

**MINUTE OF THE THREE HUNDRED AND FIFTY-FIRST
MANAGEMENT COMMITTEE MEETING OF
LANARKSHIRE HOUSING ASSOCIATION LIMITED
HELD IN THE ASSOCIATION'S OFFICE AT
191 BRANDON STREET, MOTHERWELL ON
TUESDAY 24 NOVEMBER 2009 AT 6.30PM**

Present: Catriona Blyth (Chairperson)
Charles Millar
Thomas Cartwright
Fiona Tonner
John Glenny
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

Apologies were intimated on behalf of Gordon Heng and William Jeffrey.

2. DECLARATION OF INTERESTS

None recorded.

3. MINUTES

- a) The Minute of the Three Hundred and Fiftieth Management Committee Meeting held on 22 September 2009 was moved as a true record by Charles Millar and seconded by Fiona Tonner.
- b) The Minute of the Human Resources & Equality Sub Committee Meeting held on 22 September 2009 was moved as a true record by Charles Millar and seconded by John Glenny.

Business Arising

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

- c) The Minute of the Corporate Services Sub Committee Meeting held on 03 November 2009 was moved as a true record by John Glenny and seconded by Shirley Killeen.

Business Arising

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

- d) The Minute of the Housing Services Sub Committee Meeting held on 03 November 2009 was moved as a true record by John McNally and seconded by Shirley Killeen.

Business Arising

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

- e) The Minute of the Regulation & Audit Sub Committee Meeting held on 10 November 2009 was moved as a true record by Thomas Cartwright and seconded by John McNally.

Business Arising

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

- f) The Minute of the Development & Technical Sub Committee Meeting held on 10 November 2009 was moved as a true record by John Glenny and seconded by John McNally.

Business Arising

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

4. CASH FLOW BUDGET STATEMENT – OCTOBER 2009

Committee noted the revamped Budget Report issued with the agenda papers which had been re-designed and summarised in order to clarify and highlight the financial issues facing the business. The statement is based on cash balances and is split into two different sections; Revenue and Capital. The Corporate Services Director then gave an explanation of the Revenue and capital sections, and highlighted the following:

Overall cash position of the business for the current financial year had seen an increase in cash amounting to £300,960, £83,830 ahead of budget. It is anticipated that this position will reverse by the end of the year with an expected decrease in cash of £77440, being £54,030 more than the budgeted decrease.

5. BUSINESS REVIEW 2009 & PAY REVIEW 2010/11

The Chief Executive advised that the business of agenda items a) and b) would be dealt with as one entity and proceeded to outline the contents of the confidential reports issued with the agenda papers.

After consideration, Committee agreed to the recommendations contained within both reports.

6. INITIAL RENT & BUDGET REVIEW 2010/11

The Corporate Services Director referred Committee to the confidential Rent/Budget Review report issued with the agenda papers and gave a detailed analysis of the document presented. Thereafter, a discussion took place and after consideration, Committee approved the following:

- A general rent increase of 2.0% be applied, in principle, subject to tenant consultation.
- Should RPI move in such a way that 2.0% was greater than RPI plus 1% then, for the North Orchard development only, the rent increase would be restricted to December RPI plus 1% in line with the stock transfer contract.
- Provisional budget on which rent increases were calculated as detailed within Appendix 1.

7. POLICY REVIEW REPORT

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

BM

8. INTERNAL MANAGEMENT PLAN

No business arising.

9. CORPORATE PERFORMANCE:

a) Corporate Benchmarking

Committee noted the report and charts issued with the agenda papers and the Chief Executive reported that relet times had not improved, with the Forgewood area remaining the poorest. Tenant arrears, however had improved from the previous month, and repairs response times remained unchanged.

b) Void Summary Report

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

10. MEMBERSHIP & COMMITTEE ISSUES :

Sub Committee Re-Organisation

The Corporate Services Director referred Committee to the report issued with the agenda papers and intimated that the purpose of the report was to consider the current Sub Committee structure dealing with the financial management and governance of the Association.

After discussion, it was agreed that a new Corporate Governance & Finance Sub Committee would be established to replace the Regulation & Audit Sub Committee and Corporate Services Sub Committee and the new Sub Committee would have the remit to deal with all financial strategy and procedural issues along with the ability to deal with audit and governance issues.

It was also agreed that this Sub Committee would meet three times a year and coincide with the dates of the Human Resources & Equality Sub Committee and be convened immediately following that meeting.

CSD

11. CORRESPONDENCE :

NLC – Annual Burns Supper; Raffle Prize

Correspondence from North Lanarkshire Council in relation to the 14th Annual Burns Supper was acknowledged and thereafter, Committee agreed that a table for ten be booked for the event to be held on 15 January 2010. It was also agreed that the Association would donate a raffle prize consisting of a £150 Hilton Voucher.

BM

12. 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.

13. ANY OTHER COMPETENT BUSINESS

No business arising.

14. DATES OF NEXT MEETINGS

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

Management Committee

26.01.10 - 6.30pm

15. VOTE OF THANKS

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

Signature: _____ Date: _____
