

**MINUTE OF THE FOUR HUNDRED AND THIRTY SEVENTH
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE
HOUSING ASSOCIATION LIMITED HELD IN THE
ASSOCIATION'S OFFICE AT 191 BRANDON STREET
MOTHERWELL, ON TUESDAY 28 NOVEMBER 2023 AT 6PM**

Present: Fiona Tonner (Chairperson)
Catriona Blyth
Liam Donnachie
Martin Ritchie
Shaun Alexander

Attending: Simon McManus (Chief Executive)
Ann Marie Collins (Corporate Services Director)
Gavin Young (Property Services Director)
Alan Semple (Finance Manager)

Fiona Tonner welcomed Julie Ann Cloherty from SHARE to the meeting.

1. APOLOGIES

An apology was intimated on behalf of Barry Farrell and leave of absence was recorded for Sharon Craig-McLeary.

2. DECLARATION OF INTERESTS

No recorded.

3. SHARE – PERFORMANCE APPRAISAL FINDINGS

Julie Ann Cloherty thanked Committee for inviting her along to the meeting to present the Feedback Report from the Management Committee Performance Appraisals conducted independently by Share.

She then proceeded to report on the following areas which had been discussed and examined during the appraisal process :

- Skills, knowledge and understanding required for decision making process
- Contribution of governing body and what gaps apply
- Assess members effectiveness
- Appraisal Survey
- Areas for Improvement (4 recommendations)

- Board members needs to understand roles & responsibilities of the Governing Body and Senior Staff
- Committee training and development
- Develop and address areas for improvement
- Improved committee administration
- Review of Strategic Plans and agreeing future direction of the Association
- Annual Strategy Day
- Identify and ensure the needs and aspirations of tenants including tenant engagement
- Succession Planning Process clearly identified
- Understanding Committee's role in the process of the Annual Assurance Statement
- Severance Policy
- Agreed learning and development plan taking into account the results of the appraisal exercise.

During the presentation, short discussions also took place on the topics listed above.

Committee were also made aware of the recommendations contained within the Executive Summary.

Fiona Tonner expressed thanks to Julie Ann Cloherty for delivering the findings on the appraisal process to the governing body members.

As the business of the agenda item had concluded Julie Ann Cloherty left the meeting.

4. MINUTES

- a) The Minute of the Fourth Hundred and Thirty Sixth Management Committee Meeting held on 24 October 2023 was moved as a true record by Catriona Blyth and Liam Donnachie.
- b) The Minute of the Corporate Governance & Finance Sub Committee Meeting held on 7 November 2023 was moved as a true record by Liam Donnachie and seconded by Catriona Blyth.

Business Arising

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

- c) Minute of the Housing Services Sub Committee Meeting held on 7 November 2023 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.

**5. USE OF ASSOCIATION SEAL –
MEMBERSHIP APPLICATION NO's A0105 & A0106**

Committee noted and approved the Confidential Membership Applications issued with the agenda papers.

6. CASH FLOW BUDGET STATEMENT – OCTOBER 2023

Committee were referred to the Cash Flow Budget Statement and Appendix issued with the agenda papers and the Finance Manager gave a brief overview of the key factors:

- Overall cash position reported a decrease at end of October 2023, an adverse variance when compared to budget expectations.
- Rental income collection was slightly more than budgeted and higher than anticipated by 1.5%. It was estimated that total rental income for the year would be largely in line with budget.
- Employee costs were reporting an overspend at the end of October. There is currently a full staffing compliment and the difference was mainly due to the phasing of the budget with a significant one-off deficit payment being made to the pension fund in April.
- Expenditure in Property Costs produced an overspend and again this resulted in a budget phasing variance, with a large value being paid to the insurance provider early in the year. Maintenance costs were largely in line with expectations.
- Mortgage repayments showed an overspend, however, this was expected to be more in line with budget after the second quarterly cycle was complete. The early repayment of Bank of Scotland loan facilities would reduce the forecasted interest payable in the year.

The Finance Manager then invited any questions and, thereafter, a short discussion took place on the budget presented.

7. CORPORATE BENCHMARKING – 31 OCTOBER 2023

The Chief Executive advised that the Benchmark Report provided a record of specific key performance indicators and, thereafter, a summary of the following categories were given by the relevant department:

Housing

- Relet & Arrears figures were under benchmark
- Medical adaptations showed significant improvement

Maintenance & Property Services

- Figures shown were in line with usual activity and within benchmark.

Finance

- All other benchmarks such as Finance ratios etc. were on track and consistent with previous reports.

8. BUSINESS & PAY REVIEW

a) BUSINESS REVIEW 2023

b) PAY REVIEW 2024/25

Committee agreed to the request that both items be taken jointly.

The Chief Executive advised that he would firstly focus on the issues pertaining to the report being presented in relation to the Pay Review for 2024-25. He outlined that the potential staff pay award had been calculated in accordance with the Management Committee's approved method statement, taking account of CPI inflation, business performance and the wider Scottish economy (GDP).

After a discussion on overhead costs and affordability, the Chief Executive reported that there was no contractual obligation on the employer to make an annual pay award, so the choices open to Committee were as detailed within the Pay Review report being presented for approval.

After discussion and deliberation, Committee approved Option A as the preferred Governance Option as detailed at Item 4.2 of the confidential report.

