

NOTE: THIS IS A DRAFT MINUTE SUBJECT TO APPROVAL AT THE NEXT SCHEDULED MANAGEMENT COMMITTEE MEETING.



MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED HELD ON TUESDAY 28th MAY 2019 AT 17:30 AT HUNTINGDON, DUMFRIES.

Present: Brian Pattinson (Convener)
Peter Ward (Vice Convener)
Mike Jones (Committee Member)
Jane Connechen (Committee Member)
Rachel Reekie (Committee Member)
Derek Rodgers (Committee Member)
Alison Coupe (Committee Member)

Attending: Gary Alison (Head of Finance & Procurement)
Phillip Morrison-Gale (Head of Housing Services)
Lindsay Lauder (Managing Director DG Homes)
Nicola Thom (Interim Director of Housing Services)
Becky Wilson (Head of Governance and Assurance) *

*Minute Taker

Item	Minute	Action
1.	APOLOGIES	
1.1	Convener welcomed Alison Coupe to her first meeting.	
1.2	Robin Wishart, Maureen Farrell, Russell Brown, Lorraine Usher	
2.	DECLARATIONS OF INTEREST	
2.1	Previously disclosed interests of Members of DG Homes Board were noted from Mr Jones, Mr Rodgers, Ms Coupe and Mr Ward. No further declarations were made.	
3.	APPROVAL OF PREVIOUS MINUTES	
3.1	The Minute of the Management Committee Meeting held on 30 th April 2019, on the proposal of Mr Ward, seconded by Ms Connechen, was APPROVED .	
4.	MATTERS ARISING	
4.1	The Head of Governance and Assurance advised Members that advice has been taken in relation to the Membership application of	

a former employee. This application cannot be considered until 12 months have passed since the time of employment.

- 4.2 Mr Ward queried the variance in the Planned Maintenance Budget noting that whilst the spend was close to the target it had not been spent in line with the programme proposed at the start of the year (i.e. money used for Fire Risk Assessments rather than planned works). Members need to understand the implications of the underspend on the on the planned programme. **ACTION** – Head of Governance and Assurance to seek feedback from the Head of Asset Management and circulate explanation on budget variances.

**RW
PP**

5. 30 Year BUSINESS PLAN – Confidential

5.1 This item is confidential

5.2 Members APPROVED the 30-year business plan.

5.3 Members APPROVED the submission of the Five-Year Financial Plan to the Regulator.

5.4 Members APPROVED the Business Plan being sent to funders.

6. STATION ROAD AND WESTACRES TENDER REPORT – Confidential

This item is confidential.

- 6.1 Mr Ward noted that the Scottish Government's requirement for zero carbon by 2040 and highlighted that properties being built to the current specification in 2020 will need refitted by 2040 which is not a good investment. Members discussed whether it would be possible to upgrade the standard of these properties. Ms Lauder advised that this is not feasible at this stage however it is something that will be considered moving forward. **ACTION** –Ms Lauder and the Director of Finance and Procurement to consider how such issues will be funded including moving away from gas.

**LL
GA**

7. ARC SUBMISSION

7.1 The Head of Innovation and Improvement advised that the ARC and ESSH return require to be submitted by 31st May. In August performance statistics will be published which will note how Loreburn performs amongst peers.

7.2 The Head of Improvement and Innovation noted that the report highlights areas where there is a 5% variance in performance compared to last year's submission as well as highlighting consistent good performance. Issues with tenant satisfaction have already been highlighted to the Management Committee and these will be addressed throughout 2019.

7.3	The Head of Governance and Assurance advised that there had been an issue with the upload of the ESSH Return onto Minute Pad and advised that this is now available and noted that 92.7% of properties meet the ESSH and there are 34 exemptions sought.	
7.4	Ms Coupe queried the variance in EPC ratings between different surveyors. The Head of Governance and Assurance advised that there can be variances between surveyors however the main difference is the SAP model used depending on the date of the survey which can lead to significant variances in ratings.	
7.5	Members APPROVED the Annual Return on the Charter as included as Appendix 1.	
7.6	Members APPROVED the ESSH Return as Included as Appendix 2.	
8.	STRATEGIC INDICATOR AND MILESTONE REPORTING 2019/20	
8.1	The Head of Improvement and Innovation advised that there are 24 new SPIs which are linked with ambitions and goals of new corporate plan. It was noted that Finance SPIs will be detailed within the finance report as opposed to SPI report going forward.	
8.2	The Interim Director of Housing Services advised that the Improvement and Innovation team have been doing a lot of work to make sure performance information is available to managers to achieve a consistent approach to performance management.	
8.3	The Convener queried whether the SPIs that are being removed from the report will still be presented to Managers. The Head of Improvement and Innovation confirmed that these will still be presented to the Management Team.	
8.4	Mr Ward raised a concern regarding the SPI 10 and asked for this to be reworded to ensure tenants who were supposed to have planned works carried out in any given quarter that were not completed for any reason, are not excluded from the calculation. ACTION – Head of Improvement and Innovation to consider how this information can be presented.	MC
8.5	Members discussed the usefulness of ARC 17 (% of homes which become available to let during the reporting year) and whether this is a measure of performance. The Head of Improvement and Innovation advised that this is an issue of context and could be used to explore trends. ACTION – Head of Improvement and Innovation to consider if this is a relevant performance indicator.	MC
8.6	Ms Coupe queried 3.2.3.1 of the report (staff presence in communities) and asked what this demonstrates in terms of performance. The Head of Improvement and Innovation advised	

that this provides an update of progress against annual plan outcomes and ambitions. The Interim Director of Housing Services advised that tenant satisfaction should reflect the steps that have been taken and it is anticipated tenant satisfaction will increase with increased presence in communities.

8.7 Members APPROVED the Strategic Performance Indicators for 2019/20 subject to issues at 8.4 and 8.5 being addressed.

8.8 Members APPROVED the Key Strategic Milestones for 2019/20.

8.9 Members APPROVED the inclusion of complaints data as part of the performance data in 2019/20.

9. DISPOSAL OF HMO AND LOCK-UP

9.1 This item is confidential.

10. REGISTERS OF ENTITLEMENTS, PAYMENT AND BENEFITS

10.1 The Head of Governance and Assurance advised that staff and committee members have returned their annual declarations in line with the Entitlements, Payments and Benefits Policy as detailed within the report and appendices 1 and 2.

10.2 The Head of Governance and Assurance advised that additional controls regarding P2P are being explored where declarations have been received in relation to contractors.

10.3 Mr Ward queried what controls are in place regarding lettings. The Head of Governance and Assurance advised that the process prompts declarations to be made by applicants regarding any connections to staff or committee members however if this is not answered truthfully and staff do not make a declaration there would be no means to identify any such connections. The Interim Director of Housing Services advised that all staff are fully aware of the requirement to declare any such connections and of the consequences should they fail to do so, particularly in this area.

10.4 Members APPROVED the registration of interests from staff as included as Appendix 1.

10.5 Members APPROVED the registration of interests for the Management Committee as included as Appendix 2.

12. ORGANISATIONAL CHART

12.1 Members NOTED the updated Organisational Chart.

13. Any other business

13.1 The Convener noted that this would be his last meeting as Convener.

Date of Next Meeting: 30th July 2019, 17:30, Huntingdon.

Close of Meeting: 18:43

DRAFT