

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 24 JUNE 2025 at 17:30 p.m. (virtual)

Present: Jane Connechen (Vice Convener)
Neil Madden (Secretary)
Russell Baird
Paul Buchanan
Lynsey Brydson
Harry Drennan
Alan Gardiner
Katie Hryschko
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
Jane Connechen chaired the meeting		
1.	APOLOGIES	
1.1.	There were apologies received from Alan Sandey	
2.	DECLARATION OF INTEREST	
2.1.	Declaration of interests from Paul Buchanan as Chair of the Audit and Risk Sub-Committee, Jane Connechen as Chair of the People and Culture Committee, Neil Madden, Kirsteen McGinn and Tony McInnes as board members of D&G Homes were NOTED	
3.	APPROVAL OF PREVIOUS MINUTE	
3.1.	The Minute of the Management Committee meeting of 27 May 2025 on the proposal of Russell Baird and seconded by Alan Gardiner was APPROVED	
4.	MATTERS ARISING	
4.1.	There were no matters arising from the Minutes of 27 May 2025	
	Minute Action Log	
4.2.	Management Committee members NOTED the Minute Action Log	
5.	MINUTES FOR NOTING	

	Draft Health & Safety Executive Group Minutes of 21 May 2025	
5.1.	Management Committee members NOTED the Draft Health & Safety Executive Group Minute of 21 May 2025	
6.	CONVENER'S VERBAL UPDATE	
6.1.	There was no Convener's verbal update	
7.	CHIEF EXECUTIVE'S VERBAL UPDATE	
	<p>Staff Away Day 5 June 2025 – this was a very successful day with good interaction from staff. The Convener attended and also let staff know that the Management Committee were behind the Executive team on proposals for the future of Loreburn.</p> <p>We have some positive news that the Warm Homes funding has been successful.</p> <p>We have not received any information from the Scottish Government on investment in Housing following the Chancellor of the Exchequer's recent budget review. We have received more Aids and Adaptations funding and this will be used to clear the backlog.</p>	
7.1.	Management Committee members NOTED the update	
8.	NOTIFIABLE EVENT – this item is confidential	
For Approval		
9.	LOAN PORTFOLIO RETURN	
	The Director of Finance presented the annual Loan Portfolio Return which provides information to the SHR on the financial position of the Association.	
9.1.	Management Committee members APPROVED the Annual Loan Portfolio Return to the Scottish Housing Regulator for the period to 31 March 2025.	
10.	DISPOSAL – this item is confidential	
11.	D&G HOMES – this item is confidential	
12.	MANAGEMENT COMMITTEE RECRUITMENT	
	<p>The Head of Governance and Assurance drew Members attention to the report regarding the candidate, Bill Main and the Expressions of Interest form and CV are at Appendices 1 and 2. Members discussed:</p> <ul style="list-style-type: none"> Mr Main has the desired skills and experience and would be an excellent fit for Loreburn. Under Rule 37.1 appointments 	

	<p>made must be for a “specified term of office” which was previously agreed being a three-year appointment as most suitable</p> <ul style="list-style-type: none"> The SHR has been kept up to date with our ongoing recruitment. 	
12.1.	Management Committee members AGREED to appoint Bill Main for a specified term of three years.	
13.	SHAREHOLDER APPLICATIONS – this item is confidential	
For Noting		
14.	BUSINESS IMPROVEMENT	
	<p>The Chief Executive presented the Project Plan at Appendix 1.</p> <p>Management Committee members:</p>	
14.1.	APPROVED the Project Plan; and	
14.2.	NOTED that Phase 1 sign-off will be at the Strategic Planning meeting in October 2025.	
15.	CORPORATE RISK REGISTER	
	<p>The Head of Governance and Assurance provided a summary report detailing any significant changes and movement from inherent to residual risk of all current corporate risks with a residual score of 16 or above (see Appendix 1)</p> <ul style="list-style-type: none"> There are four risks with a residual score of 16 or higher All other risks now have a residual score of lower than 16 and are overseen by the Executive Team There has been no change to the Register since the previous report in May. 	
15.1.	Management Committee members NOTED the key risk identified.	
16.	INVESTMENT	
	<p>The Director of Operations presented the position of the 2025-26 Planned Investment Programme at the end of May 2025:</p> <ul style="list-style-type: none"> The planned investment programme is now underway and works have started at Loreburn Court Annan Table 2.2. shows the position of all projects 14 bathrooms have been replaced at Loreburn Court Tenant satisfaction surveys have been issued to the completed properties at Loreburn Court, four have been returned with 100% of tenants satisfied with the works A separate paper for the Warm Homes Project has been issued and the table at 2.7 shows the current expenditure There have been no ad-hoc repairs carried out to date but widening of pathways and reallocation of sockets will be required 	

19.1.	Management Committee members NOTED the Timeline and Communications Strategy.	
20.	GRANT FUNDING UPDATE The Director of Operations confirmed that Loreburn has received its adaptation funding for 2025/26.	
20.1.	Management Committee members NOTED the update.	
<i>For Discussion</i>		
21.	TENANT VOICE	
21.1.	Staff are working on the Summer Newsletter which will cover e.g. cost of no accesses for appointments, tenant census, adaptations, ECO grant.	
22.	ANY OTHER COMPETENT BUSINESS Sub-Committee membership <ul style="list-style-type: none"> Harry Drennan has volunteered to become a member of the People and Culture Sub Committee 	
22.1.	Management Committee members APPROVED the proposal of Harry Drennan being a member of the People and Culture Sub Committee.	
23.	DATE OF NEXT MEETING 29 July 2025 5:30 p.m. Training and Urgent Items Only meeting	All