

**MINUTE OF THE FOUR HUNDRED AND EIGHTH
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE
HOUSING ASSOCIATION LIMITED HELD IN THE
ASSOCIATION'S OFFICE AT 191 BRANDON STREET
MOTHERWELL ON TUESDAY 23 APRIL 2019 AT 6PM**

Present:	Fiona Tonner Charles Millar Catriona Blyth William Jeffrey John McNally Jessie Mitchell John Lockhart Alastair McLean	(Chairperson)
Attending:	Simon McManus Laurie Boles Ann Marie Collins	(Chief Executive) (Finance & Corporate Services Director) (Business Manager)

1. APOLOGIES

Apologies were intimated on behalf of John Glenny and Gordon Heng.

2. DECLARATION OF INTERESTS

Alastair McLean declared an interest under Agenda Item 4 'Use of Association Seal'.

3. MINUTES

- a) The Minute of the Four Hundred and Seventh Management Committee Meeting held on 26 February 2019 was moved as a true record by Charles Millar and seconded by Catriona Blyth.
- b) The Minute of the Human Resources & Equality Sub Committee Meeting held on 26 February 2019 was moved as a true record by John McNally and seconded by Catriona Blyth.

Business Arising

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

- c) Minute of the Housing Services Sub Committee Meeting held on 16 April 2019 was moved as a true record by William Jeffrey and seconded by John McNally.

Business Arising

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

Following a Declaration of Interest in the business of the undernoted Agenda Item Alastair McLean left the meeting at this point.

4. USE OF THE ASSOCIATION SEAL

Membership Application Numbers A091, A092, A093, A094 & A095

Committee noted and approved Membership Application Numbers A091, A092, A093, A094 and A095 issued with the agenda papers.

As the business of this agenda item had concluded, Alastair McLean re-joined the meeting.

5. CASH FLOW BUDGET STATEMENT – MARCH 2019

Committee were referred to the Cash Flow Budget Statement issued with the agenda papers and the Finance & Corporate Services Director outlined the following:

- overall cash position reported a decrease at the end of March 2019 which was 63% more favourable than budget. All capital related transactions had been excluded in order to provide an accurate performance measure of in-year activity.
- operational cash position reported a decrease more favourable than annual estimate.
- operational cash expenditure finished on budget with major costs categories reporting marginal underspends and recoverable expenditure showed a 29% improvement compared to last year.

Thereafter, Committee noted Appendix 2 which contained an analysis of the reconciling items and their associated value.

6. 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.

7. ANNUAL RETURN ON THE CHARTER

The Business Manager advised that a General Purposes Sub Committee meeting required to be convened in order to approve the Annual Return on the Charter to the Scottish Housing Regulator by the deadline date of 31 May 2019.

After short discussion, it was agreed that the meeting would take place during week commencing 27 May 2019 and that the Business Manager would consult with members of the General Purposes Sub Committee in due course in order to decide which day of the week the meeting would be held.

The Chief Executive reported that an internal validation process had also been put in place in order to validate information and ensure the data was accurate.

Committee noted this position.

BM

8. COMPLAINTS MONITORING

Committee were referred to the Complaints Monitoring Leaflet which provides information detailing the number and types of complaints received during the quarterly period 1 January 2019 to 31 March 2019. 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.

9. POLICY REVIEW

Committee noted and approved the Policy Review Schedule and Reports presented.

BM

10. CORPORATE BENCHMARKING - 31 MARCH 2019

Committee noted the report and charts issued with the agenda papers and the Finance & Corporate Services Director reported on the following:

Housing

- housing re-lets were below benchmark but above same time last year and the 3 year average.
- rent loss due to voids, were 5% below benchmark but 50% more than the same time last year and 30% more than the 3 year average. Void loss as a % of rents receivable were more aligned.
- despite this, void progress delivered strong results against all benchmarks.
- non housing benefit arrears for current arrears were 2.35% and former tenant arrears were 0.50%
- monthly allocations amounted to 7 with local authority percentage close to benchmark.

Maintenance

- achieving 100% compliance with response times in emergency and urgent repairs and 99% in routine.
- spend levels on Maintenance and Development were not yet finalised therefore March 2018 figures were given as a guide.

Finance

- all finance ratios are performing better than benchmark.

