

**MINUTE OF THE FOUR HUNDRED AND FORTY-NINTH
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE
HOUSING ASSOCIATION LIMITED HELD IN THE
ASSOCIATION'S OFFICE AT 191 BRANDON STREET
MOTHERWELL, ON TUESDAY 23 SEPTEMBER 2025 AT 6.30PM**

Present:	Liam Donnachie	Chairperson
	Barry Farrell	Virtual Attendance
	Martin Ritchie	
	Linzi Brunton	
	Gordon Anderson	Virtual Attendance
	Laurie Boles	
	Gerry McParland	
	Paul Lennon	
Attending:	Henry Coyle	Chief Executive
	Liz White	Housing Services Director
	Mark Quigley	Property Services Director
	Alan Semple	Finance Manager
	Deborah Stapleton	Corporate Services Manager

1. APOLOGIES

Apologies were intimated on behalf of Mayra Nunes, Martine Nolan, and Jo Philip.

2. DECLARATION OF INTERESTS

None recorded.

3. MINUTES

- a) The Minute of the Audit & Assurance Sub-Committee Meeting of 22 April 2025 was moved as a true record by Liam Donnachie, and seconded by Barry Farrell.

Business Arising

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

- b) The Minute of the Corporate Governance & Finance Sub-Committee Meeting of 3 June 2025 was moved as a true record by Liam Donnachie and seconded by Paul Lennon.

Business Arising

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

- c) The Minute of the Four Hundred and Forty-Eighth Management Committee Meeting held on 17 June 2025 was moved as a true record by Liam Donnachie and seconded by Linzi Brunton.
- d) The Special Management Committee Meeting Minute of 24 June 2025 was moved as a true record by Gordon Anderson and seconded by Laurie Boles.
- e) The Audit & Assurance Sub-Committee Minute of 2 September 2025 was moved as a true record by Martin Richie and seconded by Gordon Anderson.

Business Arising

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

- f) Minute of the Housing Services Sub-Committee Meeting held on 2 September 2025 was moved as a true record by Linzi Brunton and seconded by Gordon Anderson.

Business Arising

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

4. MANAGEMENT ACCOUNTS FOR PERIOD ENDING 31 JULY 2025

The Finance Manager summarised the period ending 31 July 2025, highlighting that:

- Overall cash position recorded a surplus higher than budget expectations
- Financial position for 2025/26 predicts that performance will continue to perform well throughout the year, however, external variable factors which influence performance cannot be predicted with certainty
- Rental Income collection continues to perform well
- Employee costs are under budget and expected to continue throughout the year due to changes in employee working patterns

Committee noted the benchmarking report in **Appendix 1**, outlining current and forecast performance against key performance indicators. Attention was drawn to the forecast interest cover ratio, noting that available headroom is minimal.

The Finance Manager then invited questions from members, following which a brief discussion took place regarding the budget presented.

5. AUDIT MANAGEMENT REPORT 2025 - COMMITTEE RESPONSE

The Finance Manager referred Committee to the draft Audit Management Response Letter and confirmed that no audit recommendations were issued this year, with no further action required. Committee noted this position and, following consideration, approved the response letter as presented for issue to the Auditors.

FM

6. 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.

7. CLADDING UPDATE

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

He confirmed that Fire Risk Assessments (FRAs) and Fire Risk Assessments of the External Wall (FRAEWs) had now been completed with the full reports attached as **Appendix 1**. He then gave a summary of the conclusion of the reports for each development which included recommendations and interim measures.

Committee noted, in line with the recommendations for Dalziel Street, Motherwell, that a Single Building Assessment (SBA) had been instructed, with a draft assessment expected by early October 2025. LHA had submitted an expression of interest for funding in April 2025, which was subsequently validated in July 2025.

LHA has submitted an Action Plan to the Scottish Housing Regulator in response to the cladding issue, which has been recorded as a Notifiable Event in accordance with regulatory requirements.

Committee noted the current position and agreed that the matter should continue to be included as a standing item on the agenda until it is no longer required.

CSM

8. COMPLAINTS

a) Monitoring Leaflet

Committee noted the Complaints Monitoring Leaflet, which provided detail on complaints received in Q1. 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.

9. POLICY REVIEW

Committee noted the Policy Review Report, which found a concentration of policy reviews due in September 2025, affecting half of all Governance policies and all Shared Ownership policies. It also identified several outdated legacy policies from past Development activities that are no longer relevant to LHA's operations.

The Chief Executive referred committee to the policies due for review and highlighted in particular:

- ❖ Anti-Fraud Policy - New policy introduced in line with best practice and the SFHA's AAS Toolkit for added assurance
- ❖ Code of Conduct for Governing Body Members - Updated to adopt the SFHA's Model Code replacing the National Housing Federation's version

After review, Committee approved the Policy Review Schedule as presented and agreed to the proposed deferral of policies and procedures as outlined in 3.2. of the report and the retention of documents detailed at 3.3 in archived form.

PRM

10. LANDLORD REPORT 2024-25

The Chief Executive referred Committee to the Landlord Report for 2024-25 which is compiled from information issued by the Scottish Housing Regulator detailing LHA's performance for 2024-25 against the standards and outcomes contained within the Scottish Social Housing Charter.

It was also reported that this publication will be distributed to all stakeholders as well as being published on the Association's website prior to the end of October 2025.

