (ARC) and this will come back to Management Committee before submission to the Scottish Government	
7.1	Management Committee members NOTED the update	
8.	**NOTIFIABLE EVENTS**	
	The Head of Governance and Assurance informed Management Committee members that there were no new Notifiable Events	
8.1	Management Committee members NOTED the update	
For Discussion		
9.	**DAMP AND MOULD**	
	The Director of Operations provided assurance to Management Committee members that the organisation's Damp and Mould Policy	

	and Procedures are robust and are able to be adjusted for changes required following the introduction of Awaab's Law (compliant by October 2026) and also included a Compliance Action Plan which can be found at Appendix 2. Our recently achieved CORGI Accreditation Status Across Competencies is at Appendix 1. The ARC figures to the end of Quarter 3 are at 3.10 of the report. The definitions of damp and mould categorisation, for internal use, are at 3.11 in the report. The RAG rate of reported cases of damp and mould so far this year are: • Severe issues – decant required (red) – 0%, no properties • Invasive works – 1+ rooms affected (amber) – 32%, 66 properties • Non-invasive works, low risk – 68%, 138 properties we are currently looking at setting up the recently acquired Property Case module in Homemaster and we will be testing this before October We are producing a Ventilation Strategy document which will be available across the organisation. Management Committee members should be assured that the number of repeat cases of damp and mould has not been excessive Regarding compliance, Management Committee members felt that a report should be produced for the Audit and Risk Sub Committee to monitor damp and mould Management Committee members should note also that officers are working on producing an annual report which will analyse trends so that we can build into the investment programme Management Committee members:	
9.1	NOTED the report; and	
For Approval		
10.	**2026/27 BUDGET SETTING AND 30-YEAR BUSINESS PLAN** The Director of Finance presented Management Committee members with the 2026/27 Draft Budget Summary (Appendix 1); the updated 30-year Business Plan 2026/27 (Appendix 2); Stress Testing and Results (Appendix 3); and the Key Business Planning Assumptions from DTP (Appendix 4): • The budget was reviewed and approved by LET • Interest rates, inflation and cost of living remain volatile although there have been recent interest rate reductions • Increases in certain commodities e.g. fuel and building materials is heightened by the crisis in the Middle East and inflation also may be impacted • The Budget commentary is at 2. in the report	

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	• The Summary of Investment in Housing Stock over the next 5 years from 2026/27 is at 2.6 in the report Management Committee members:	
10.1	APPROVED the 2026/27 Draft Budget Summary;	
10.2	APPROVED the 30-Year Business Plan 2026/27;	
10.3	APPROVED the Stress Testing and Results;	
10.4	APPROVED the Key Business Planning Assumptions from DTP; and	
10.5	AGREED the Director of Finance to add a regular budget update to his papers for Management Committee in future	TMcI
11.	**2026/27 STRATEGIC PERFORMANCE INDICATORS** The Head of Governance and Assurance provided Management Committee members with a new set of overarching Strategic Performance Indicators (Appendix 1) and a draft proposed Key Performance Indicators (KPIs) for each directorate for 2026/27 (Appendix 2) – these remain largely unchanged. Management Committee members:	
11.1	APPROVED the Strategic Performance Indicators and Targets; and	
11.2	APPROVED the Key Performance Indicators and Targets	
The Convener suggested changing the order of Agenda Items		
16.	**LET IMPLEMENTATION PLAN AND SCORECARD 2026/27** The Chief Executive provided Management Committee members with the proposed key strategic objectives for the Executive Team over the next year and the priorities in the Implementation Plan (Appendix 1) and the proposed Board scoreboard (Appendix 2). Management Committee members:	
16.1	NOTED the proposed suite of Strategic Objectives for the Executive Team; and	
16.2	APPROVED the priorities to enable focused delivery and effective performance monitoring over 2026/27	
17.	**PROPOSED STRATEGIC OBJECTIVES AND KPIs FOR CHIEF EXECUTIVE** The proposed CEO Key Objectives and KPIs for 2026/27 are set out in Appendix 1 Management Committee members:	
17.1	NOTED and APPROVED the proposed CEO Key Objectives and KPIs for 2026/27; and	
17.2	AGREED that progress against these objectives will be monitored through Quarterly reporting	
18.	**Confidential Item**	

12.	**Confidential Item**	
13. 13.1	**INTERNAL AUDITOR APPOINTMENT** The Director of Finance presented Management Committee members with a recommendation from the Audit and Risk Sub Committee to appoint new Internal Auditors for an initial period of three years. Management Committee members APPROVED the recommendation for appointment of Messrs. Quinn, Internal Audit Services Ltd., as the Association's Internal Auditors for an initial period of three years	
14.	**Confidential Item**	
15. 15.1	**ENTITLEMENTS, PAYMENTS AND BENEFITS POLICY (EPB)** The Head of Governance and Assurance provided Management Committee members with a revised EPB policy version 7 and the changes are tracked in Appendix 1. The substantive changes are at 3.1 of the report, and in particular to note the amendment at 3.22 regarding tenant committee members. Management Committee members APPROVED the revised Entitlements, Payment and Benefits Policy (V7)	
For Noting		
19. 19.1	**CORPORATE RISK REGISTER** The Head of Governance and Assurance presented Management Committee members with a summary report of all corporate risks with a score of 16 or above and detailing any significant changes and movements from inherent to residual risk is at Appendix 1. Since the last report one additional risk has been added: • External environment – volatile external environment that could impact costs, war, disruption and increase in prices/costs e.g. fuel materials and delays to specialist parts Management Committee members NOTED the key risks	
20. 20.1	**PROPERTY SERVICES** Management Committee members NOTED the monthly operational report for Property Services	
21. 21.1	**IHR** Management Committee members NOTED the monthly operational report for In-House Repairs	
22.	**HOUSING**	

22.1	Management Committee members NOTED the monthly operational report for Housing	
23.	**CONFERENCE AND SEMINAR OPTIONS**	
23.1	Management Committee members NOTED the Conferences/Seminars/Workshops Programme for 2026	
For Discussion		
24.	**CIH CONFERENCE UPDATE**	
24.1	Committee members NOTED the update from Neil Madden on the recently attended CIH Conference	
25.	**TENANT VOICE**	
	The Director of Corporate Services provided management Committee members with an overview of the outcomes being achieved through the Retrofit Programme and the Tenant Voice Case Study at Appendix 1. The emerging outcomes are at 4. in the report	
	Management Committee members:	
25.1	NOTED the positive impact and positive tenant experiences arising from the Retrofit Programme; and	
25.2	AGREED a further case study on work carried out on damp/mould properties should be undertaken and feedback brought back to Management Committee	FC
26.	**DATE OF NEXT MEETING**	
26.1	Tuesday 28 April 2026 provisional for urgent items only	All
26.2	The Management Committee meeting in May to be a hybrid session and final arrangements still to be completed	RW