

**MINUTE OF THE FOUR HUNDRED AND FORTY SIXTH  
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE  
HOUSING ASSOCIATION LIMITED HELD IN THE  
ASSOCIATION'S OFFICE AT 191 BRANDON STREET  
MOTHERWELL, ON TUESDAY 25 FEBRUARY 2025 AT 6PM**

<b>Present:</b>	Liam Donnachie	Chairperson
	Allan Forsythe	
	Martin Ritchie	
	Shaun Alexander	Virtual Attendance
	Gordon Anderson	
	Linzi Brunton	
<b>Attending:</b>	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

An apology was intimated on behalf of Barry Farrell.

## 2. DECLARATION OF INTERESTS

No business arising.

Committee agreed to the request to take Agenda Item 12 - Membership & Committee Issues first.

## 12. MEMBERSHIP & COMMITTEE ISSUES

The Chairperson referred Committee to the letters of resignation received from two longstanding Committee Members and advised that he had spoken with them both and they had different reasons for resigning from the Management Committee. They wanted their best wishes passed onto Committee and Staff.

The resignations were noted and Committee gave thanks for their considerable contribution to the Association over the many years serving on the Management Committee.

The effect of these resignations on the number of Management Committee members and the Sub Committees was then discussed. Afterwards, Committee agreed to recruit new Committee Members as soon as possible with an advert placed on the usual platforms.

Committee was also advised that the Human Resources & Equality Sub-Committee meeting due to take place earlier that day was subsequently inquorate and would be re-convened as soon as possible with the remaining Committee Members on that Sub Committee.

Committee agreed that the Chief Executive would distil his discussions with the Chair and Vice Chair into a report to the Management Committee on the future effectiveness, membership and scheduling of the sub committees, specifically the Human Resources & Equality Sub committee.

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The Chairperson asked Committee to endeavour to confirm their attendance at meetings on the Decision Time portal.

### **3. MINUTES**

a) The Minute of the Four Hundred and Forty Fifth Management Committee Meeting held on 28 January 2025 was moved as a true record by Martin Ritchie and seconded by Linzi Brunton.

b) Minute of the Audit & Assurance Sub Committee Meeting held on 28 January 2025 was moved as a true record by Martin Ritchie and seconded by Allan Forsythe.

#### **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 4 February 2025 was moved as a true record by Liam Donnachie and seconded by Allan Forsythe.

#### **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 4 February 2025 was moved as a true record by Gordon Anderson and seconded by Allan Forsythe.

#### **Business Arising**

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

### **4. CASH FLOW BUDGET STATEMENT – JANUARY 2025**

Committee was referred to the Cash Flow Budget Statement and **Appendix 1** issued with the agenda papers and the Finance Manager gave a brief overview of the key factors:

- Overall cash position reported an increase at end of January 2025, an adverse variance when compared to budget expectations.
- Rental income collection was slightly more than budgeted and higher than anticipated by 1.23%. It was estimated that total rental income for the year would be largely in line with budget.
- Employee costs were reporting an underspend and this was likely to continue during the year due to vacancies and flexible retirals.

The Finance Manager then invited any questions, none were put forward.

## **5. CORPORATE BENCHMARKING – 31 JANUARY 2025**

Committee noted that the Benchmark Report provided a record of specific key performance indicators and that the format had been reviewed as agreed at the January Meeting. Thereafter, a summary of the following categories was given:

### Finance

- Finance ratios and Loan Covenants were complied with.

### Housing

- Arrears performance was very good
- Average re-lets showed slight dip in performance due to Christmas period
- All other benchmarks were on track.

### Maintenance & Property Services

- Response time figures were noted
- Gas servicing was showing no failures due to anniversary dates not having been passed yet.

## **6. TREASURY MANAGEMENT**

### **a) 2025/26 Treasury Management Strategy Statement**

### **b) Final Rent & Budget Review 2025/26**

The Finance Manager advised that he would firstly focus on the confidential report on the Final Rent & Budget Review 2025/26 and outlined the key factors facing the business and what assumptions had been incorporated into the budget and rent setting process.

