

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 26 JULY 2022 AT 5:30 p.m. (virtual)

Present: Russell Brown (Convenor)
Jane Connechen (Vice Convener)
Clare Benson (Management Committee)
Alison Coupe (Management Committee)
Laura Grieve (Management Committee)
Peter Nelson (Management Committee)
Robert Sneddon (Management Committee)
Peter Ward (Management Committee)

Lorraine Usher (Chief Executive)
Elkie Astley (Interim Director of Corporate Services)
Gary Alison (Interim Director of Property & Development)
Sue Irving (Director of Housing Services)
Rebecca Wilson (Head of Governance & Assurance)
Graham Robertson (Head of Development)

Kim Thomas (Minute Taker)

Item	Minute	Action
1.	APOLOGIES	
1.1.	Apologies were received from Michael Clarke and Katie Russell	
2.	DECLARATIONS OF INTEREST	
2.1.	Declarations of interest from Ms Usher, Mr Nelson and Mr Ward as Directors of DG Homes Board, were noted	
3.	APPROVAL OF PREVIOUS MINUTES	
	Minutes of the Management Committee meeting of 24 May 2022	
3.1.	The Minutes of the Management Committee Meeting of 24 May 2022, on the proposition of Jane Connechen and seconded by Alison Coupe were APPROVED.	
	Minutes of the Management Committee meeting of 28 June 2022	
3.2.	The Minutes of the Management Committee Meeting of 28 June 2022, on the proposition of Alison Coupe and seconded by Robert Sneddon was APPROVED.	
4.	MATTERS ARISING	

	<p>There were no matters arising from the Minutes of the Management Committee meeting of 24 May 2022.</p> <p>Minutes of the Management Committee meeting of 28 June 2022:</p> <p><i>Policy Framework</i> - the Head of Governance and Assurance took advice from SHR and TC Young who were satisfied with the process LHA has in place. A report on this will be brought back to the Management Committee in August and thereafter a Quarterly report will be submitted to Management Committee outlining which operational policies have been approved by the Executive Team (who have delegated authority) and the key changes in each Quarter.</p> <p><i>Scenarios around cost-of-living increases and options for LHA</i> – a report will be brought back to Management Committee in August.</p>	<p>RW</p> <p>GA</p>
5.	<p>VICE-CONVENER'S VERBAL UPDATE</p> <p>The Vice-Convenor welcomed back the Convenor</p> <p>Appraisals – these are mostly up to date with only the Convenor still to receive his appraisal. The Vice-Convenor and Convenor met yesterday to carry out the Chief Executive's appraisal.</p>	
<p>Thanks were shown for the work which the Vice Convenor undertook whilst the Convenor was absent.</p>		
6.	<p>CHIEF EXECUTIVE'S VERBAL UPDATE</p> <p>Meeting with DGHP regarding Choice Based Lettings (CBL) which was also attended by the Director of Housing (who had reviewed the policy). LHA were part of a wider consultation process.</p>	
7.	<p>NOTIFIABLE EVENTS – <i>This item is confidential</i></p>	
<p>For Approval</p>		
8.	<p>D&G HOMES LOAN – This item is confidential</p>	
9.	<p>DISPOSAL</p> <p>The Interim Director of Property and Development took Management Committee members through his report.</p> <p>Management Committee members:</p>	
9.1.	<p>APPROVED the disposal.</p>	

<p>10.</p> <p>10.1.</p> <p>10.2.</p>	<p>MEMBERSHIP POLICY</p> <p>The Chief Executive took Management Committee members through her report.</p> <p>Management Committee members' key discussions and additions to the policy:</p> <ul style="list-style-type: none"> • Under “Applying for membership” a sentence to be added that members sign up to LHA’s strategic objectives and vision • 5.1. the report should have the word “removed” added to the end of the paragraph • 9.1. wording should be looked at again, take out repetition and examples added if can be evidenced <p>Management Committee members: APPROVED the Membership Policy subject to minor changes; and NOTED there were no further recommendations or learning to be added following the report from North Star</p>	
<p>For Discussion</p>		
<p>13.</p> <p>13.1.</p>	<p>THE GARRICK UPDATE – This item is confidential <i>Graham Robertson joined the meeting at this point</i></p> <p>Management Committee members: NOTED the progress made with regards to timescales.</p>	
<p><i>Graham Robertson left the meeting at this point</i></p>		
<p>For Noting</p>		
<p>12.</p> <p>12.1.</p> <p>12.2.</p>	<p>MANAGEMENT COMMITTEE APPRAISALS</p> <p>The Head of Governance and Assurance is still in the process of finalising the report and the skills analysis but gave a brief overview of the skills gaps identified at this stage in the process.</p> <p>Management Committee: NOTED the update, and NOTED that the final Report and Skills Gap Analysis will be circulated in advance of the Management Committee meeting in August.</p>	
<p>14.</p>	<p>ANY OTHER COMPETENT BUSINESS</p> <p>Some applications for Membership of LHA were received after the papers were finalised for release. The Chief Executive has telephoned the tenant applicants to inform them that their applications will be discussed at the next reasonably practicable meeting which will be in October. The CEO has written to the non-tenant applicants as she did not have a phone number.</p>	
<p>11.</p>	<p>Confidential Update - This item is confidential</p>	

<i>Management Committee agreed to suspend Standing Orders</i>		
15.	DATE OF NEXT MEETING	
	Tuesday 30 August 2022 5:30 p.m. (virtual)	All