

**MINUTE OF THE URGENT ITEMS ONLY MANAGEMENT COMMITTEE MEETING  
OF LOREBURN HOUSING ASSOCIATION HELD ON WEDNESDAY 16  
FEBRUARY 2022 AT 16:15 (IN PERSON & VIRTUAL MEETING)**

**Present:** Russell Brown (Convener)

Jane Connechen

Alison Coupe

Peter Nelson

Michael Clarke

Peter Ward

Laura Grieve

Clare Benson

Lorraine Usher (Chief Executive)

Elkie Astley (Interim Director of Corporate Services)

Gary Alison (Director of Property & Development)

Sue Irving (Director of Housing Services)

Kirsty Paul (Interim Director of Finance)

Rebecca Wilson (Head of Governance & Assurance) \*

Minute Taker\*

Item	Minute	Action
1.	<p><b>Apologies</b></p> <p>1.1 Apologies were received from Ms Russell and Mr Sneddon and Ms Macbeth.</p> <p>1.2 The Convener advised Members that a letter of resignation had been received on 16<sup>th</sup> February from Mr Wishart. The Convener read the letter to Members noting that Mr Wishart had resigned with immediate effect. Members accepted the letter of resignation.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>2.1 Mr Nelson, Mr Ward and Ms Usher as Members of DG Homes Board were noted.</p>	

<p><b>3.</b></p> <p>3.1</p>	<p><b>Approvals for ratification following Strategic Session</b></p> <p>Following the strategic session Members:</p> <p>AGREED key themes to be explored further for the 2024-29 Corporate Plan ahead of the October 2022 Strategy Day and the key questions to be considered. The Head of Governance and Assurance and the CEO will do further work on the proposals to bring back to the Management Committee.</p>	
<p><b>4.</b></p> <p>4.1</p> <p>4.2</p>	<p><b>Quarter 3 Management Accounts</b></p> <p>The Director of Finance Members drew Member’s attention to key areas of the report and provided an update on the financial position. Members discussed the underspend on the major component replacement programme and the Director of Finance advised that there are only 25 homes where work was planned which is not yet complete either due to non-access or placement within the programme. The Asset Team are currently reviewing what works can be pulled forward to cover any underspend. The Chief Executive advised that any works pulled forward should be works that will contribute to the corporate objectives and address customer’s priorities.</p> <p>Members APPROVED the Management Accounts to 31<sup>st</sup> December 2021.</p>	
<p><b>5.</b></p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><b>Budget &amp; Draft Business Plan</b></p> <p>The Director of Finance drew Member’s attention to the report and in particular the assumptions agreed in December and highlighted longer term inflation and interest rates. The Director of Finance detailed the implications of the increase from a 2% to 6% rate of inflation noting the potential for covenant breach when any level of stress is placed upon the plan and proposed amending the level of rent increase in the early years of the plan to address this.</p> <p>Members discussed the key proposals, scenarios, and the current loan position.</p> <p>Members agreed to maintain business plan assumptions as agreed in December with the inclusion of additional wording regarding stress testing scenarios and mitigating measures that can be taken.</p> <p>Members APPROVED the 2022/23 budget and NOTED the impact on the 30-year business plan.</p>	

<p><b>6.</b></p> <p>6.1</p>	<p><b>Station Road Tender</b></p> <p>The Director of Development noted that feedback is awaited from the Scottish Government and advised that the report will be brought to Members in due course.</p>	
<p><b>7.</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p>	<p><b>Appointment of Secretary</b></p> <p>The Head of Governance &amp; Assurance drew Member's attention to the report and noted that Member's agreed in January to fill the position of secretary was to be considered on 16<sup>th</sup> February. The Head of Governance &amp; Assurance noted that the report stated Members would be invited to make nominations at this meeting and invited nominations from the floor.</p> <p>The Convener nominated Ms Connechen which was seconded by Ms Coupe. No further nominations were made. Ms Connechen accepted the nomination and was appointed as Secretary.</p> <p>The Convener advised that following Mr Wishart's resignation the role of Vice Convener was now vacant and asked Members if they wished to proceed to appoint to the position of Vice Convener at this meeting. Mr Ward proposed that this process was postponed until more Members were available. Members agreed that this should be considered at the March meeting.</p> <p>Members noted that recent resignations had affected the membership of sub-committees. The Head of Governance &amp; Assurance advised that the recent resignations of Mr Wishart and Ms Campbell meant that Audit &amp; Compliance and People &amp; Culture now only have 3 Members. As the quorum of sub-committees is 3, this presents a significant risk of meetings not being quorate and Members agreed that further members should be sought.</p> <p>The Head of Governance &amp; Assurance sought volunteers to join the sub-committees noting there are two available spaces on each committee. The Convener advised that he would be interested in joining Audit &amp; Compliance. The Head of Governance and Assurance sought any further volunteers for either sub-committee. No further volunteers came forward. The Head of Governance &amp; Assurance advised that Mr Sneddon had previously expressed an interest in joining People &amp; Culture and Members agreed that Mr Sneddon should be approached.</p> <p>Members APPROVED the appointment of Ms Connechen as Secretary.</p> <p>APPROVED Mr Brown as a Member of the Audit &amp; Compliance Sub-committee.</p>	

7.8	APPROVED The Head of Governance approaching Mr Sneddon to join the People & Culture Subcommittee should Mr Sneddon be amenable to the proposal.	
<p><b>8.</b></p> <p>8.1</p> <p>8.2</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p>	<p><b>Any Other Business</b></p> <p>The Chief Executive advised Members of the actions that had been taken from the 10<sup>th</sup> February meeting including the collation of the governance action plan and terms of reference for the task and finish group which had been circulated to Members with a cover report on 15<sup>th</sup> February. The Chief Executive advised that Members are being asked to approve the terms of reference, the governance action plan, and the membership of the task &amp; finish group.</p> <p>The Chief Executive sought four volunteers to join the T&amp;F group. The Convener, Mr Clarke, Mr Ward, and Mr Nelson volunteered. Other Members discussed that time commitments had prevented them from volunteering given the timeframes and it was noted that other Members can be called upon by the task and finish group where skills and expertise are required.</p> <p>The Chief Executive made members aware of a meeting with the Regulator on 18<sup>th</sup> February where they will provide an update on the current position.</p> <p>Members:</p> <p>AGREED the membership of the task and finish group: Mr Brown, Mr Clarke, Mr Nelson, and Mr Ward.</p> <p>AGREED the Terms of Refence and Governance Action Plan as a framework.</p> <p>AGREED a delegated budget of £10K for the Task &amp; Finish Group</p>	
9.	<p><b>Date of Next Meeting</b></p> <p>Tuesday 29 March 2022 at 17:30 p.m. (virtual)</p>	