

**MINUTE OF THE THREE HUNDRED AND FORTY NINTH  
MANAGEMENT COMMITTEE MEETING OF  
LANARKSHIRE HOUSING ASSOCIATION LIMITED  
HELD IN THE ASSOCIATION'S OFFICE AT  
191 BRANDON STREET, MOTHERWELL ON  
TUESDAY 23 JUNE 2009 AT 6.30PM**

<b>Present:</b>	Charles Millar	(Chairman)
	Thomas Cartwright	
	Fiona Tonner	
	Catriona Blyth	
	John Glenny	
	William Jeffrey	
	Shirley Killeen	
	Jessie Mitchell	
	Alex Paton	
<b>Attending:</b>	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 and apologies were intimated on behalf of Gordon Heng and John McNally.

**2. DECLARATION OF INTERESTS**

Alex Paton declared an interest relating to Agenda Item 15(c) and it was agreed that he would be excused from the meeting during discussions with regard to that business item.

**3. DRAFT ANNUAL ACCOUNTS FOR YEAR ENDED 31 MARCH 2009**

Due to the late arrival of Mr Iain Lee from Scott Moncrieff it was unanimously agreed that the business of agenda item 3 would be delayed until Mr Lee joined the meeting.

**4. MINUTES**

- a) The Minute of the Three Hundred and Forty Eighth Management Committee Meeting held on 28 April 2009 was moved as a true record by John Glenny and seconded by William Jeffrey.

- b) The Minute of the General Purposes & Complaints Sub Committee Meeting held on 20 May 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.

- c) The Minute of the Housing Services Sub Committee Meeting held on 02 June 2009 was moved as a true record by John Glenny and seconded by William Jeffrey.

**Business Arising**

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

- d) The Minute of the Regulation & Audit Sub Committee Meeting held on 09 June 2009 was moved as a true record by Thomas Cartwright and seconded by Fiona Tonner.

**Business Arising**

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

- e) The Minute of the Development & Technical Sub Committee Meeting held on 09 June 2009 was moved as a true record by John McNally and seconded by Thomas Cartwright.

**Business Arising**

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

**5. USE OF ASSOCIATION SEAL**

No items were presented for use of the seal.

**6. BUDGET REPORT MAY 2009**

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

Net expenditure position of £215,860 compared to the budgeted position of £200,760 representing a budgeted deficit of £15,100.

It was also reported that the figures presented were preliminary and still subject to adjustments made in the previous financial year.

**7. 5 YEAR FINANCIAL PROJECTIONS**

Committee noted the report and appendix issued with the agenda papers and the Corporate Services Director advised that as part of the scrutiny framework, the Scottish Housing Regulator requires RSL's to submit detailed information on the most recent financial year along with financial projections for the next five years.

It was also reported that the assumptions made were based on investments in Planned Maintenance and the Scottish Housing Quality Standard. Thereafter, Committee approved the projections as presented.

**8. MAIN STREET, BELLSHILL**

The Chief Executive reported that following the Court of Session Action on 20 May 2009, QC's opinion had been sought and as the findings report from the QC had only just been received, he proposed that a General Purposes & Complaints Sub Committee meeting be held in order to fully examine the report in more detail.

Thereafter, a discussion took place and it was agreed that a General Purposes & Complaints Sub Committee Meeting be held on 1 July 2009 at 5pm.

CE/BM

**9. ANNUAL PERFORMANCE & STATISTICAL RETURN**

The Business Manager confirmed that the Annual Performance & Statistical Return for 2008/09 had been authorised by the Secretary using the on-line facility and, afterwards, the document was submitted to the Scottish Housing Regulator. It was also reported that copies of the Annual Performance & Statistical Return had been sent to committee members electronically for their information.

**10. A.G.M – 30 JUNE 2009**

**Nominations Report**

Committee noted the report prepared by the Business Manager confirming that in accordance with Rule 41.2, one nomination had been received by the deadline date of 9 June 2009 for the vacant position on the Management Committee.

**11. POLICY REVIEW REPORT**

**Policy Review Report**

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

BM

**12. CORPORATE PERFORMANCE:**

**a) Corporate Benchmarking**

Committee noted the report and charts issued with the agenda papers and the Chief Executive reported that the relet times for the Forgewood area had exceeded the benchmark figure. It was also reported that rent arrears showed a slight increase in both current and former tenants and the maintenance response times showed a slight deterioration with expenditure remaining within budget.

