

**NOTE: This Minute is DRAFT until it is approved at the next available meeting.**



**MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 28<sup>TH</sup> APRIL 2020 AT 10:30 (VIRTUAL MEETING)**

**Present:** Russell Brown (Convener)  
 Mike Jones (Secretary)  
 Alison Coupe (Management Committee)  
 Derek Rodgers (Management Committee)  
 John Bury (Management Committee)

Lorraine Usher (Chief Executive)  
 Gary Alison (Director of Finance)  
 Bettina Hoppe (Interim Director of Property & Development)  
 Sue Irving (Director of Housing Services)  
 Graham Robertson (Head of Development)  
 Tracy McNeil (Assistant to the Chief Executive)  
 Rebecca Wilson (Head of Governance & Assurance)\*

\*Minute Taker

Item	Minute	Action
	The Convener welcomed Members to the first virtual Management Committee meeting following the social distancing guidance issues by the Scottish Government.	
<b>1.</b>	<b>APOLOGIES</b>	
1.1	Peter Ward, Patricia Caldwell, Peter Nelson , Jane Connechen, Robin Wishart.	
1.2	The Convener advised that written representations have provided in advance from Mr Ward and Mr Wishart which will be addressed during the meeting.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
2.1	Mr Jones, Mr Rodgers and Ms Usher’s previously declared interests as members of DG Homes Board were noted. Mr Bury declared an interest regarding Item 12 regarding shareholder applications from tenants at JM Barrie House.	
<b>7.</b>	<b>TEMPORARY AMENDMENT TO STANDING ORDERS</b>	
7.1	The Convener advised that Item 7 was being taken at the start of the Agenda and stated that the Temporary Amendment is	

	required to ensure Lorebrun can fulfil regulatory governance requirements during the COVID-19 pandemic. The Convener asked Members if there were any queries or comments regarding the proposed amendment. No matters were raised.	
7.2	Members APPROVED the Temporary Amendment to the Standing Orders as included as Appendix 1	
<b>3.</b>	<b>APPROVAL OF PREVIOUS MINUTES</b>	
3.1	The Minute of the Management Committee Meeting held on 28 <sup>th</sup> January 2020, on the proposition of Ms Coupe and seconded by Mr Jones, was APPROVED.	
<b>4.</b>	<b>MINUTES FOR NOTING</b>	
4.1	The draft Minute of the Audit & Compliance Sub-committee Meeting held on 25 <sup>th</sup> February was NOTED.	
4.2	The draft Minute of the Health & Safety Executive Group held on 10 <sup>th</sup> March was NOTED.	
<b>5.</b>	<b>MATTERS ARISING</b>	
5.1	Ms Coupe asked for an update on 13.2 regarding the negative responses that were received in relation to the Rent Consultation and whether these issues were still being progressed. The Director of Housing Services advised that actions are continuing to be progressed noting that the negative representations were largely due to inefficient heating systems and running costs.	
5.2	The Head of Governance and Assurance noted that updates on completed and outstanding actions are available within the Minute Action Log.	
<b>6.</b>	<b>NOTIFIABLE EVENTS – This Item is Confidential</b>	
<b>8.</b>	<b>DEVELOPMENT PROGRAMME REPORT</b>	
8.1	The Head of Development advised that the programme has been updated to show that completion of projects on site have been pushed back by 3 months due to the Coronavirus crisis. The programme has been RAG to show the level of risk attached to each project.	
8.2	Ms Coupe advised that the Appendix which details the programme is difficult to read in Minutepad. <b>ACTION</b> – Head of Development to review format and visibility of the programme.	GR
8.3	The Head of Governance & Assurance advised that Mr Ward has raised that scenario planning is required to consider the	

	<p>impact of the current crisis on Scottish Government funding and the potential for HAG funding to be reduced.</p>	
8.4	<p>The Head of Governance &amp; Assurance advised that Mr Ward had also raised a query regarding the proposed action should contractors and/or suppliers fail to weather this crisis. The Head of Development advised that for all projects, the fallback position would be to re-procure from existing frameworks from the point at which work stopped. Members were assured that no money is paid out up-front and that valuations are only paid for work completed on site.</p>	
8.5	<p>Ms Coupe advised that this matter should be considered on a macro-level. The current situation has lead to significant Government spending and Loreburn should consider what the worst case scenario could be including the Government no longer being able to provide HAG funding. The Interim Director of Property and Development advised that a worst case scenario option is being explored with the Director of Finance to analyse the viability of individual scheme as well as revisiting assumptions on the overall programme. It was noted that this is a work in progress however the significant risk the current crisis poses to the development programme is being addressed. <b>ACTION</b> - Interim Director of Property and Development Director of Finance to explore worst case scenarios and assess risk.</p> <p><i>The Convener called for a minutes silence to commemorate key workers who have lost their lives during the Coronavirus pandemic.</i></p>	BH/GA
8.6	<p>Mr Bury queried whether staff are confident about the build programme for the future and the level of demand moving forward. The Chief Executive advised that there will definitely be a demand for social housing and noted that some of Loreburn's upcoming developments will be in even greater demand such as extra care schemes. It was noted that demand for general needs housing remains high and Strategic Housing have advised that this is likely to increase due to pressures of homelessness resulting from COVID-19.</p>	
8.7	<p>Members <b>APPROVED</b> the Q4 Development Programme Update.</p>	
9.	<p><b>DISPOSAL– This Item is Confidential</b></p>	
10.	<p><b>BUSINESS PLAN 2020/21</b></p>	
10.1	<p>The Director of Finance advised that comments regarding the Plan have been received from Mr Wishart and Mr Ward which will be addressed throughout this presentation.</p>	
10.2	<p>Members discussed the Business Plan.</p>	