CE

11. ANNUAL PERFORMANCE REPORT 2024-25

The Chief Executive referred to the above report and advised that it was the standard performance report presented annually to the Committee, which had been updated to reflect key performance areas for 2024-2025. Members noted that this report will form part of the new 5-year Strategic Plan.

Committee noted that overall business performance is categorised as 'Good', most operational benchmarks were successfully achieved, and LHA is well placed to meet upcoming challenges. Where results against benchmarks point to immediate or foreseeable concerns, action plans will be implemented in appropriate areas.

Committee then approved the report as presented.

12. STRATEGIC PLANNING

a) Internal Management Plan Annual /Review

Text & Appendices

Committee noted the text and appendices, and the Chief Executive confirmed that the documents had been subject to a 'light-touch' revision. Committee was further informed that the Plan will be replaced by the new 5-year Strategic Plan, which is currently under review.

After consideration, Committee agreed that the Internal Management Plan be updated accordingly.

CE

b) Strategic Away Day Feedback Report

Committee was referred to the feedback report, which provided an update on the

development of the 5-year Strategic Plan and a summary of feedback from the Strategic Away Day held in July 2025.

Committee noted the feedback and approved the amendments to the Mission Statement, Values, and broad Strategic Objectives.

13. ANNUAL ASSURANCE COMPLIANCE

The Chief Executive presented the report on assurance compliance, noting that in September 2025, the Audit & Assurance Sub Committee (AASC) had reviewed progress on LHA's Annual Assurance Statement Framework and considered the proposed evidence in line with the SFHA Toolkit.

Discussion had taken place around governance matters, including Committee Members' induction, training, and appraisal. It was noted that no Management Committee appraisals were carried out in 2024, and that changes to Committee membership from February 2025 made earlier appraisal impractical.

The AASC agreed that the 2025 Management Committee appraisals should be scheduled as soon as possible and reported to the October 2025 Management Committee meeting, to enable the Chair to approve and sign the 2025 Annual Assurance Statement.

The AASC also discussed Notifiable Events reported to the Scottish Housing Regulator in 2025 and their potential impact on the Statement. The Committee had received reports on three Notifiable Events, and a fourth the retiral of the Chief Executive had been closed following the appointment of the new Chief Executive.

It was agreed that the Executive Team will continue to update the Annual Assurance Statement Framework and Evidence Bank, in consultation with the AASC Convener, to support sign-off of the 2025 Annual Assurance Statement in October 2025.

CE/CSM

Committee noted the position.

The Chair raised a supplementary question regarding how actions arising from minutes are monitored and completed. It was agreed that a Minute Tracker would be created and presented to the Management Committee to provide ongoing updates on the progress and completion of actions.

CE/CSM

It was further noted that a Short Life Working Group would be established to review the Sub Committee's structure for 2026/27.

CE

14. MEMBERSHIP & COMMITTEE ISSUES

a) Selection of Sub-Committees

The Chief Executive invited Members to join the Corporate Governance & Finance Sub-Committee, as membership numbers were relatively low and could impact the quoracy of meetings.

After discussion, Linzi Brunton and Martin Ritchie volunteered to join the Sub-Committee as reserve Members.

CE/CSM

b) Resignation

Correspondence in relation to a resignation from a committee member was noted and Committee gave thanks for their contribution to the Association.

15. HUMAN RESOURCE ISSUES

a) Corporate Performance & Staff Bonus

The Chief Executive drew Committee's attention to the confidential report and **Appendix 1**, and after consideration, Committee approved the Corporate Performance Assessments.

As the Corporate Performance had been assessed as 'Good' for the year 2024/25 an automatic payment of bonus would be awarded to those employees who meet the attendance criteria.

CE/FM

Gordon Anderson left the meeting at this point.

Equality Monitoring

b) Committee Members

Committee noted the report relating to Committee Members.

c) Staff Members

Committee noted the report relating to Employees.

d) Senior Property Officer Recruitment

Committee noted the report relating to the Senior Property Officer recruitment.

e) Property Assistant Recruitment

Committee noted the report relating to the recruitment of the Property Assistant.

16. PROCUREMENT

a) IT Support Services

The Finance Manager presented the report, and noted that over previous the four-year period, Lugo continues to provide a high-quality, customer-focused service and has supported several key IT initiatives.

Following discussion, Committee approved the one-year extension of the contract until September 2026, after which a tender exercise will be undertaken in 2026 for future IT support services.

FM

b) Window Replacement Contract

The Property Services Director's report sought approval for the procurement of a window renewal contract within the Jewel Estate, Bellshill.

After consideration, the Committee approved the appointment of the most economically advantageous tender submitted by Anglian Building Products.

PSD

17. PROPOSED STAIRCASE 131 SAPPHIRE ROAD, BELLSHILL

Committee noted the contents of the report from the Planning & Research Manager in relation to 131 Sapphire Road, Bellshill, and provided approval.

PRM

18. CORRESPONDENCE

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

19. ANY OTHER COMPETENT BUSINESS

No business arising.

20. DATES OF NEXT MEETINGS

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

Management Committee	28.10.25	-	6.15pm
Corporate Governance & Finance Sub-Committee	04.11.25	-	5.15pm
Housing Services Sub-Committee	04.11.25	-	6.15pm
Audit & Assurance Sub-Committee	25.11.25	-	5.15pm
Management Committee	25.11.25	-	6.15pm

21. VOTE OF THANKS

The meeting closed at 7.45pm with a Vote of Thanks to the Chair.

Chairperson Signature: _____ Date: _____