

**MINUTE OF THE THREE HUNDRED AND FIFTIETH
MANAGEMENT COMMITTEE MEETING OF
LANARKSHIRE HOUSING ASSOCIATION LIMITED
HELD IN THE ASSOCIATION'S OFFICE AT
191 BRANDON STREET, MOTHERWELL ON
TUESDAY 22 SEPTEMBER 2009 AT 6.30PM**

Present: Catriona Blyth (Chairperson)
Charles Millar
Thomas Cartwright
Fiona Tonner
John Glenny
Gordon Heng
William Jeffrey
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

An apology was intimated on behalf of Shirley Killeen.

2. DECLARATION OF INTERESTS

None recorded.

3. MINUTES

- a) The Minute of the Three Hundred and Forty Ninth Management Committee Meeting held on 23 June 2009 was moved as a true record by Charles Millar and seconded by John Glenny.
- b) The Minute of the Human Resources & Equality Sub Committee Meeting held on 23 June 2009 was moved as a true record by John Glenny and seconded by Fiona Tonner.

Business Arising

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

- c) The Minute of the Special Management Committee Meeting held on 30 June 2009 was moved as a true record by Charles Millar and seconded by Fiona Tonner.

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 July 2009 was moved as a true record by John Glenny and seconded by Charles Millar.

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 11 August 2009 was moved as a true record by John McNally and seconded by John Glenny.

Business Arising

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

- f) The Minute of the Corporate Services Sub Committee Meeting held on 01 September 2009 was moved as a true record by John McNally and seconded by Gordon Heng.

Business Arising

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

- g) The Minute of the Housing Services Sub Committee Meeting held on 01 September 2009 was moved as a true record by John McNally and seconded by William Jeffrey.

Business Arising

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

4. BUDGET REPORT AUGUST 2009

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

Net expenditure position of £31,130 compared to the budgeted position of £14,390,760 representing a budgeted deficit of £11,870.

It was reported that the overspend was due to the out of court settlement, as well as a shortfall in rent collection, however a percentage of the shortfall was being compensated for by an employee being on maternity leave.

5. COMMITTEE RESPONSE TO MANAGEMENT LETTER

Committee were referred to the draft response letter issued with the agenda papers and the Corporate Services Director gave a brief summary of the contents, highlighting the low risk areas of financial control raised and advised that these issues would be implemented through an action plan and monitored at the Regulation & Audit Sub Committee.

After consideration Committee agreed to the recommendation and to the contents of the draft response presented.

CSD

6. MAIN STREET, BELLSHILL

The Chief Executive confirmed that an out of court settlement had been negotiated and the matter had now settled. Committee were then referred to the confidential report issued with the agenda papers detailing the specific costs related to the dispute.

7. POLICY REVIEW REPORT

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

BM

8. ANNUAL PERFORMANCE REPORT 2008-2009

The Chief Executive referred to the above document issued to Committee and proceeded to highlight the undernoted key areas within the report:

- relet times
- voids
- bad debt
- repair response times
- former tenant arrears
- rent collection

Committee were also advised that the key areas had also been discussed by senior management at a recent team meeting. Thereafter, the document was approved by Committee.

9. INTERNAL MANAGEMENT PLAN : TEXT

Committee noted and approved the revised text presented for approval.

10. 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 still exceeded the benchmark and the void loss category was also above the target figure set. Committee were advised that these items would be closely monitored.

It was also reported that rent arrears had now been reduced below benchmark and this was an excellent improvement with maintenance response times remaining slightly below target from what it had been previously.

b) Void Summary Report

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

11. MEMBERSHIP & COMMITTEE ISSUES :

a) Letter of Resignation & Thank You Card

Committee acknowledged the resignation letter and thank you card received from Michael McCann.

b) Date of next Annual General Meeting – 29.06.10

Committee noted the proposed date for the next Annual General Meeting and thereafter, agreed to the meeting being held on Tuesday 29 June 2010.

Under this agenda item, Catriona Blyth asked that an informal committee discussion be held on a separate evening and it was agreed that this would take place on Tuesday 20 October 2009 at 5.30pm.

12. HOUSING STOCK SUMMARY REPORT

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

13. CORRESPONDENCE :

**a) The Scottish Housing Regulator –
Social Landlords in Scotland : Shaping up for Improvement**

Committee noted the above report issued under separate cover for their information.

b) Bellshill & District Citizens Advice Bureau

Committee noted the contents of the above letter received from Bellshill & District Citizens Advice Bureau thanking the Association for its £200 donation to their organisation.

CSD

14. 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.

15. ANY OTHER COMPETENT BUSINESS

No business arising.

16. DATES OF NEXT MEETINGS

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

Corporate Services Sub Committee	03.11.09	-	5.30pm
Housing Services Sub Committee	03.11.09	-	6.30pm
Regulation & Audit Sub Committee	10.11.09	-	4.00pm
Development & Technical Sub Committee	10.11.09	-	6.30pm
Management Committee	24.11.09	-	6.30pm

17. VOTE OF THANKS

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

Signature: _____ Date: _____