10.3	Members <b>APPROVED</b> the 30-year business plan subject to amendments to narrative.
10.4	Members <b>APPROVED</b> The submission of the Five-Year Financial Plan to the regulator.
10.5	Members <b>APPROVED</b> the business plan being sent to funders.
<b>11.</b>	<b>QUARTER 4 MANAGEMENT ACCOUNTS</b>
11.1	Members <b>APPROVED</b> the Management Accounts for Quarter 4 of 2019/20.
<b>12.</b>	<b>SHAREHOLDERS REVIEW</b>
12.1	The Head of Governance & Assurance advised that there is a requirement to review the Shareholder status every year and to relinquish Shareholders as required under the Rules. The review outlines that 5 Shareholders are due to be relinquished under Rule 11.1.3.
12.2	Members were advised that a further 6 Shareholder applications had been received as detailed within the report. Following the review of current shareholders, and providing the applications put forward were approved, there would be a total membership of 114 made up of 55 tenant members and 59 non-tenant members.
12.3	The Chief Executive advised that, as agreed with Management Committee, shareholder membership has been highlighted and promoted at tenant events in the past year in an effort to achieve a greater balance between tenant and non-tenant membership.
12.4	Members <b>APPROVED</b> the removal of 5 relinquished Members as noted at 2.2 following the shareholders review.
12.5	Members <b>APPROVED</b> the Membership of 6 Shareholder Applicants as noted at 3.4.
<b>13.</b>	<b>BUSINESS CONTINUITY PLAN RESPONSE TO COVID-19</b>
13.1	Members <b>NOTED</b> the implementation of the Business Continuity Plan in response to the COVID-19 pandemic.
<b>14.</b>	<b>CORPORATE RISK REGISTER</b>
14.1	Members <b>NOTED</b> the key risks identified within the report.
<b>15.</b>	<b>BUDGET 2020/21</b>

15.1	Members <b>NOTED</b> the Office Bearers Approval of the Budget for 2020/21
<b>16.</b>	<b>FINANCIAL REGULATIONS</b>
16.1	Members <b>NOTED</b> the Office Bearers Approval of the update to the Financial Regulations.
<b>17.</b>	<b>APPOINTMENT OF FIRE RISK ASSESSOR</b>
17.1	Members <b>NOTED</b> Office Bearers approval of 20th April 2020 for the appointment of the fire risk assessor from 1st June 2020 – 1st June 2021.
<b>18.</b>	<b>APPOINTMENT OF CONTRACTORS FOR EICR AND DETECTOR PROGRAMMES</b>
18.1	Members <b>NOTED</b> Office Bearers approval of 20th April 2020 for the tender for the completion of periodic inspections and any associated follow on works for a one-year contract with the option to extend for one further year.
18.2	Members <b>NOTED</b> Office Bearers approval of 20th April 2020 for the for the installation of smoke, heat and CO alarms to be completed by February 2021.
<b>19.</b>	<b>STRATEGIC PERFORMANCE INDICATORS 2020/21</b>
19.1	Members <b>NOTED</b> Office Bearers approval of 11th April 2020 for the Strategic Performance Indicators for 2020/21.
<b>20.</b>	<b>ANNUAL ASSURANCE</b>
20. 1	Members <b>NOTED</b> the update regarding the Annual Assurance Statement process.
<b>21.</b>	<b>MINUTE ACTION LOG</b>
21.1	Members <b>NOTED</b> the Minute Action Log.
<b>22.</b>	<b>ANY OTHER BUSINESS</b>
20.1	The Head of Governance and Assurance advised that the draft Minutes from the DG Homes meeting will be circulated to Members. It was noted that a strategic planning session had been scheduled for early May however this had been put on hold because of the COVID-19 pandemic. The meeting will be rearranged, and Members kept updated.
20.2	The Convener thanked staff for the effort that has been put into the COVID-19 response and the efficient set up of home-working. The Convener advised that extremely positive feedback has been received regarding the ongoing calls that

	<p>staff have been making to Later Living and vulnerable customers at this time which has been appreciated by customers. Mr Bury advised that he is receiving a phone call every week which has been greatly appreciated. Mr Bury echoed the Conover's thanks to staff.</p> <p><i>Close of Meeting: 12:03</i></p> <p>Date of Next Meeting: TBC.</p>	
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