

**MINUTE OF THE THREE HUNDRED AND FORTY SIXTH  
MANAGEMENT COMMITTEE MEETING OF  
LANARKSHIRE HOUSING ASSOCIATION LIMITED  
HELD IN THE ASSOCIATION'S OFFICE AT  
191 BRANDON STREET, MOTHERWELL ON  
TUESDAY 27 JANUARY 2009 AT 6.30PM**

**Present:** Charles Millar (Chairman)  
Thomas Cartwright  
Fiona Tonner  
Catriona Blyth  
William Jeffrey  
Shirley Killeen  
John McNally  
Jessie Mitchell  
Alex Paton

**Attending:** Simon McManus (Corporate Services Director)  
Teresa Ward (Housing Services Director)  
Ann Marie Collins (Business Manager)

The Chairman wished all Committee and Staff a Happy New Year and welcomed new committee member Alex Paton to his first Management Committee meeting.

**1. APOLOGIES**

Leave of Absence was granted to Michael McCann and apologies were intimated on behalf of John Glenny and Gordon Heng.

**2. DECLARATION OF INTERESTS**

None recorded.

**3. MINUTES**

- a) The Minute of the Three Hundred and Forty Fifth Management Committee Meeting held on 25 November 2008 was moved as a true record by William Jeffrey and seconded by John McNally.

- b) The Minute of the Regulation & Audit Sub Committee Meeting held on 09 December 2008 was moved as a true record by Catriona Blyth and seconded by Fiona Tonner.

**Business Arising**

No issues were raised and all agreed actions and recommendations were adopted.

- c) The Minute of the Development & Technical Sub Committee Meeting held on 09 December 2008 was moved as a true record by Catriona Blyth and seconded by Jessie Mitchell.

**Business Arising**

No issues were raised and all agreed actions and recommendations were adopted.

**4. USE OF ASSOCIATION SEAL**

No items were presented for use of the seal.

**5. BUDGET REPORT DECEMBER 2008**

Committee noted the Budget Report issued with the agenda papers and the Corporate Services Director highlighted the following:

Net income position of £61,310 compared to the budgeted position of £32,990 representing a budget shortfall of £28,320. Committee were advised that this shortfall was largely attributed to low rental payments due to the christmas period and also an overspend in the maintenance programme, however, it was expected that the overspend would come into line following the traditional pattern of the year.

**6. CAR LEASING SCHEME**

Committee noted the confidential report issued with the agenda papers and the Corporate Services Director reported that the Association's current car lease provider was no longer offering facilities for the hire of new vehicles and a new provider required to be sourced for any future vehicles.

Committee were then referred to Appendix 1 of the report which detailed a list of companies that had been approached and also outlined various rental hire comparisons and, after consideration, agreed to the recommendation that Next Vehicles be appointed as the new provider of the Association's leased vehicles.

**7. MAIN STREET, BELLSHILL**

The Corporate Services Director referred Committee to the confidential report issued with the agenda papers and confirmed that this was the complete set of papers lodged with the Court which set out the claim being pursued by Brandon Homes and the Association's defence and counterclaim. It was reported to Committee that any further amendment to the pursuer's case would require the Court's permission, if opposed by the Association, but that legal advice on any opposition would be followed. Committee were also informed that legal fees incurred in defending the action had amounted to £5,900.

Mr Millar stated that he felt that Committee had received an insufficient amount of legal advice and opinion from the Association's solicitors since Committee had agreed to follow the initial legal advice which had been received in September 2008. Mr Millar also raised concerns about the potential costs of defending an action at the Court of Session.

The Corporate Services Director reported that the cost of the case was being kept under review and that an internal risk assessment had been completed which had determined, from a commercial perspective, a maximum out of court settlement figure of £12,500. This had been raised informally with the Association's solicitor who reported back that such a figure would not be acceptable to the pursuer and therefore no recommendation on an out of court settlement could be made.

After some discussion, Committee agreed that the Association's solicitors be asked to provide detailed advice and opinion on the pursuers case and the Association's counterclaim and this should be submitted to the next meeting.

**8. INTERNAL MANAGEMENT PLAN :  
COMMITTEE STRUCTURE**

Committee approved the revised Committee Structure issued with the agenda papers and noted that the Internal Management Plan would be updated accordingly.

**9. POLICY REVIEW REPORT**

**a) Annual Policy Review 2009**

Committee were advised that the above document detailing all of the Association's policies had been issued for information only purposes.

**b) Policy Review Report**

Committee noted and approved the Policy Review Schedule and Reports presented.

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**10. CORPORATE PERFORMANCE:**

**a) Corporate Benchmarking**

Committee noted the report and charts issued with the agenda papers and the Corporate Services Director reported that relets were broadly within benchmark, with the new build at Mossend being let within 3 days.

It was also reported that the current tenant arrears figures had showed a sharp increase, however this was attributed to the Christmas period.

Maintenance expenditure was also above the benchmark and it was anticipated that this figure would be brought back into line within the next few months.

**b) Void Summary Report**

The Void Summary Report issued with the agenda papers was acknowledged by Committee

**11. MEMBERSHIP & COMMITTEE ISSUES**

No Business arising.

**12. CORRESPONDENCE :**

**a) The Scottish Housing Regulator – Financial Risk & Viability**

The Corporate Services Director referred Committee to the above correspondence issued with the agenda papers and highlighted that it contained feedback from an analysis of annual accounts and five years financial projections, A briefing paper on an assessment of the key risks to the RSL sector was also attached outlining the importance of financial planning in the current environment. Committee noted these documents.

**b) 1<sup>st</sup> Bellshill & Mossend Scout Group**

Committee noted the contents of the above correspondence from the 1<sup>st</sup> Bellshill & Mossend Scout Group thanking the Association for the £50 cash donation for their fundraiser.

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**13. HEALTH AND SAFETY**

**a) Report**

Committee observed the contents of the health & safety report issued with the agenda papers. noted

**b) Task Log**

Committee noted the above document issued with the agenda papers detailing the current monitoring status of the main health & safety responsibilities.

**14. ANY OTHER COMPETENT BUSINESS**

No Business arising.

**15. DATES OF NEXT MEETINGS**

Committee noted the dates and times of the undernoted meetings:-

Corporate Services Sub Committee	03.02.09	-	5.30pm
Housing Services Sub Committee	03.02.09	-	6.30pm
Regulation & Audit Sub Committee	10.02.09	-	4.30pm
Development & Technical Sub Committee	10.02.09	-	6.30pm
Human Resources & Equality Sub Committee	24.02.09	-	4.00pm
Management Committee	24.02.09	-	6.30pm

**16. VOTE OF THANKS**

The meeting closed at 7.00pm with a vote of thanks to the chair.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_