

**MINUTE OF THE FOUR HUNDRED AND THIRTY FIFTH  
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE  
HOUSING ASSOCIATION LIMITED HELD IN THE  
ASSOCIATION'S OFFICE AT 191 BRANDON STREET  
MOTHERWELL, ON TUESDAY 26 SEPTEMBER 2023 AT 6PM**

**Present:** Fiona Tonner                      Chairperson  
                Catriona Blyth  
                Liam Donnachie  
                Barry Farrell  
                Allan Forsythe  
                Martin Ritchie

**Attending:** Simon McManus                Chief Executive  
                Ann Marie Collins              Corporate Services Director  
                Gavin Young                      Property Services Director  
                Craig Russell                    Housing Services Director

## **1. ELECTION OF CHAIRPERSON**

Committee acknowledged that due to the death of Charles Millar, it was necessary that the Association appoint a new Chairperson for the role.

- Catriona Blyth then proceeded to propose Fiona Tonner and this was seconded by Liam Donnachie. As no other nominations were put forward Fiona Tonner was duly elected as Chairperson.
- As Fiona Tonner had become Chairperson, the position of Vice Chairperson became vacant and then Barry Farrell proposed Liam Donnachie for the position and this was seconded by Catriona Blyth. Committee agreed to the proposal as no other nominations were submitted.
- As Liam Donnachie had become Vice Chairperson, the Treasurer position was now available and Catriona Blyth nominated Barry Farrell and this was seconded by Allan Forsythe.

After the election process took place, Committee observed that the Office Bearers of the Association were:

Chairperson	Fiona Tonner
Vice Chairperson	Liam Donnachie
Secretary	Catriona Blyth
Treasurer	Barry Farrell

**2. APOLOGIES**

Apologies were intimated on behalf of Sharon Craig-McLeary and Shaun Alexander.

**3. DECLARATION OF INTERESTS**

None recorded.

**4. CHARLES MILLAR**

Fiona Tonner began by confirming how Charlie had passed away during the summer recess after a very short illness. She shared her shock when she received the news of his sudden passing.

She proceeded to provide a very moving tribute in relation to Charlie's passion, dedication, and massive contribution made to the work of the Association. She highlighted the following attributes to Charlie:

- How he was pleased about the resumption of the AGM being held again in the Association's office
- He would have achieved 40 years' service next year as a Committee Member
- He was keen to develop and expand which resulted in a name change for the Association
- Designed the logo for the Association
- He had foresight and vision to develop our own custom designed office accommodation, he was involved in every aspect, it was his drive and energy that resulted in us achieving this

Fiona went on to say that given Charlie's enormous contribution that perhaps Committee could recognise his service to the Association in some way. Thereafter, a discussion took place on this, and some suggestions were put forward.

It was agreed that this item would continue until the October meeting when everybody could have a chance to think more fully about this matter and then present any suggestions or ideas to the meeting.

**5. MINUTES**

- a) The Minute of the Fourth Hundred and Thirty Fourth Management Committee Meeting held on 20 June 2023 was moved as a true record by Liam Donnachie and seconded by Catriona Blyth
- b) The Minute of the Human Resources & Equality Sub Committee Meeting held on 20 June 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.

- c) The Minute of the Special Management Committee Meeting held on 27 June 2023 was moved as a true record by Liam Donnachie and seconded by Barry Farrell.

**Business Arising**

The Chief Executive referred Committee to Page 2, Agenda Item 4 of the minute 'Loan Portfolio Return 2022/23' and confirmed that the Return had been submitted to the Scottish Housing Regulator by the deadline date.

Thereafter, all agreed actions and recommendations were adopted.

- d) The Minute of the Corporate Governance & Finance Sub Committee Meeting held on 5 September 2023 was moved as a true record by Barry Farrell and seconded by Allan Forsythe.

**Business Arising**

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

- e) Minute of the Housing Services Sub Committee Meeting held on 5 September 2023 was moved as a true record by Catriona Blyth and seconded by Allan Forsythe.

**Business Arising**

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

**6. USE OF ASSOCIATION SEAL – MEMBERSHIP APPLICATION NO. A0104**

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

**7. CASH FLOW BUDGET STATEMENT – AUGUST 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 August 2023 which was higher than budget expectations.
- Rental income collection was slightly less than budgeted, mainly due to the timing of the receipt of monies due from Allpay. It was estimated that total rental income for the year would be largely in line with budget.

- Employee costs were reporting an overspend. 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 Finance Manager then invited any questions and, thereafter, a short discussion took place on the budget presented.

## **8. CORPORATE BENCHMARKING – 31 AUGUST 2023**

Committee noted that the Benchmark Report provided a record of specific key performance indicators and, thereafter, a summary of the following categories were given:

### Housing

- Relets showed continuous improvement
- New tenancies sustained remained slightly above benchmark but had showed signs of progress
- Void loss was at 0.15%
- Arrears figures remained strong
- Percentage of tenancy offers refused was still slightly above benchmark, however, figures were the lowest that had been recorded for some time.

### Maintenance & Property Services

- Figures shown were in line with last year's and within benchmark.

### Finance

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

## **9. 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.

## **10. Complaints**

### **a) Monitoring Leaflet**

Committee were referred to the Complaints Monitoring Leaflet providing information detailing the number and types of complaints received during the quarterly period 1 April 2023 to 30 June 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.

## **11. POLICY REVIEW**

### **Standing Orders & Committee Administration**

The Chief Executive particularly drew Committees attention to the above policy which had been amended to include remote attendance at meetings with Committee required to attend at least 2 meeting per year in person. After discussion Committee approved the policy as presented.

Thereafter, Committee noted the Policy Review Schedules and Reports and approved the Policy Review as presented.

