

**MINUTE OF THE FOUR 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 25 NOVEMBER 2025 AT 6.15PM**

Present: Liam Donnachie Chairperson
Barry Farrell
Linzi Brunton
Gordon Anderson
Laurie Boles

Attending: Henry Coyle Chief Executive (CE)
Liz White Housing Services Director (HSD)
Mark Quigley Property Services Director (PSD)
Deborah Stapleton Corporate Services Manager (CSM)
Iain Murnin Senior Finance & IT Officer (SF&ITO)

The Chair welcomed Olwyn Gaffney from SHARE to the meeting. Olwyn would deliver a presentation to the Committee and subsequently observe the meeting as part of the Annual Appraisal Process.

1. APOLOGIES

Apologies were recorded on behalf of Martin Ritchie, Gerry McParland and Paul Lennon.

2. DECLARATION OF INTERESTS

None were recorded.

3. SHARE PRESENTATION

Olwyn Gaffney from SHARE gave a presentation to Committee on the Annual Committee Appraisal Process for 2025. The presentation covered the purpose of the process, the reasons for undertaking it, what is involved, how Members should prepare, the benefits, and associated timescales.

Committee agreed that the Committee Appraisal Survey would be completed by Sunday, 7 December. One-to-one interviews will take place w/c 8 December 2025, with an Annual Appraisal Feedback Report to be presented to the Management Committee Meeting scheduled for February 2026.

It was also agreed that a skills matrix would be developed from the survey results to identify any skills gaps. Members would be identified through survey feedback, including from those considering an Office Bearer role or stepping down. Permission will be sought from absent members to confirm their agreement with this approach.

CSM

4. MINUTES

- a) The Minute of the Four Hundred and Forty Ninth Management Committee Meeting held on 23 September 2025 was moved as a true record by Barry Farrell and seconded by Gordon Anderson.
- b) The Minute of the Fourth Hundred and Fiftieth Management Committee Meeting held on 28 October 2025 was moved as a true record by Liam Donnachie and seconded by Linzi Brunton.
- c) Minute of the Housing Services Sub-Committee Meeting held on 4 November 2025 was moved as a true record by Barry Farrell and seconded by Gordon Anderson.

Business Arising

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

5. MINUTE TRACKER

Committee acknowledged the introduction of the new Minute Tracker, as requested at the September Meeting, noting that it will provide Members with ongoing updates on the progress and completion of actions.

Committee's attention was drawn to an action arising from the Housing Services Sub-Committee Minute - Item 3(a) Property Services Budget Report, where it was reported that the gas heating contractor had tendered a one-week notice. The PSD outlined the required actions, and the Committee noted the position.

6. MANAGEMENT ACCOUNT FOR PERIOD ENDING 30 SEPTEMBER 2025

Committee was referred to the report and **Appendix 1**, and the Senior Finance & IT Officer gave a brief overview of the key factors:

- Trading conditions remain difficult, with September CPI at 3.8%, above the 2.0% target. The Bank of England base rate is 4.0% and may fall further, resulting in lower interest costs and some easing of loan covenant pressures
- The 2025/26 financial outlook remains strong, with a forecast surplus compared to budget, though performance is subject to various internal and external uncertainties

The Senior Finance & IT Officer then invited any questions; none were put forward.

7. BUSINESS & PAY REVIEW

- a) BUSINESS REVIEW 2025
- b) PAY REVIEW 2026/27

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

The Chief Executive advised that he would first focus on the matters relating to the confidential report on the Business Review for 2025, explaining that the objective of the report was to address fiscal issues raised by the pay review. He then highlighted the following key points:

- Corporate Performance
- Employer Costs
- Pension Cost
- Budget Position
- Affordability of proposed Rent Increase
- Budget for total employee costs (**Appendix 1**)
- Impact on Maintenance Costs
- Court Case

The Chief Executive then focused on the Pay Review for 2026-27. He outlined that the potential 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 (Gross Domestic Product).

Committee approved the following recommendations contained with the reports:

- ❖ Pay Award for the Financial Year 2026/27 as detailed at Section 4
- ❖ Consultation with Tenants on Rent Increase of 4.00%, 4.50% and 5.0%
- ❖ Principles set out in Section 3 of the Pay Review Report and agreed to consider a reviewed Remuneration Policy in early 2026.

CE

8. INITIAL RENT AND BUDGET REVIEW 2026/27

The Chief Executive referred to the confidential Initial Rent & Budget Review report and advised that a financial appraisal had been conducted relating to the following:

Risks

- Continuing increased costs
- Universal Credit
- Investment in housing stock

Efficiency Measures

- Loan redemptions
- Reduced loan repayments

Committee noted Page 4 of the report, which detailed the proposed rent receivable for the rent increase scenario planning. Members were then referred to the provisional budget at **Appendix 1**, which demonstrated the viability of the proposal.

Following discussion and consideration, the Committee approved the following:

- the assumptions underpinning the draft budget for 2026/27

- an 'in principle' rent increase in the range of 4.0% to 5.0%, subject to tenant consultation. The results of this rent consultation would then be reported to Committee for its consideration
- The provisional budget on which the rent increases have been calculated, as shown in **Appendix 1**. The key assumptions and KPIs were also shown in **Appendix 2** and **Appendix 3**.

HSD

9. WATLING STREET, MOTHERWELL

Court of Session Proceedings

The Chief Executive referred to the confidential report and provided an update to Committee on the key considerations and recommendations contained within it.

