

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 30th JULY 2019 AT 17:30 AT HUNTINGDON, DUMFRIES.

Present: Russell Brown (Convener)
Peter Ward (Vice Convener)
Mike Jones (Committee Member)
Jane Connechen (Committee Member)
Derek Rodgers (Committee Member)
Alison Coupe (Committee Member)
John McNaught (Committee Member)
Maureen Farrell (Committee Member)
Robin Wishart (Committee Member)

Attending: Lorraine Usher (CEO)
Sue Irving (Director of Housing Services)
Lindsay Lauder (Director of Property and Development)
Gary Alison (Director of Finance)
Graham Robertson (Head of Development)
Becky Wilson (Head of Governance and Assurance) *

*Minute Taker

Item	Minute	Action
1.	APOLOGIES	
1.1	Brian Pattinson, Rachel Reeckie.	
1.2	The Convener welcomed Sue Irving, Director of Housing Services, and Lindsay Lauder, Director of Property and Development, to the meeting. The Convener advised Members that this will be Mr McNaught and Ms Farrell's last meeting. The Convener congratulated Ms Farrell who has been shortlisted for a national award for Women in Housing in recognition of her management committee contribution.	
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 28 th May 2019, on the proposal of Mr Jones, seconded by Mr Ward, was APPROVED .	
4.	MATTERS ARISING	
4.1	The Head of Governance and Assurance drew members attention to 4.4 of the Audit & Compliance Minute and advised that a consultant has been appointed to inspect the Biomass heating system at Ae, consult with tenants and provide a recommendation for remedial works or potential replacement options following longstanding issues with the current system. ACTION - Members will be provided with an update once a recommendation has been made.	LL
4.2	Ms Connechen asked for an update on Item 7.2 regarding the Town Centre Living Fund application. The Director of Property and Development advised that the application has been deferred to the December Committee.	
4.3	The Director of property and Development advised that, further to Item 4.2 regarding the implications of the underspend on the Planned Maintenance budget, the Interim Head of Asset Management is currently reviewing the programme and will take account of any works that were delayed as well as any feedback from the Stock Condition Survey work that Mr Doherty is overseeing.	
5.	MINUTES FOR NOTING	
5.1	Members NOTED the draft Audit and Compliance sub-committee meeting held on 21 st May 2019.	
5.2	Members NOTED the draft Health and Safety sub-committee meeting held on 21 st May 2019.	
5.3	Mr Rodgers queried whether there has been an update on Item 6.2 of the Health & Safety Minute regarding the auto-doors. The Director of Property and Development advised that it is her understanding that the matter has been actioned ACTION – Director of Property and Development to look into the matter and provide an update to the Chief Executive. Chief Executive to circulate update to Members.	LL/LU
6.	CONVENOR'S VERBAL UPDATE	
6.1	The Convener noted that he had carried out Members appraisals and the CEO appraisal. The Convener noted that he had a handover meeting with the outgoing convener and has met with the Office Bearers.	
7.	CHIEF EXECUTIVE'S UPDATE	

7.1 The Chief Executive provided an update on the Older People's service and advised that feedback from the consultation has been positive with customers keen to see a consistency in staff cover Monday to Friday and where necessary evening or weekend cover to be arranged. A report detailing proposed changes and associated costs to go to A&C in August. Overall there was a positive endorsement of enhanced housing plans and investment in technology.

7.2 The Chief Executive advised Members that DGHP are to ballot their tenants about a constitutional partnership with Wheatley Group.

7.3 The Chief Executive advised that she has been on 'ride-a-longs' with the in-house repairs team and noted that the focus on customer experience was excellent. Further 'ride-a-longs' are scheduled and the findings will be reviewed.

7.4 The Chief Executive advised Members that as well as Ms Farrell's nomination, Loreburn have been scheduled for 2 further awards at the Women in Housing Awards; Employer of the Year as well as Finance Professional of the Year which the Head of Finance has been shortlisted for. The Chief Executive and the Head of People and Culture are organising a PR campaign.

8. NOTIFIABLE EVENT

8.1 The Head of Governance and Assurance advised that there has been 1 notifiable event which will be discussed at the Confidential Meeting to follow.

9. STANDING ORDERS

9.1 The Head of Governance and Assurance advised that the draft Standing Orders were being brought back to Members following feedback from the Vice Convener which have now been addressed as well as recommendations to amend the Terms of Reference for the Audit and Compliance sub-committee.

9.2 Members APPROVED the Standing Orders (Version 4).

10. APPROVAL OF SHAREHOLDERS

10.1 The Head of Governance and Assurance advised that there are 5 Shareholder applications to be considered; 2 tenant applications and 3 non-tenant applications.