11. MEMBERSHIP & COMMITTEE ISSUES

Resignation Letters

The Chief Executive confirmed that two Committee Members had resigned and advised that there were now two vacancies on the Governing Body to be filled. A brief discussion took place and it was agreed that the recruitment process for these vacancies would commence after the AGM and would be advertised both in the local press, Scottish Housing News and on the Association's website.

CE

12. HOUSING STOCK SUMMARY

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

13. EXTERNAL AUDIT SERVICES

The Finance & Corporate Services Director referred Committee to the report issued with the agenda papers which provided an update on the outcome of the tender process for External Audit Services for the period 1 April 2019 to 31 March 2022. After consideration, Committee agreed that the External Audit Process had been compliant and resulted in a successful candidate being identified and approved the appointment of Scott Moncrieff as the Association's External Auditor for the aforementioned period, with an option to extend the contract for two years thereafter.

14. COMMUNITY BASED PROJECTS

Committee were referred to the report issued with the agenda papers and the Finance & Corporate Services Director advised that the most recent Housing Services Sub Committee had agreed in principle to pursue joint working with Forgewood Housing Co-operative with an initiative that would focus on reducing social isolation within the Forgewood area. Committee were then referred to Appendix 1 of the report which contained a proposal explaining the aims and desired outcome of the project.

After discussion on this matter, Committee agreed to the recommendations contained within the report.

FCSD

15. A.G.M – 25 JUNE 2019

a) Re-election of Committee Members

A report from the Business Manager in relation to Committee Members due to retire at the forthcoming Annual General Meeting was noted by Committee.

b) Memo : Rules 62-67

Committee noted the memorandum issued with the agenda papers with regard to all requirements of Rules 62-67 having been complied with.

AGM – Time of Meeting

Fiona Tonner reported that the Membership Sub Committee Meeting earlier that day had discussed changing the start time of the AGM to 6pm and sought approval from the Management Committee to make that amendment to the opening time of the meeting.

After a short discussion on the matter, Committee agreed to change the start time from 7pm to 6pm for the Annual General Meeting.

BM

16. SCOTTISH HOUSING REGULATOR – REGULATORY FRAMEWORK & STATUTORY GUIDANCE

The Chief Executive referred Committee to the documents issued with the agenda papers and confirmed that these were the Scottish Housing Regulator's published new Regulatory Framework & Statutory Guidance which had previously been discussed at the February's meeting.

A discussion then ensued on this topic and afterwards, it was agreed that this item would be carried forward to the June Management Committee Meeting in order to examine the main points in more detail.

It was noted that the Regulatory Framework & Statutory Guidance document previously issued by hardcopy and electronically to members would not be re-issued as it was a fairly large document but Committee Members could if they wished pass their copy of the framework & statutory guidance to the Business Manager for safe keeping.

BM

17. CORRESPONDENCE

a) SHR – Low Engagement

Committee acknowledged the letter confirming that the Association would receive a low level of engagement from the Scottish Housing Regulator.

b) SHR – Risk Assessment Summary Outcomes

The Scottish Housing Regulator's Risk Assessment Summary Outcomes report was noted by Committee.

c) SHR – Corporate Plan 2019-2022

The above Corporate Plan was acknowledged by Committee.

18. HEALTH AND SAFETY

a) Health & Safety Report

Visual Display Equipment & Workstation

Committee noted items relating to Visual Display Equipment and Workstation Assessments as outlined within the report presented for their information.

Electrical Safety Testing

Committee noted items relating to Electrical Safety Testing as outlined within the report presented for their information.

b) Task Log

Committee noted the above document issued with the agenda papers detailing the current monitoring status of the main health & safety responsibilities.

19. ANY OTHER COMPETENT BUSINESS

None recorded.

20. DATES OF NEXT MEETINGS

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

Corporate Governance & Finance Sub Committee	04.06.19	-	4.30pm
Housing Services Sub Committee	04.06.19	-	6.00pm
Development & Technical Sub Committee	11.06.19	-	6.00pm
Human Resources & Equality Sub Committee	18.06.19	-	4.00pm
Management Committee	18.06.19	-	6.00pm
Annual General Meeting	25.06.19	-	6.00pm

21. VOTE OF THANKS

The meeting closed at 6.50pm with a Vote of Thanks to the chair.

Chairperson Signature: _____ Date: _____