## **12. ANNUAL PERFORMANCE REPORT 2022-23**

The Chief Executive referred to the above report and proceeded to highlight key performance areas for each department. Brief discussions also took place on the following:

- financial controls
- rent collection
- arrears
- cumulative cash balance
- relets
- property services
- staff absence

It was also confirmed that the Association's overall business performance for the period 2022-23 had been categorised as 'Average' and strong financial performance in many areas had balanced the impact of cost over-runs in the maintenance programme. Despite the ongoing challenges of the cost-of-living crisis, most operational benchmarks had been successfully achieved. The Association was well placed to meet these challenges and where results against benchmarks point to immediate or foreseeable concerns then action plans would be implemented in appropriate areas.

The Chief Executive then asked if any Committee Member had any questions or queries about the Annual Performance Report and as no issues were put forward, Committee approved the document issued with the agenda papers.

**13. INTERNAL MANAGEMENT PLAN**

**Text & Appendices**

Committee noted the text and appendices issued with the agenda papers and the Chief Executive confirmed that the documents had been revised and updated as part of the review undertaken annually on the Internal Management Plan.

The Chief Executive enquired as to whether any member had any questions on the plan and as there was none put forward, he recommended Committee approve the documents presented. After consideration, Committee agreed that the Internal Management Plan be updated accordingly.

CE

**14. LANDLORD REPORT 2022-23**

The Chief Executive referred Committee to the Landlord Report issued by the Scottish Housing Regulator detailing the Association's performance for 2022-23 against the standards and outcomes contained within the Scottish Social Housing Charter.

He further advised that this year's publication of the Charter Performance Report was currently being compiled on how the Association performed as a landlord during 2022-23 and on how performance compared with other social landlords within the Association's Peer Group.

It was also reported that the publication would be distributed to all stakeholders as well as being published on the Association's website prior to the end of October 2023.

**15. SCOTTISH HOUSING REGULATOR – AFS RETURN 2022/23**

The Finance Manager referred Committee to the above return and outlined the contents of the document. Thereafter, Committee approved the Audited Financial Accounts return for 2022/23 being presented and agreed that the document be submitted to the Scottish Housing Regulator by the deadline date of 30 September 2023.

FM

**16. AUDIT MANAGEMENT REPORT 2023 - COMMITTEE RESPONSE**

Committee were referred to the draft Audit Management Response letter issued with the agenda papers and the Finance Manager confirmed that no audit recommendations had been provided this year, therefore, no further action was required in relation to this. Committee noted this position and after consideration, Committee approved the draft response letter as presented.

FM

**17. ANNUAL ASSURANCE COMPLIANCE**

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

He particularly highlighted that the operational risk registers had been completed and presented to the Sub Committees earlier in the month for approval. All risks were now fully documented and can be integrated into the Risks software with full reporting on Risks being presented to the Audit & Assurance Sub Committee in November as previously scheduled.

It was further highlighted that the cost of insurance continues to be a material issue in the budgeting process for the next financial year.

Committee noted that the latest press coverage of public buildings containing Reinforced Autoclaved Aerated Concrete (RAAC) had emphasised the need to establish if any of the Association's housing stock contains any of this building material. The Property Services Director would lead a review to establish any risk exposure and once complete this exercise will be reviewed to determine what, if any, further steps are required to ensure the Health & Safety of tenants.

**18. LOAN FACILITY REVIEW**

The Finance Manager referred Committee to the report issued with the agenda papers and Committee were reminded that it had previously been agreed at the Special Management Committee Meeting held on 27 June 2023, that the Association's loan facilities would be reviewed. He then proceeded to provide Committee with an update on the current position and after discussion it was agreed that a further report would be presented to the next meeting scheduled for 24 October 2023 with live figures, to provide Committee with the most up-to-date data for an informed decision.

FM

**19. STRATEGY**

The Chief Executive referred Committee to the Confidential report issued with the agenda papers and after consideration, Committee agreed to the proposed timetable for the production of the Full Strategic Review.

CE

**20. MEMBERSHIP & COMMITTEE ISSUES**

**a) Annual Committee Programme of Works**

Committee were advised that this item had been a recommendation from internal audit. Committee noted the documents presented.

**b) Performance Appraisals**

The Corporate Services Director reminded Committee to complete the survey that had been sent from Share which forms part of the performance appraisal process. She went on to advise that she would re-issue the link to the survey so that everyone could complete the survey.

**c) 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 Linda Smith be invited to fill a casual vacancy on the Management Committee with effect from the next meeting scheduled for October.

**d) Leave of Absence**

Correspondence in relation to a request for Leave of Absence was noted. After consideration, Committee granted a period of six months.

CSD

**21. HOUSING STOCK SUMMARY REPORT**

Committee noted the quarterly housing summary report containing an analysis of the Association's rented and shared ownership housing stock.

**22. CORRESPONDENCE**

**a) Scottish Government – Programme for Government 2023-2024: Equality, Opportunity, Community**

Committee noted the above document for their information.

**b) Scottish Housing Regulator**

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

**23. HEALTH AND SAFETY**

**b) 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.

**24. ANY OTHER COMPETENT BUSINESS**

No business arising.

**25. DATES OF NEXT MEETINGS**

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

Management Committee	24.10.23	-	6.00pm
Corporate Governance & Finance Sub Committee	07.11.23	-	5.00pm
Housing Services Sub Committee	07.11.23	-	6.00pm
Audit & Assurance Sub Committee	28.11.23	-	5.00pm
Management Committee	28.11.23	-	6.00pm

**26. VOTE OF THANKS**

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

Chairperson Signature: \_\_\_\_\_

Date: \_\_\_\_\_