

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 25 MARCH 2025 at 17:30 p.m. (virtual)

Present: Alan Sandey (Convener)
 Jane Connechen (Vice Convener)
 Peter Nelson (Secretary)
 Russell Baird
 Paul Buchanan
 Lynsey Brydson
 Harry Drennan
 Alan Gardiner
 Katie Hryschko
 Cameron Kirkpatrick
 Neil Madden
 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
The Convener welcomed Harry Drennan and Alan Gardiner to the Management Committee		
1.	APOLOGIES	
1.1.	There were apologies received from Stuart Turnbull	
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 28 January 2025 on the proposal of Paul Buchanan and seconded by Neil Madden was APPROVED	
4.	MATTERS ARISING	
4.1.	There were no matters arising from the Minutes of 28 January 2025	

4.2.	<p>Minute Action Log</p> <p>Monitoring of Heat Pump installations – once sufficient data is available a report will be brought back to a future Management Committee meeting. We have started the retrofit programme at Smiths Way and we will be adding additional monitors there. The Director of Operations to circulate a report showing performance of the house before and after heat pumps were installed to Management Committee members. These heat pump installations are making a considerable significance to tenants</p>	FC
4.3.	<p>Management Committee members NOTED the Minute Action Log</p>	
5.	<p>MINUTES FOR NOTING</p> <p>Draft Minutes of D&G Homes Limited</p> <p>5.1. Management Committee members NOTED the D&G Homes Limited Minute of 22 January 2025</p> <p>Draft Minutes of the People and Culture Sub-Committee</p> <p>5.2. Management Committee members NOTED the People and Culture Sub-Committee Minute of 10 February 2025</p> <p>Draft Minutes of the Audit and Risk Sub-Committee</p> <p>5.3. Management Committee members NOTED the Audit and Risk Sub-Committee Minute of 11 February 2025</p> <p>Draft Minutes of the Health and Safety Executive Group</p> <p>5.4. Management Committee members NOTED the Health & Safety Executive Group Minute of 13 February 2025</p>	
6.	<p>CONVENER'S VERBAL UPDATE</p> <p>18 February Strategy Day – this was really good and the Convener met with the team on reflections and the future of strategy days.</p> <p>Member recruitments – we have two vacancies currently and we are proposing to have an information session on Teams for any new Management Committee members. Russell Baird, Lyndsey Brydson and Katie Hryshko indicated that they would be willing to take part in this.</p>	
6.1.	<p>The Head of Governance and Assurance gave a short presentation as a reminder on behaviours and charter and code of conduct which</p>	

	<p>can be found on One Advanced in the information section. The code is based on seven principles:</p> <ul style="list-style-type: none"> • <i>Selflessness</i> • <i>Openness</i> • <i>Honesty</i> • <i>Objectivity</i> • <i>Integrity</i> • <i>Accountability</i> • <i>Leadership</i> <p>Management Committee members must act in the best interests of the organisation at all times:</p> <ul style="list-style-type: none"> • <i>Uphold and promote Loreburn's aims, objectives and values and act to ensure their successful achievement</i> • <i>Treat my committee colleagues, our staff, our customers and partners with respect and courtesy</i> • <i>Conduct myself in a courteous and professional manner</i> • <i>Comply with support and promote our policies relating to equalities, diversity and human rights as well as upholding our whistleblowing and acceptable use policies</i> • <i>Respect confidentiality and ensure not to disclose information to anyone who is not entitled to receive it; and</i> • <i>Contribute positively to our activities by regularly attending and participating constructively in meetings of the Management committee, its committees and working groups</i> 	
6.2.	Management Committee members NOTED the update	
7.	<p>CHIEF EXECUTIVE'S VERBAL UPDATE</p> <p>The Chief Executive thanked everyone for their contribution at the recent Strategy Day.</p> <p>Staff Day on 5 June – Management Committee members are welcome to come along. Tracy McNeil to send the details to members</p>	
7.1.	Management Committee members NOTED the update	
8.	NOTIFIABLE EVENTS	
8.1.	The Head of Governance and Assurance stated that there were no new Notifiable Events since the last Management Committee meeting	
For Approval		
9.	2025/26 BUDGET AND 30-YEAR BUSINESS PLAN ASSUMPTIONS	