10.2 Members APPROVED the shareholder applications.

11. DEVELOPMENT REPORT

11.1 This item is confidential.

12. ZERO CARBON REPORT

12.1 Mr Ward noted that a commitment to a standard has been made for new properties but that an approach to existing properties has not been agreed. Mr Ward recommends moving away from component replacements and looking at longer term investment and consideration of disposal where properties are not fit for purpose.

12.2 Ms Coupe queried the approach outlined at 4.3.1 noting that sometimes if continuous improvement is captured and timely then this can be the best way to carry out improvements. Mr Ward noted that there is still debate about the measure of sustainable homes and whether this is achievable and an approach needs to be developed in-house understanding that there will be continual learning.

12.3 Mr Wishart advised that there are matters that need to be considered when measuring sustainability such as where houses are built and noting a preference for development of brownfield sites. Mr Wishart also highlighted that the most significant energy consumption is in the building of home and that the energy that would be used to knock down a house and rebuild a replacement must also be considered. Mr Wishart questioned whether a single standard was the right approach and that a more subtle approach may be required to consider different approaches for different types of property and that the needs of local communities must also be considered. Mr Ward agreed with Mr Wishart's sentiment and noted that the Scottish Government has not articulated how the standard will be achieved and noted that this approach will need to be reviewed again in two years' time however advised that Loreburn need to start somewhere in a bid to reach the 2040 targets. **ACTION** – Director of Property and Development to establish working group to consider information coming out of SCS analysis, review findings and monitor develops within the sector and advise Management Committee regarding achieving carbon neutral homes.

LL

12.4 Members APPROVED Loreburn moves away from simple component replacement and adopts the above two continental standards as part of a programme designed to incrementally move us towards zero carbon.

12.5 Members APPROVED all properties are reviewed over the next 5 years (a 5th per annum) with a view to determining which properties can be realistically upgraded to an acceptable standard.

Members APPROVED Loreburn actively monitors and reviews ongoing research designed to achieve zero carbon properties.

12.6 The aim being to incorporate on an ongoing basis this knowledge into our approach to property upgrades.

13. REGISTERS SIGN OFF

13.1 The Secretary drew Members attention to the report confirming compliance with Rules 61 to 66.

13.2 Members APPROVED compliance with Rule 67.

13.3 Mr Ward queried if public minutes were available on the website. The Head of Governance and Assurance confirmed they are available on the website. **ACTION** – Head of Governance and Assurance to arrange for these to be located on a more accessible area of the website.

RW

14. MANAGEMENT ACCOUNTS Q1

14.1 This item is confidential.

14.2 Members APPROVED the accounts for Quarter 1 of 2019/20.

15. FINAL AUDIT REPORT

15.1 The Director of Finance advised that an updated report is being tabled and noted that Mr Ward and Mr Wishart from the Audit & Compliance sub-committee alongside the Director of Finance and the Chief Executive, met with the auditor to discuss the findings from the audit. The Director of Finance noted that a clean audit report was received and there were no unadjusted errors picked up.

15.2 Members APPROVED the final audit report, the final statutory accounts for signing at the AGM and the letter of representation for signing,

15.3 Members APPROVED the recommendation to shareholders that they re-appoint the Auditors, Wylie & Bisset LLP, at the Annual General Meeting.

16. TREASURY MANAGEMENT REPORT

16.1 The Director of Finance advised that the purpose of this report is to provide Members with an update and seek approval for delegated authority for the Audit and Compliance sub-committee to come back to Members with a recommendation for new funding in October.

16.2 Members APPROVED delegated authority be given to the Audit and Compliance sub-committee to support this process and then come back to Management Committee for approval in due course.

17. CARE & REPAIR TENDER REPORT

17.1 This item is confidential.

18. Entitlements, Payments & Benefits Update

18.1 Members NOTED the updated Staff Entitlements, Payments and benefits Form.

19. Q1 PERFORMANCE REPORT

19.1 Members NOTED that Q1 performance against strategic performance indicators, key milestone data and complaints analysis.

20. NORTH START SELF ASSESSMENT REPORT

20.1 Members NOTED the findings from North Start Consulting and Research's Independent review of compliance against the Scottish Housing Regulatory Standards of Governance and Financial Management.

21. Corporate Risk Register

21.1 Members NOTED the key risks identified within this report.

22. Conference, Seminar & Workshop Programme

22.1 Members NOTED the Conference, Seminar & Workshop Programme.

23. MINUTE ACTION LOG

23.1 Members NOTED the Minute Action Log.

24. ANY OTHER BUSINESS

24.1 No other business was raised.

Close of meeting: 19:30.