

**MINUTE OF THE THREE HUNDRED AND FORTY EIGHTH
MANAGEMENT COMMITTEE MEETING OF
LANARKSHIRE HOUSING ASSOCIATION LIMITED
HELD IN THE ASSOCIATION'S OFFICE AT
191 BRANDON STREET, MOTHERWELL ON
TUESDAY 28 APRIL 2009 AT 6.30PM**

Present:	Charles Millar	(Chairman)
	Thomas Cartwright	
	Fiona Tonner	
	Catriona Blyth	
	John Glenny	
	Gordon Heng	
	William Jeffrey	
	Shirley Killeen	
	John McNally	
	Jessie Mitchell	
	Alex Paton	
Attending:	Jim Stevenson	(Chief Executive)
	Simon McManus	(Corporate Services Director)
	Teresa Ward	(Housing Services Director)
	Ann Marie Collins	(Business Manager)

1. APOLOGIES

Leave of Absence was granted to Michael McCann.

2. DECLARATION OF INTERESTS

None recorded.

3. MINUTES

- a) The Minute of the Three Hundred and Forty Seventh Management Committee Meeting held on 24 February 2009 was moved as a true record by John Glenny and seconded by William Jeffrey.
- b) The Minute of the Human Resources & Equality Sub Committee Meeting held on 24 February 2009 was moved as a true record by Fiona Tonner and seconded by John Glenny.

Business Arising

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

- c) The Minute of the General Purposes & Complaints Sub Committee Meeting held on 11 March 2009 was moved as a true record by Fiona Tonner and seconded by John McNally.

Business Arising

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

- d) The Minute of the General Purposes & Complaints Sub Committee Meeting held on 01 April 2009 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.

- e) The Minute of the Corporate Services Sub Committee Meeting held on 07 April 2009 was moved as a true record by Gordon Heng and seconded by William Jeffrey.

Business Arising

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

- f) The Minute of the Housing Services Sub Committee Meeting held on 07 April 2009 was moved as a true record by Shirley Killeen and seconded by John McNally.

Business Arising

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

- g) The Minute of the Development & Technical Sub Committee Meeting held on 14 April 2009 was moved as a true record by Catriona Blyth and seconded by Thomas Cartwright.

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 MARCH 2009

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

Net income position of £47,570 compared to the budgeted position of a net expenditure of £1,210 representing a budget excess of £48,780.

It was also reported that this was a significant turnaround from the last reported position but a number of year end adjustments was still to be made and it was expected that this surplus would reduce before the year end process was complete.

Committee were advised that expenditure was under budget and this was attributed to the late draw down of the Mossend Phase 2 loan as well as the impact of lower interest rates which would offset the slight overspend in maintenance expenditure

6. MAIN STREET, BELLSHILL

The Chief Executive confirmed that overall there had been no changes since the last report and it was anticipated that the legal debate would proceed on 20 May 2009.

7. ANNUAL PERFORMANCE & STATISTICAL RETURN

The Business Manager requested that a General Purposes & Complaints Sub Committee be convened to approve the annual return for 2008/2009 to the Scottish Regulator prior to the deadline date of 1 June 2009. Thereafter, Committee agreed to schedule a meeting for Wednesday 21 May 2008 at 12 noon.

BM

Authority was also delegated to the Secretary to authorise the return using the on-line facility.

TC

8. A.G.M – 30 JUNE 2009

a) Memo : Rules 65-69

Committee noted the memorandum from the Secretary with regard to all requirements of Rules 65-69 having been complied with.

b) Re-election of Committee Members

A report from the Business Manager in relation to committee members due to retire at the forthcoming Annual General Meeting was noted by Committee.

9. POLICY REVIEW REPORT

Policy Review Report

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

BM

10. SFHA MEMBERSHIP 2009

The Corporate Services Director referred Committee to the confidential report issued with the agenda papers and proceeded to advise that as part of the Economic Outlook for 2009/10 efficiencies and savings had been identified within the Association. It was further reported that an examination on retaining membership of the SFHA had been conducted to determine whether the annual subscription to this organisation represented good value for money and the results of this exercise were outlined within the report.

After discussion on this issue, Committee agreed to the recommendation that the Association do not subscribe to SFHA for the financial year 2009/10, however it would be reviewed again in the next financial year.

CSD

11. CORPORATE PERFORMANCE:

a) Corporate Benchmarking

Committee noted the report and charts issued with the agenda papers and the Chief Executive reported that rent arrears for both current and former tenants had reduced significantly this month.

b) Void Summary Report

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

12. MEMBERSHIP & COMMITTEE ISSUES

No business arising.

13. HOUSING STOCK SUMMARY REPORT

Committee noted the quarterly housing summary report containing an analysis of the Association's rented and shared ownership housing stock.

14. CORRESPONDENCE

North Motherwell Parish Church

Committee noted the contents of the above correspondence received from North Motherwell Parish Church and, after consideration, approved a sum of £100 be donated to this organisation.

CSD

15. HEALTH AND SAFETY

a) Electrical Safety Testing

Committee noted that the annual inspection of the emergency lighting system and portable appliances within the office had been undertaken in April 2009 and were found to be operating satisfactorily.

New & Expectant Mother Risk Assessment

It was further reported that Mentor had carried out the above risk assessment for an employee on 24 March 2009. The results of this assessment had now been received and passed to the respective line manager for action and monitoring.

b) Task Log

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

16. COMMITTEE MEMBERS COURSES/CONFERENCES

No business arising.

17. ANY OTHER COMPETENT BUSINESS

No business arising.

18. DATES OF NEXT MEETINGS

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

Corporate Services Sub Committee	02.06.09	-	5.30pm
Housing Services Sub Committee	02.06.09	-	6.30pm
Regulation & Audit	09.06.09	-	4.30pm
Development & Technical Sub Committee	09.06.09	-	6.30pm
Human Resources & Equality Sub Committee	23.06.09	-	4.00pm
Management Committee	23.06.09	-	6.30pm
Annual General Meeting	30.06.09	-	7.00pm

19. VOTE OF THANKS

The meeting closed at 6.50pm with a vote of thanks to the chair.

Signature: _____ Date: _____