

**MINUTE OF THE FOUR HUNDRED AND THIRTY NINTH  
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE  
HOUSING ASSOCIATION LIMITED HELD IN THE  
ASSOCIATION'S OFFICE AT 191 BRANDON STREET  
MOTHERWELL, ON TUESDAY 27 FEBRUARY 2024 AT 6PM**

<b>Present:</b>	Fiona Tonner Catriona Blyth Liam Donnachie Allan Forsythe Shaun Alexander Linzi Brunton Gordon Anderson	Chairperson
<b>Attending:</b>	Simon McManus Ann Marie Collins Gavin Young Alan Semple	Chief Executive Corporate Services Director Property Services Director Finance Manager

**1. APOLOGIES**

Apologies were intimated on behalf of Barry Farrell, Martin Ritchie and Linda Smith and Leave of Absence was recorded for Sharon Craig-McLeary.

**2. DECLARATION OF INTERESTS**

No business arising.

**3. MINUTES**

- a) The Minute of the Fourth Hundred and Thirty Eighth Management Committee Meeting held on 23 January 2024 was moved as a true record by Catriona Blyth and seconded by Shaun Alexander.
- b) Minute of the Audit & Assurance Sub Committee Meeting held on 23 January 2024 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.

- c) The Minute of the Corporate Services Sub Committee Meeting held on 6 February 2024 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 6 February 2024 was moved as a true record by Allan Forsythe and seconded by Fiona Tonner.

**Business Arising**

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

**4. CASH FLOW BUDGET STATEMENT – JANUARY 2024**

Committee were referred to the Cash Flow Budget Statement and Appendix issued with the agenda papers and the Finance Manager highlighted the key factors:

- Overall cash position reported a decrease resulting in an adverse variance when compared with budget expectations.
- Rental income collection was slightly more than budgeted.
- Sale of the Association's share of a shared ownership property had completed.
- Employee costs were reporting an overspend which 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 underspend for the financial year to date.
- Supplies & Services showed an underspend. This was due to timing issues and cash expenditure relating to the budget in place for the Watling Street legal case, which would have cash expenditure in February and March 2024.
- Mortgage repayments showed an overspend as expected due to an increase in interest rates. The early repayment of the Bank of Scotland loan facilities will, however, reduce the forecasted interest payable in the year.

The Finance Manager then invited any questions and, thereafter, a short discussion took place on the budget presented.

## **5. CORPORATE BENCHMARKING – 31 JANUARY 2024**

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

### Housing

- Average relet times were performing well.
- Average time to complete medical adaptations showed the biggest improvement compared to last year's figure.
- Arrears figure remained above benchmark and would be kept under review.
- Allocations were down with the percentage of tenancy offers refused remaining high. A question was raised regarding the reason for the refusals and the Chief Executive confirmed that this had been analysed previously by the Housing Services Director and no common pattern had been identified for the refusals.

### Maintenance & Property Services

- Figures shown were back in line with usual activity and within benchmark.

### Finance

- Committees' attention was drawn to Loan Covenant 3 – Debt Service Liability and were advised that talks were still ongoing with lenders in relation to the covenants.
- All other benchmark performances were on track and consistent with previous reports.

## **6. TREASURY MANAGEMENT**

### **a) 2024/25 Treasury Management Strategy Statement**

### **b) Final Rent & Budget Review 2024/25**

Committee agreed to the request that both items be taken jointly.

The Finance Manager then advised that he would firstly focus on the issues pertaining to the report and appendices being presented in relation to the 2024/25 Treasury Management Strategy Statement and confirmed that it had been produced based on guidance from SFHA and continued to go over the details contained therein.

Thereafter, he proceeded to present the confidential report on the Final Rent & Budget Review 2024/25 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 rent consultation exercise had been issued to tenants based on options 7% 7.5% & 8% previously agreed by Committee and the majority of the responses had opted for the 7% increase.

The Finance Manager then invited any questions and after consideration, Committee approved the recommendation contained within the report that a general rent increase of 7% be applied with effect from 1 April 2024.

The final budget for 2024/25, key assumptions and forecasted benchmark performance as detailed within Appendix 1 of the report was also approved by Committee.

FM

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

### **Court of Session Proceedings**

The Property Services Director 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.

After a detailed discussion, Committee approved the recommendations as detailed within the report.

PSD

## **8. COMPLAINTS**

### **Complaint Tracker**

Committee noted the complaints where an action plan had been created.

## **9. POLICY REVIEW**

Committee noted the Policy Review Schedule and Reports.

The Chief Executive highlighted the Password Policy which was a new policy created in line with the requirements of Cyber Essentials.

Thereafter, Committee approved the Policy Review Schedule and Policies as presented.

## **10. ANNUAL ASSURANCE COMPLIANCE**

The Chief Executive 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 2024.

He highlighted in particular that a programme of GDPR improvements had been identified and significant progress on these items have been scheduled prior to a further review of GDPR by internal audit, which should take place within 2024/25. It was noted that GDPR compliance would be reported in more detail to the Corporate Governance & Finance Sub Committee.

It was also reported that the Housing Services Director post was currently vacant and subject to a recruitment exercise which should conclude by the end of March 2024. The Housing Manager was at present absent due to a family bereavement, however, had indicated a return-to-work the following week and would assume the HSD responsibilities for the period the post is vacant.

**11. Affiliation Fees**

**a) SFHA Affiliation 2024/25**

Committee approved the Affiliation Fee for the above organisation for 2024/25.

**b) Share Affiliation 2024/25**

Committee agreed to renew the subscription for the above organisation for the year 2024/25.

**12. MEMBERSHIP & COMMITTEE ISSUES**

**Committee Training**

The Chief Executive reported that the Annual Committee Appraisal Process had highlighted a requirement for Annual Assurance training and it was proposed that this would take place prior to the Management Committee Meeting in April.

CE/CSD

**13. CORRESPONDENCE**

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

The Chief Executive particularly drew Committee' attention to the SHR's New Regulatory Framework 2024 and advised that a report would be presented to the next Management Committee Meeting highlighting any changes to the new Regulatory Framework.

CE

**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.

**15. ANY OTHER COMPETENT BUSINESS**

No business arising.

**16. DATES OF NEXT MEETINGS**

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

Corporate Governance & Finance Sub Committee	02.04.24	-	5.00pm
Housing Services Sub Committee	02.04.24	-	6.00pm
Audit & Assurance Sub Committee	23.04.24	-	5.00pm
Management Committee	23.04.24	-	6.00pm

**17. VOTE OF THANKS**

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

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