

**MINUTE OF THE FOUR HUNDRED AND TWENTY FIFTH
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE
HOUSING ASSOCIATION LIMITED HELD VIRTUALLY
ON TUESDAY 22 FEBRUARY 2022 AT 6PM**

Present:	Charles Millar	Virtual Attendance (Chairperson)
	Fiona Tonner	Virtual Attendance
	Catriona Blyth	Virtual Attendance
	Liam Donnachie	Virtual Attendance
	John Glenny	Virtual Attendance
	John Lockhart	Virtual Attendance
	Barry Farrell	Virtual Attendance
	Sharon Craig- McLeary	Virtual Attendance
	Allan Forsythe	Virtual Attendance
	Shaun Alexander	Virtual Attendance

Attending:	Simon McManus	(Chief Executive)
	Craig Russell	(Housing Services Director)
	Ann Marie Collins	(Business Manager)

Charles Millar welcomed David Davidson of Spence & Partners to the meeting and also extended a warm welcome to Craig Russell, to observe the meeting prior to taking up his post of Housing Services Director on 07 March 2022.

1. APOLOGIES

An apology was recorded on behalf of Martin Ritchie.

2. DECLARATION OF INTERESTS

None recorded.

3. PENSION SCHEME

The Chief Executive reminded Committee that at the last Management Committee Meeting it had been agreed to progress with the decision to close the Strathclyde Pension Fund Membership to new entrants and implement a new Defined Contribution arrangement.

He then invited David Davison to address Committee and present a review of pension providers undertaken by Spence & Partners.

David Davison then proceeded to give Committee a presentation based on the following:

- Background and Assessment Criteria
- Contribution Basis

- Tax Rate Examples
- Financial Strength of Provider
- Pricing/Charges
- Investment
- Flexibility
- Employer/Member Experience
- Comparison of the Master Trusts
- Performance of each Default Fund
- Recommendation of Preferred Provider

Charles Millar thanked David Davison for providing Committee with a comprehensive review of pension providers.

Thereafter, a discussion took place on the recommendation from Spence & Partner regarding the preferred provider of the new Defined Contribution arrangement. Committee agreed, in principle, to the preferred provider subject to a financial analysis and assessments being carried out on the future viability for the business. It was also agreed that salary bands would be presented to the next Management Committee meeting scheduled for 26 April 2022.

4. MINUTES

- a) The Minute of the Fourth Hundred and Twenty Fourth Management Committee Meeting held on 25 January 2022 was moved as a true record by Catriona Blyth and seconded by John Lockhart.
- b) Minute of the Audit & Assurance Sub Committee Meeting held on 25 January 2022 was moved as a true record by Fiona Tonner and seconded by John Lockhart.

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 01 February 2022 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.

- d) The Minute of the Housing Services Sub Committee Meeting held on 01 February 2022 was moved as a true record by Barry Farrell and seconded by Allan Forsythe.

Business Arising

The Chief Executive confirmed that the Tenant Satisfaction Survey had now been completed with a response rate of 40% being achieved.

A draft report had been received with broadly positive results, with the full report being presented to the next Housing Services Sub Committee Meeting scheduled for 05 April 2022. Thereafter, all agreed actions and recommendations were adopted.

5. CASH FLOW BUDGET STATEMENT – JANUARY 2022

Committee were referred to the Cash Flow Budget Statement and Appendix issued with the agenda papers and the Chief Executive highlighted the following:

- overall cash position reported an increase in cash at the end of January 2022 which was more than budget expectations.
- income broadly in line with budget, significant savings had been realised in expenditure across most classes of business costs. Principal savings made in salaries and business overheads account for the majority of the underspend.
- the expected recovery in rent collection following the festive period had not yet been experienced. This position will continue to be monitored and referrals made to the AFTAR service.
- expenditure in planned maintenance will continue in the final quarter of the financial year as progress is made in reducing the backlog of delayed projects caused by lockdown restrictions utilising some of the accrued savings.