<p>9.1. 9.2.</p>	<p>The Director of Finance presented the 2025/26 Budget as per Appendix 1 with key assumptions at Appendix 2 and stress testing scenarios used in reviewing the 30-year Business Plan at Appendix 3:</p> <ul style="list-style-type: none"> • The Balanced budget is presented with a cash surplus with a reduction in spending on investment. However, investment spend will increase in 2025/26 through the successful award of an Eco 4 grant of £3m • The budget was reviewed in March by LET • The financial environment continues to be challenging as interest rates, inflation and cost of living remain volatile • It is assumed that there will be no further development work until 2030 although this will be reviewed and if any opportunities arise these will be discussed with Management Committee on a case by case basis • Cashflow, meeting loan covenants, debt servicing levels • Loreburn have been awarded a 100% grant of £3m to be used for a pilot to deliver energy efficiency measures and includes installation of heat pumps, PVs, batteries, insulation and other energy efficiency measures. • The assumptions at Appendix 3 have been provided by the organisation's treasury advisors, DTP • Any additional borrowing would bring the Association close to its covenant and cash holding limits. Gearing is at its limit • The stress testing scenarios reflect the key current risks posed to the organisation <p>Management Committee members discussion:</p> <ul style="list-style-type: none"> • Pension deficit contribution • The stress testing has covered all scenarios for the Scottish Housing Regulator • A cyber report will be taken to the Audit and Risk Sub-Committee • Once our Treasury advisors, DTP, have gone through their processes a further report will be brought back to the May Management Committee meeting <p>Management Committee members: APPROVED the 2025/26 Budget; and APPROVED the outline of stress testing scenarios to be used in reviewing of the 30-Year Business Plan</p>	
<p>10.</p>	<p>STRATEGIC PERFORMANCE INDICATORS</p>	

	<p>The Head of Governance Assurance provided proposed SPI Targets categorised departmentally at Appendix 1 and overarching targets at Appendix 2:</p> <ul style="list-style-type: none"> • LET have scrutinised the proposed targets prior to this meeting • All cyclical targets are set with 100% of properties being compliant each quarter • Asset propose an increase in the number of points in “the number of tenants satisfied with aids and adaptations” and the new target would be 93% • A proposed reduction in the SHQS target from 93% to 84% due to EESSH being moved under SHQS • External guidance is being sought before consideration can be given on a new damp and mould target • Both senior and all staff turnover targets are proposed to remain the same • Staff satisfaction rate to remain at 90% • An increase in points to staff absence rates means a new target of 3.5% which is still under the Scottish average of 4.29% • Health and Safety and Governance targets remain unaltered • Reducing the target for “percentage of Section 5 tenancies sustained for more than a year” from 90% to 85% • The “Section 5 sustainment figure” be reduced to 75% due to external factors and a lack of knowledge about incoming tenants. • Following the ARC validation process, LET have agreed to increase the target from 15 to 20 days for “number of days to relet properties” • LET are proposing to increase the target time from 12 to 20 days for “non-emergency repairs” • LET are also proposing to increase “satisfaction target” from 94% to 96% after continued strong performance <p>Management Committee members discussion:</p> <ul style="list-style-type: none"> • Void turnaround has been impacted negatively but hopefully be a short term peak as we manage more actively 	
10.1.	Management Committee members DISCUSSED the Strategic Performance Indicators and APPROVED the 2025/26 Target Proposals	
11.	<p>ENTITLEMENTS, PAYMENTS AND BENEFITS POLICY</p> <p>The Head of Governance and Assurance presented the EPB Policy V6 with an amendment to Appendix 1 to remove the requirement</p>	