**b) Void Summary Report**

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

**13. MEMBERSHIP & COMMITTEE ISSUES :**

**Committee Attendance 2008/09**

The Chief Executive referred Committee to the attendance reports for the year 2008/09 and proceeded to confirm that the average outcome figure for attendance at Management Committee meetings was recorded at 73%. Committee were further advised that this figure had reduced from the previous year's figure of 75%, however, it was noted that it had continued to exceed the Association's benchmark set at 70%.

Charles Millar reminded committee members to contact the Admin Section whenever they submitted an apology for a meeting in order that a reason can be recorded for the absence.

**14. L.I.L ANNUAL GENERAL MEETING**

Committee noted correspondence relating to the above Annual General Meeting and it was agreed that the Corporate Services Director would attend this meeting on the Association's behalf.

CSD

**15. CORRESPONDENCE :**

**a) The Scottish Housing Regulator – Guide to how we intervene**

Committee noted the publication of the above Guide.

**b) The Scottish Government – Draft Housing (Scotland) Bill Consultation**

The above consultation document was noted by Committee.

**c) Bellshill & District Citizens Advice Bureau**

Following a Declaration of Interest in the business of this agenda item, Mr Alex Paton left the meeting.

Committee noted the contents of the above letter received from Bellshill & District Citizens Advice Bureau and, after consideration, approved a sum of £200 be donated to this organisation.

As the business of this agenda item had closed, Mr Alex Paton rejoined the meeting at this point.

CSD

**16. HEALTH AND SAFETY**

**a) Report**

The health & safety report issued with the agenda papers was noted by Committee.

**b) Task Log**

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

**17. ANY OTHER COMPETENT BUSINESS**

No business arising.

As Mr Iain Lee from Scott Moncrieff had not yet arrived at the meeting, it was agreed that the Corporate Services Director would brief Committee on the draft accounts presented.

**3. DRAFT ANNUAL ACCOUNTS FOR YEAR ENDED 31 MARCH 2009**

The Corporate Services Director gave a summary of the financial statements and highlighted the following:

- Income & Expenditure Account showed a turnover of £2.6m, a 7.5% increase on the previous year, achieved as a result of the annual rent increase of 5.3% applied, together with an additional 26 units of housing stock being completed.
- Operating costs had increased to £2.1m, a 23% rise on the previous year's figure. This was due to significant expenditure on planned maintenance and improvements required to meet the Scottish Housing Quality Standards, which totalled £450,000.
- A surplus before tax had been achieved of £160,000, with a tax liability of £79,000 being payable on the financial results for 2008/09.

At this point, Mr Iain Lee joined the meeting and tendered an apology for his late arrival. The Chairman welcomed him and the business of the meeting continued with Mr Lee proceeding to give his analysis of the accounts and in particular he outlined the undernoted:

- Debtors had reduced by £482,000 which reflected the slowdown of the development programme throughout the year.
- An explanation of the calculation of the tax liability of £79,000 was provided and in particular in comparison to the previous year's charge of £153,000.
- The FRS 17 report had produced a deficit of £273,000 in the Association's share of the Strathclyde Pension Fund. This position is expected to reverse to show a surplus in future years.

Mr Lee then distributed at the meeting, an External Audit Management Report which highlighted the main findings of the audit with recommendations on improvements required to improve the financial control system and Mr Lee briefly explained these findings. To conclude the formal audit process for the year, he then asked Committee if they were aware of any significant issues which had arisen since the end of March which would have a major impact on the accounts. Committee responded that they were not aware of any issues and it was agreed that the findings of the External Audit Management Report would be considered as part of Committee's formal response to the Management Letter.

Charles Millar thanked Mr Lee for his clear and comprehensive explanation of the accounts, and thereafter, Committee adopted the accounts as presented. It was also confirmed that Mr Lee would present the accounts to the membership at the forthcoming Annual General Meeting scheduled for 30 June 2009.

## **18. DATES OF NEXT MEETINGS**

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

Annual General Meeting	30.06.09	-	7.00pm
Development & Technical Sub Committee	11.08.09	-	6.30pm
Corporate Services Sub Committee	01.09.09	-	5.30pm
Housing Services Sub Committee	01.09.09	-	6.30pm
Human Resources & Equality Sub Committee	22.09.09	-	4.00pm
Management Committee	22.09.09	-	6.30pm

## **19. VOTE OF THANKS**

The meeting closed at 7.10pm with a vote of thanks to the chair.

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