6. CORPORATE BENCHMARKING – 31 JANUARY 2022

The Chief Executive advised that the Benchmark Report provided a record of specific key performance indicators. Thereafter, a brief summary of the following categories were given:

Housing

- relet times showed a slight improvement but still exceeded the benchmark target.
- void performance showed further improvement since December.

Maintenance

- response times on reactive, emergency and routine repairs all showed slight improvements.

Finance

- all other benchmarks such as Finance were on track and consistent with previous reports.

7. FINAL RENT & BUDGET REVIEW 2022/23

Committee noted the confidential Final Rent & Budget Review 2022/23 issued with the agenda papers and the Chief Executive proceeded to report that a consultation exercise had taken place and the results had been submitted to the Housing Services Sub Committee.

He further reported that the consultation process had achieved a response rate of 7.1% which was a reduction on last year's response, although broadly in line with the historic average of rent consultations. The responses received had also concluded that there was no basis on which to amend the proposed rent increase as the level of satisfaction obtained was very high (88.1%).

After discussion and consideration, Committee approved the recommendation contained within the report that a general rent increase of 2% be applied with effect from 1 April 2022.

CE

The provisional budget on which the rent increases were calculated as detailed within Appendix 2 of the report was also approved by Committee.

CE

8. WATLING STREET, MOTHERWELL

Court of Session Proceedings

The Chief Executive referred to the confidential report issued with the agenda papers and then proceeded to update Committee on the considerations and recommendations as outlined within the report. . Thereafter, Committee approved the recommendations as detailed within the report.

Further update to next meeting.

CE

9. COMPLAINTS

Complaint Tracker

Committee noted the Complaint Tracker which detailed the current complaints whereby an action plan had been created.

10. POLICY REVIEW

Committee noted the Policy Review Schedule and Reports.

The Chief Executive confirmed that the Risk Management Policy had been significantly updated in conjunction with the new Risk Module on the Decision time software package. Thereafter, Committee approved the Policy Review Schedule and Policies as presented.

11. FIVE YEAR STRATEGY PLANS 2022-2027

The Chief Executive confirmed that the Strategic Review had been postponed due to the COVID-19 Pandemic. The Strategic approach for the Association was still to be finalised and, thereafter, the intention would be to create new Draft Strategic Plans for the period 2022-2027.

Committee noted this position.

CE

12. ANNUAL ASSURANCE COMPLIANCE

The Chief Executive referred Committee to the summary report on assurance compliance and Committee noted its contents.

13. FUTURE WORKING ARRANGEMENTS

The above confidential report was noted and approved by Committee.

CE

14. MEMBERSHIP & COMMITTEE ISSUES

Committee Meetings

A discussion took place on the current position of hosting Committee Meetings virtually and after consideration Committee agreed to revert to hosting in-person meetings again from the end of April 2022 at the Moorings Hotel in Motherwell.

15. CORRESPONDENCE

a) Scottish Housing Regulator

Committee confirmed that they had received all recent correspondence from the Scottish Housing Regulator that had been uploaded to the Decision Time portal for their information.

b) SFHA Treasury Management guidance

Committee noted the Treasury Management Guidance from the SFHA and advised that it would be discussed in more detail at the next Corporate Governance & Finance Sub Committee scheduled for 5 April 2022.

CE

16. 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 detailing the current monitoring status of the main health & safety responsibilities.

17. ANY OTHER COMPETENT BUSINESS

No business arising.

18. DATES OF NEXT MEETINGS

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

Corporate Governance & Finance Sub Committee	05.04.22 - 5.30pm
Housing Services Sub Committee	05.04.22 - 6.00pm
Audit & Assurance Sub Committee	26.04.22 - 5.00pm
Management Committee	26.04.22 - 6.00pm

19. VOTE OF THANKS

The meeting closed at 7.00pm with a Vote of Thanks to the chair.

Chairperson Signature: _____ Date: _____