He confirmed that the results of the rent consultation exercise had been presented to the January Meeting and Committee had agreed to a 4.0% rent increase with effect from 1 April 2025.

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The Finance Manager then invited any questions and after discussion the final budget for 2025/26, key assumptions, and forecasted benchmark performance as detailed within **Appendix 1** of the report was approved by Committee.

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Thereafter, he proceeded to go over the issues pertaining to the report and

**Appendices** being presented in relation to the 2025/26 Treasury Management Strategy Statement. Attention was particularly drawn to **Appendix 4** which contained 5-year summaries for Income & Expenditure Plan, Cashflows, Statement of Financial Position and Loan Covenants.

Committee approved the Treasury Management Strategy Statement presented in line with the annual budget.

## **7. WATLING STREET, MOTHERWELL**

### **Court of Session Proceedings**

The Chief Executive referred to the confidential report issued with the agenda papers and updated Committee on the considerations and recommendations as outlined within the report.

Committee approved the recommendations as detailed within the report.

## **8. COMPLAINTS**

### **Complaint Tracker**

Committee noted there were no current complaints where an action plan had been created.

## **9. POLICY REVIEW**

Committee were referred to the Policy Review Schedules and Reports.

The Chief Executive highlighted in particular the review undertaken on the Acquisitions Policy and the proposed amendments. A discussion took place on this subject.

Committee also noted the revised policy review dates on the schedules as several policies had been amended to a 3-year cycle of review rather than 1 year.

Committee approved the Policy Review Schedule and Policies as presented.

## **10. ANNUAL ASSURANCE COMPLIANCE**

The Finance Manager referred Committee to the summary report on assurance compliance and confirmed that there had been no identified areas of material non-compliance with the Regulatory Framework since the last report in January 2025.

Committee was advised that the draft Five Year Financial Plan, an annual requirement of the SHR, had been approved by the Corporate Governance & Finance Sub Committee on 4 February 2025 and would be uploaded to the SHR portal before the deadline date.

It was reported that the Audit & Assurance (A&A) Sub Committee, at its meeting on 28 January 2025, had agreed that the Assurance Improvement Plan, based on the Assurance Framework, needed review. The new leadership team would internally conduct this review, potentially with the assistance of an external consultant.

Committee noted as part of the review of assurance reporting, that the Management Committee should receive an Annual Assurance report from the Convener of the A&A Sub Committee. This report would provide an overview of the work carried out to produce the Annual Assurance Statement (AAS) and detail any weaknesses in the framework and steps taken to address these. The aim of this report would be to provide comfort to Committee, prior to the AAS being approved in October.

A discussion then took place on the possibility of scheduling an Audit & Assurance Sub Committee Meeting prior to the October submission date.

Committee noted this position.

## **11. Affiliation Fees**

### **a) SFHA Affiliation 2025/26**

Committee approved the Affiliation Fee for the above organisation for 2025/26.

### **b) Share Affiliation 2025/26**

Committee agreed to renew the subscription for the above organisation for the year 2025/26.

## **13. CORRESPONDENCE**

Committee confirmed that they had received all recent correspondence uploaded to Decision Time.

## **14. HEALTH AND SAFETY**

### **a) Health & Safety Report**

Committee noted the contents of the confidential 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 for the office.

**15. ANY OTHER COMPETENT BUSINESS**

**Committee Training & Away Days**

The Chief Executive asked Committee if they had a preference on training methods and how training is delivered to them i.e., online, face to face, group or individual.

A discussion then took place on these training methods and the possibility of a Committee Away Day. It was agreed that the Chief Executive would draft proposed dates and come back to the next Meeting scheduled for April 2025.

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**16. DATES OF NEXT MEETINGS**

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

Corporate Governance & Finance Sub Committee	01.04.25	-	5.00pm
Housing Services Sub Committee	01.04.25	-	6.00pm
Audit & Assurance Sub Committee	22.04.25	-	5.00pm
Management Committee	22.04.25	-	6.00pm

**17. VOTE OF THANKS**

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

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