11.1.	<p>for Management Committee approval for allocations to connected persons:</p> <ul style="list-style-type: none"> • The Policy would delegate approval to LET • The Allocation process would remain unchanged and offers would only be approved by LET under the following conditions:- <ul style="list-style-type: none"> ○ It is in accordance with our published allocations policy; ○ Neither the applicant nor anyone connected to the applicant is involved in any way or in any part of the allocation process; and ○ The tenancy is recorded as an interest in the appropriate register within five days of the tenancy commencing <p>Management Committee members APPROVED the revision to Appendix 1 of the Entitlements, Payments and Benefits Policy (V6)</p>	
12.	PROPOSED BUYBACK – this item is confidential	
For Noting		
13.	<p>CORPORATE RISK REGISTER</p> <p>The Head of Governance and Assurance reported that the current corporate risk status is unchanged since the previous committee meeting. There remains the same eight risks with the same inherent risk level as shown in Appendix 1.</p>	
13.1.	Management Committee members NOTED the key risks	
14.	OPERATIONAL TEAM UPDATES	
14.1.	Committee members can view the operational team updates provided to LET in March within the Knowledge Section of One Advanced	
15.	<p>DAMP AND MOULD UPDATE</p> <p>Since 1 November 2023 there were 344 properties reported to have damp and mould issues</p> <p>The damp and mould inspections and their position within the process:</p> <ul style="list-style-type: none"> • 1st inspection (pre-work) – 31 • 2nd inspection (post works) – 137 • 3rd inspection (defect period) – 134 • In addition six properties have a recurring issue which have progressed to stage two works • 36 properties have gone through the full process and have not experienced recurring issues • Three properties were RAG rated as red and 15 properties rated as amber 	

15.1.	<ul style="list-style-type: none"> • Since October 2023, on average there have been 21 properties per month reported as having issues with damp and mould • Investment and Sustainability spend 12 days per month on damp and mould issues • A new alternative approach is being worked through to reduce time and resources spent on damp and mould issues and this can be found at Appendix 1 • Environmental sensors are being deployed to those developments that have a high volume of cases • Going forward there will be benchmarking where we will have a better overview of the sector and what is happening nationally <p>Management Committee members NOTED the report</p>	
16.	ALLOCATION TO CONNECTED PERSON – This item is confidential	
For Discussion		
17.	<p>RETROFIT PROGRESS REPORT</p> <p>The Director gave an update on the progress of the Clyde Net Zero and City Energy Network pilot project:</p> <ul style="list-style-type: none"> • Following a meeting on 11 February 2025 an Agreement was concluded and signed by all parties • Other contractors identified will also be required to go through the on-boarding process before commencing on site • The proposed pilot programme has been issued and consists of 123 properties across the region • An enquiry has been made about the possibility of increasing the pilot • Following assessments, two properties have failed heating systems and may qualify for ECO 4 funding but these will be done outwith a regular programme • Procurement for the retrofit assessments for the pilot will not be carried out as the pilot is tested for validity of the project post pilot <p>The next steps:-</p> <ul style="list-style-type: none"> • Continue to progress retrofit assessments • Receive a programme of work from Clyde Net Zero • Develop processes for repair/replacements and voids • Confirm consultants required for the works; and • Consider the resource requirement for the project 	

	<ul style="list-style-type: none"> A Retrofit Project Board has been set up and they are meeting in April 	
17.1.	Management Committee members NOTED the progress	
<i>Alan Sandey left the meeting at this point</i>		
18.	TENANT VOICE	
18.1.	There is nothing to report	
19.	ANY OTHER COMPETENT BUSINESS	
19.1.	A discussion on opportunities for Management Committee members to be more transparent to customers has taken place and an option for members to attend Tenant Scrutiny meetings was put forward. The Chief Executive informed members that numbers are not high at the moment for the Tenant Scrutiny group but we are currently carrying out a membership drive.	FC
19.2.	Stock Condition Survey – pre-start meeting is taking place next week	
19.3.	Business Improvement – tenders are due back this Friday	
20.	DATE OF NEXT MEETING	
	Management Committee Training and Urgent items Only Meeting – Tuesday 29 April 2025 17:30	All