CE

Thereafter, he then proceeded to present the confidential report on the Business Review for 2023. He further advised that the objective of the report was to address fiscal issues raised by the pay review. The following topics were then highlighted:

- Corporate Performance
- Employer Costs
- Pension Cost
- Universal Credit
- Inflation Rate
- Financial Viability of proposed increase
- Impact on Maintenance Costs
- Court Case
- Costs being maintained below benchmark figure
- Budget for total staff costs (Appendix 2)

9. INITIAL RENT & BUDGET REVIEW 2024/25

The Finance Manager referred to the confidential Initial Rent & Budget Review report issued with the agenda papers and proceeded to advise that a financial appraisal had been carried out relating to the following:

Risks

- Continuing costs
- Universal credit
- Investment in housing stock

Efficiency Measures

- Loan redemptions
- Reduced loan repayments

Committee's attention was then drawn to Page 2 of the report detailing the average RSL rent increases and LHA actual rent increases over the previous 3 years period. It was noted that LHA had over the period, kept rent increases between RPI and CPI and were consistently lower than the Scottish average.

The Finance Manager then referred Committee to the provisional budget included as Appendix 1 to demonstrate the viability of the proposal being presented.

A discussion then took place and after consideration, Committee approved the following:

- Committee noted the report as the proposed rent increase options for tenant consultation of 7% 7.5% & 8% were agreed at the October Management Committee Meeting and would be subject to tenant consultation.
- The provisional budget on which the rent increases have been calculated shown in Appendix 1 be noted. The key assumptions and KPIs were also shown in Appendix 2 and 3.

HSD/CE

10. WATLING STREET, MOTHERWELL

Court of Session Proceedings

The Property Services Director referred to the confidential report and appendix issued with the agenda papers and then proceeded to update Committee on the considerations and recommendations as outlined within the report.

After a detailed discussion, Committee approved the recommendations as detailed within the report.

PSD

11. CHARTER PERFORMANCE REPORT 2022/23

Committee acknowledged the Charter Performance Report 2022/23 issued with the agenda papers detailing the Association's performance as a landlord against the standards and outcomes within the Scottish Social Housing Charter.

Committee were further advised that this publication had also been issued in October to tenants and service users satisfying the Scottish Housing Regulator's requirements to report to tenants before 31 October 2023 on performance against charter outcomes.

12. COMPLAINTS

a) Complaints Monitoring Leaflet

Committee were referred to the Complaints Monitoring Leaflet providing statistical information detailing the number and types of complaints received

during the quarterly period 1 July 2023 to 30 September 2023. Committee noted that the Association undertakes an analysis of the data in order to identify any service failures and use these as an opportunity to achieve performance improvements.

b) Complaint Tracker

Committee noted the Complaint Tracker detailing the current complaints where an action plan had been created.

13. POLICY REVIEW

Committee noted the Policy Review Schedule and Reports presented and the Chief Executive confirmed that there were 2 new policies being presented for approval 'Creditor Management' remitted from the Corporate Governance & Finance Sub Committee and 'Asset Management Strategy' from the Housing Services Sub Committee. There were also minor amendments to a few existing policies detailed within the schedules.

Thereafter, Committee approved the Policy Review Schedules as presented.

14. ANNUAL ASSURANCE COMPLIANCE

Assurance Statement 2023

The Chief Executive confirmed that the Annual Assurance Statement for 2023 had been submitted via the secure portal to the Scottish Housing Regulator on 26 October 2023 and was then made publicly available to tenants and stakeholders via the Association's website.

CE

The Chief Executive then provided Committee with an update in relation to Committee Recruitment and confirmed that the Property Services Director had now completed a review of the housing stock and that no properties contained Reinforced Autoclaved Aerated Concrete (RAAC) and this concluded the risk management process for this identified issue.

15. TREASURY MANAGEMENT

The Finance Manager referred Committee to the Confidential report issued with the agenda papers and after consideration Committee agreed to the recommendation contained within.

FM

16. SALE OF 75 STEVENSTON COURT, MOTHERWELL

The above report from the Planning & Research Manager was noted and approved by Committee.

PRM

17. MEMBERSHIP & COMMITTEE ISSUES

a) Committee Recruitment

The Chief Executive gave a brief summary on the recruitment process so far, in relation to advertising and interviewing for possible Committee Members. Afterwards, it was agreed that Gordon Anderson and Linzi Brunton be invited to fill casual vacancies on the Management Committee with effect from the next meeting scheduled for 23 January 2024.

CE/CSD

b) Schedule of Meetings 2024

Committee were advised that the above schedule was issued for information purposes and would also be made available on Decision Time.

18. CORRESPONDENCE

Committee confirmed that they had received all recent correspondence from the Scottish Housing Regulator, uploaded to Decision Time.

19. HEALTH AND SAFETY

a) Health & Safety Report

Committee noted the contents of the Health & Safety Report presented.

b) Task Log

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

20. ANY OTHER COMPETENT BUSINESS

Charlie Millar

The Chief Executive confirmed that the tree had now been planted in the courtyard, together with a plaque recognising Charlie's immense contribution to the Association.

21. DATES OF NEXT MEETINGS

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

Audit & Assurance Sub Committee	23.01.24 - 5.00pm
Management Committee	23.01.24 - 6.00pm

22. VOTE OF THANKS

The meeting closed at 7.10pm with a Vote of Thanks to the chair.

Chairperson Signature: _____ Date: _____