Following review, Committee approved the recommendations in the report.

10. CLADDING UPDATE

The Property Services Director provided an update on the current position since his last report to the Management Committee in September 2025.

The Single Building Assessment (SBA) for Dalziel Street, Motherwell has been completed and is provided in full at **Appendix 1**. The building has retained its Medium Risk status, and the Association is now working on the updated recommendations and interim measures.

An Action Plan, based on the FRAEW recommendations, has been updated to incorporate the SBA recommendations and reflect progress to date. This plan forms part of the Association's ongoing engagement with the Scottish Housing Regulator.

The grant-funded SBA report will also be shared with the Scottish Government. A request for cladding remediation funding will be submitted, with initial guidance indicating that applications are assessed on a case-by-case basis.

A discussion on the grant funding then took place and Committee noted the position as outlined in this report and agreed to review both Cladding Action Plans at its next meeting in January 2026.

PSD

11. CHARTER PERFORMANCE REPORT 2024/25

Committee acknowledged the Charter Performance Report 2024/25 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 was further advised that this publication had also been issued in October to customers, satisfying the Scottish Housing Regulator's requirements to report to tenants before 31 October 2025 on performance against charter outcomes.

12. COMPLAINTS

a) Complaints Monitoring Leaflet

Committee noted the Complaints Monitoring Leaflet, which provided details on complaints received in Q2. LHA conducts an analysis of the data to identify any service failures and uses these insights to drive performance improvements.

b) Complaint Tracker

Committee noted the Complaint Tracker, detailing current complaints for which action plans have been developed and are being monitored for progress and resolution.

13. POLICY REVIEW

Committee noted the Policy Review Schedules and Report, which detailed all policies due for renewal, consolidation of Shared Ownership Policies and a deferred policy on Car Leasing.

The Chief Executive then highlighted in particular:

- ❖ Smoke Free Policy - this is an updated policy which takes better account of relevant legislation and clarifies LHA's requirements.
- ❖ Conflict of Interest Policy - This is a revised policy that updates and improves the current version, with no significant amendments other than extending the review period from annually to every three years.

Committee approved the Policy Review Schedules as presented and agreed to the proposed recommendation as detailed in section 2 of the Report.

14. ANNUAL ASSURANCE COMPLIANCE

Assurance Statement 2025

The Chief Executive provided a verbal update and confirmed that the Annual Assurance Statement for 2025 had been submitted via the secure portal to the Scottish Housing Regulator on 30 October 2025. The Statement has since been made publicly available to tenants and stakeholders.

Committee was also advised that an audit on Corporate Governance is scheduled for December, noting that the findings are expected to inform the development of a new Annual Assurance Improvement Plan, which will be presented to Audit & Assurance Sub-Committee in January 2026.

15. MEMBERSHIP & COMMITTEE ISSUES

a) Schedule of Meetings 2026

Committee was referred to the above schedule, and approval was sought to move both the February and November Housing Services Sub-Committee

Meetings to the dates indicated, to allow Housing Benchmarking Performance to be reported to these meetings.

Committee approved the Schedule of Meetings for 2026 and noted that it would also be made available on the Decision Time Portal.

b) Short Life Working Group

As previously discussed at the September meeting, it was agreed that a Short Life Working Group would be established to review the Sub-Committee structure for 2026/27. The Chief Executive invited members to participate, and Liam Donnachie and Linzi Brunton expressed their interest in joining. It was further agreed that suitable dates and times would be identified and that terms of reference for the group would be drafted.

CE

16. HUMAN RESOURCE ISSUES

a) Director of Finance & Corporate Services Vacancy

The Chief Executive gave Committee a verbal update in relation to the above vacancy, confirming that interviews for the position were due to take place in early December. He also discussed future changes to the Association's organisational structure.

Equality Monitoring

b) Recruitment - Temp Clerical Assistants

Committee noted the report on equality monitoring for the recruitment of Temporary Clerical Assistants.

17. CORRESPONDENCE

Members confirmed that they had received all recent correspondence uploaded to the Resource Section on Decision Time portal for their information.

❖ Notifiable Events

No further correspondence.

❖ Consultation Response - Determination of Accounting Requirements 2025

Committee noted the above consultation response for their information.

18. ANY OTHER COMPETENT BUSINESS

a) Disposal of Asset

The Housing Services Director (HSD) presented the report, in line with SHR requirements for property disposals, seeking approval to dispose of a property purchased by the Association in 1994 as part of a tenement rehabilitation project in Bellshill Town Centre.

Following discussion, Committee approved the disposal as outlined within the report and agreed that any proceeds should be allocated towards the purchase of a replacement property.

HSD

b) Upgrade of Housing Management system

The HSD referred Committee to the report on this matter and, in line with delegated authority limits, sought the Committee's approval to spend approximately £86k to upgrade the Association's Housing Management System.

Committee agreed in principle to the proposed upgrade, subject to achieving a reduced overall cost. It was further agreed that the supplier would be approached to negotiate improved pricing, with the revised costs to be submitted to Management Committee Members by email for final approval.

HSD/PSD

See attached Addendum to the minute

19. DATES OF NEXT MEETINGS

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

Audit & Assurance Sub Committee	27.01.26 - 5.15pm
Management Committee	27.01.26 - 6.15pm

20. VOTE OF THANKS

The meeting closed at 8.15pm with a Vote of Thanks to the Chair.

Chairperson Signature: _____ Date: _____