**MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 25 JUNE 2024 AT 17:30 p.m. (via Teams)**

**Present:**  Alan Sandey (Convener)

Russell Baird

Russell Brown

Lynsey Brydson

Paul Buchanan

Jane Connechen

Katie Hryschko

Cameron Kirkpatrick

Neil Madden

Peter Nelson

Mark Wilkinson

**Apologies:** Stuart Turnbull

**Presenting:** Kirsteen McGinn (Chief Executive)

Elkie Astley (Director of Corporate Services)

Tony McInnes (Director of Finance)

Rebecca Wilson (Head of Governance & Assurance)

Tracy McNeil (Minute Taker)

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| **Item** | **Minute** | **Action** |
| **1.**  1.1. | **APOLOGIES**  Apologies were received from Ms Gill and Mr Turnbull. |  |
| **2.**  2.1. | **DECLARATION OF INTEREST**  Declaration of interests from Mr Buchanan as Chair of the Audit and Compliance Committee, Ms Connechen as Chair of the People and Culture Committee, Mr Sandey, Mr McInnes and Ms McGinn as board members of D&G Homes were NOTED. |  |
| **3.**  3.1. | **APPROVAL OF PREVIOUS MINUTE**  The Minute of the Management Committee meeting of 21 May 2024 on the proposal of Ms Connechen and seconded by Mr Brown was APPROVED. |  |
| **4.**  4.1.  4.2. | **MATTERS ARISING**  There were no matters arising from the Minutes of 21 May 2024.  **Minute Action Log**  Management Committee members NOTED the Minute Action Log. |  |
| **5.**  5.1. | **MINUTES FOR NOTING**  There were no Minutes for Noting. |  |
| **6.**  6.1. | **CONVENER’S VERBAL UPDATE**   * Mr Sandey welcomed everyone to his first meetings as Convener. * New Committee members and staff introduced themselves. * Mr Sandey said he was delighted to take over from Russell Brown as Convener, recognising he has big shoes to fill. * Mr Sandey praised the CEO who has done an excellent job in her 1st year as CEO ensuring LHA is financially stable and focusing on retrofit of current properties to help existing tenants which should aid tenant satisfaction going forward. |  |
| **7.** | **CHIEF EXECUTIVE’S VERBAL UPDATE**   * LHA has been highly commended for the retrofit programme at Smiths Way. * New telephony system testing taking place soon. * LET are currently considering proposals for factoring and service charges. * The Housing Excellence Plan is progressing well, a full update will come to Management Committee in August. * Training on Governance to be given in July, Finance can be included for any new members. * The CEO gave another Thank you to Mr Brown for his 9 years of service and extended a huge welcome to Mr Sandey as the new Convener. |  |
| **8.** | **NOTIFIABLE EVENTS** *– this item is confidential* |  |
| **For Discussion** | | |
| **9.** | **THE GARRICK**  The CEO provided an update on the Garrick project.  Management Committee members NOTED the progress update on the Garrick project. |  |
| **For Approval** | | |
| **10.** | **DEVELOPMENT PROGRAMME**  The Chief Executive provided an overview of the report.  Management Committee members:  NOTED the on-site new build programme update. |  |
| **11.** | **SELKIRK ROAD MOFFAT** *– this item is confidential* |  |
| **12.** | **VOLUNTEERING POLICY**  The Director of Corporate Services highlighted the key updates to the policy.  Members discussed and supported the positive culture around volunteering.  Management Committee members APPROVED the amended Policy, allowing 2 days paid leave per year to volunteer in the local community.  LET will monitor the uptake of this and report back to Management Committee. |  |
| **13.** | **PEOPLE AND CULTURE STRATEGY**  The Director of Corporate Services provided a high level overview of the strategy and noted that this is supported by an operational plan.  Mr Buchanan queried whether staff retention should feature more prominently. The Director of Corporate Services noted that the current strategy and recent initiatives have increased staff retention and brought turnover in line with sector norms and LHA’s target. The objectives in the proposed strategy are based on the feedback from the most recent staff satisfaction survey. Members were advised that the People & Culture Sub-Committee support this Strategy and the detailed plan that sits alongside it.  Management Committee members APPROVED the People and Culture Strategy. | **DCS** |
| **14.** | **APPOINTMENTS TO SUB COMMITTEES**  The Head of Governance & Assurance advised that there was nothing further to add to the report. Thanks were noted to Ms Connechen for her time serving on the Audit and Compliance Committee.  Management Committee members:  APPROVED the appointment of Mr Baird and Mr Madden to the Audit & Compliance Sub-Committee; and  APPROVED the appointment of Ms Hryschko and Mr Kirkpatrick to the People & Culture Sub-Committee. |  |
| **15.** | **APPOINTMENT OF VICE CONVENER**  The Head of Governance & Assurance drew Members attention to the report noting that whilst the role of Vice Convener was not a statutory role it is considered best practise to appoint a Vice Convener. Nominations were sought.  Mr Nelson nominated Ms Connechen, the Convener seconded and members APPROVED Ms Connechen as vice-convener. |  |
| **For Noting** | | |
| **16.** | **CORPORATE RISK REGISTER**  Management Committee members NOTED the key risks. |  |
| **17.** | **D&G HOMES** *– this item is confidential* |  |
| **For Discussion** | | |
| **18.** | **TENANT VOICE**  No matters were raised. |  |
| **19.** | **ANY OTHER COMPETENT BUSINESS** |  |
| **20.** | **DATE OF NEXT MEETING**  Tuesday 30 July 17:30 Training | All |