

**MINUTE OF THE THREE HUNDRED AND FIFTY-FOURTH
MANAGEMENT COMMITTEE MEETING OF
LANARKSHIRE HOUSING ASSOCIATION LIMITED
HELD IN THE ASSOCIATION'S OFFICE AT
191 BRANDON STREET, MOTHERWELL ON
TUESDAY 27 APRIL 2010 AT 6.30PM**

Present: Catriona Blyth (Chairperson)
Charles Millar
Fiona Tonner
Gordon Heng
John Glenny
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)

1. APOLOGIES

An apology was intimated on behalf of Thomas Cartwright.

2. DECLARATION OF INTERESTS

None recorded.

3. MINUTES

- a) The Minute of the Three Hundred and Fifty-Third Management Committee Meeting held on 23 February 2010 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 February 2010 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.

- c) The Minute of the Corporate Governance & Finance Committee Meeting held on 23 February 2010 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.

- d) The Minute of the Housing Services Sub Committee Meeting held on 13 April 2010 was moved as a true record by William Jeffrey and seconded by John McNally.

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 20 April 2010 was distributed at the meeting, Committee were then given time to read the document. Thereafter the minute was moved as a true record by Jessie Mitchell and seconded by John McNally.

Business Arising

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

4. USE OF ASSOCIATION SEAL

Committee noted and approved Membership Application Number A075 issued with the agenda papers.

5. CASH FLOW BUDGET STATEMENT – MARCH 2010

Committee noted the Cash flow Budget Statement issued with the agenda papers and the Corporate Services Director highlighted that the overall cash position of the business for the current financial year had seen an increase in cash amounting to £225,060. Compared to the decrease in cash of £23,410 which was budgeted for, a cash surplus of £248,070 had been achieved.

He further reported that the primary reason for the increase in cash was due to an additional housing benefit cheque being received. Staffing changes and the effect of maternity leave on the payroll and also the late availability of the Liberty Road private finance meant that mortgage repayments were also lower than expected.

On the capital side; the offer of grant in respect of the Dalziel Street project allowed grant to be claimed for the professional fees already incurred, and the receipt of around £400,000 for this project has ensured that capital spending remains funded by grants and private finance.

6. ANNUAL PERFORMANCE & STATISTICAL RETURN

The Corporate Services Director referred Committee to the report issued with the agenda papers and recommended that that a General Purposes & Complaints Sub Committee be convened to approve the annual return for 2009/2010 to the Scottish Regulator prior to the deadline date of 1 June 2010. Thereafter, Committee agreed to schedule a meeting for Wednesday 19 May 2010 at 2.30pm.

BM

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

TC

7. A.G.M – 29 JUNE 2010

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.

8. POLICY REVIEW REPORT

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

BM

9. SHARE AFFILIATION FEE

The Corporate Services Director referred Committee to the correspondence issued with the agenda papers and sought approval for the SHARE affiliation fee. Thereafter, Committee approved the membership renewal for the year 2010/11.

10. CORPORATE PERFORMANCE:

a) Corporate Benchmarking

Committee noted the report and charts issued with the agenda papers and the Chief Executive reported that average relet times remained fairly consistent but exceeded the target by 3 days, with Forgewood exceeding target by 11 days and new build times beating the target by 3 days. Total Void losses had continued to improve and at 0.68%, now fell comfortably within the target of 0.8% of rents receivable.

He also reported that at 3.01% total Tenancy Arrears (excluding housing benefit) were also pretty much on target. The previous slippage had now been addressed and this was an excellent outcome.

Committee were also advised that response times in each category of repairs remained fairly consistent, but fall just short of target times by 2-4%. Contractors' performance

would be kept under review. Maintenance expenditure showed an 8.7% overspend in reactive repairs, however this was more than balanced by a 34.0% underspend in planned works.

Committee also noted that capital expenditure exceeded expectations by 1.4% mainly due to the good progress at the Liberty Road Project.

b) Void Summary Report

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

11. MEMBERSHIP & COMMITTEE ISSUES:

Renewal of Committee Members Laptops

The Corporate Services Director referred Committee to the report issued with the agenda papers and further reported that due to the current sickness absence of the Business Manager the implementation of the new laptops would be delayed until a later date. Committee would be advised in due course of the new timescale.

CSD

Catriona Blyth enquired to whether printers were also being replaced, the Corporate Services Director responded where required printers could be renewed.

Charles Millar then enquired if the old laptops would be available for purchase once they were obsolete; the Corporate Services Director responded that they would be available for purchase after they had been re-formatted to remove all the data from them.

12. CORRESPONDENCE

**The Scottish Housing Regulator – Number Crunching:
SHR Analysis of Finances of RSL's**

Committee noted the correspondence issued with the agenda papers and the Corporate Services Director went over the details.

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. 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 2010 and were found to be operating satisfactorily.

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. COMMITTEE MEMBERS COURSE/CONFERENCES :
EU PROCUREMENT**

Committee noted the above training course issued with the agenda papers.

16. ANY OTHER COMPETENT BUSINESS

CHARITY DONATION

Jessie Mitchell asked if the Association could make a donation to a local tenant who is attempting to row an ocean and run a continent back-to-back in a project to raise money for the Help for Heroes charity which supports wounded servicemen and women. After discussion, Committee agreed to donate of £250.00 to the registered charity.

CSD

17. DATES OF NEXT MEETINGS

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

| | | | |
|--|----------|---|--------|
| Housing Services Sub Committee | 01.06.10 | - | 6.30pm |
| Development & Technical Sub Committee | 08.06.10 | - | 6.30pm |
| Human Resources & Equality Sub Committee | 22.06.10 | - | 4.00pm |
| Corporate Governance & Finance Sub Committee | 22.06.10 | - | 4.30pm |
| Management Committee | 22.06.10 | - | 6.30pm |
| Annual General Meeting | 29.06.10 | - | 7.00pm |

18. VOTE OF THANKS

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

Signature: _____ Date: _____