

**MINUTE OF THE FOUR HUNDRED AND FORTY SECOND  
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE  
HOUSING ASSOCIATION LIMITED HELD IN THE  
ASSOCIATION'S OFFICE AT 191 BRANDON STREET  
MOTHERWELL, ON TUESDAY 17 SEPTEMBER 2024 AT 6PM**

**Present:** Liam Donnachie                      Chairperson  
Fiona Tonner  
Catriona Blyth  
Martin Ritchie  
Gordon Anderson  
Linzi Brunton

**Attending:** Simon McManus                      Chief Executive  
Ann Marie Collins                      Corporate Services Director

**1. APOLOGIES**

An apology was intimated on behalf of Sharon Craig-McLeary.

**2. DECLARATION OF INTERESTS**

None recorded.

**3. MINUTES**

- a) The Minute of the Fourth Hundred and Forty First Management Committee Meeting held on 18 June 2024 was moved as a true record by Catriona Blyth and seconded by Gordon Anderson.
- b) The Minute of the Human Resources & Equality Sub Committee Meeting held on 18 June 2024 was moved as a true record by Fiona Tonner and seconded by Catriona Blyth.

**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 25 June 2024 was moved as a true record by Gordon Anderson and seconded by Fiona Tonner.

**Business Arising**

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

- d) The Minute of the General Purposes Sub Committee Meeting held on 30 July 2024 was moved as a true record by Catriona Blyth and seconded by Fiona Tonner.

**Business Arising**

The Chief Executive referred to 'Agenda Item 4 – Recruitment' and confirmed the Property Services Director had given notice of his retirement and was officially due to retire on 9 November 2024. A recruitment process for the position was underway with a high level of interest received. It was expected that the interview process would commence in early October. There was a high degree of confidence that an appointment would be made.

Thereafter, all agreed actions and recommendations were adopted.

- e) The Minute of the Corporate Governance & Finance Sub Committee Meeting held on 3 September 2024 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.

- f) Minute of the Housing Services Sub Committee Meeting held on 3 September 2024 was moved as a true record by Gordon Anderson and seconded by Linzi Brunton.

**Business Arising**

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

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

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

- Overall cash position reported a decrease at end of August 2024, an adverse variance when compared to budget expectations.
- Rental income collection was slightly below the anticipated amount, while Retail income outperformed the expected level.
- Employee costs were reporting an underspend in the year to date and it was anticipated that it would remain underspent for the financial year, due to staff changes.

- Supplies and Services were showing an overspend for the year due to expenditure in the Watling Street legal case.
- Mortgage repayments showed an underspend due to the timing of payments.

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

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

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

- All areas were performing within benchmark
- Relets showed continuous improvement
- New tenancies sustained remained at 100%
- Slight spike in Arrears figure which was not unusual for the summer period

### Maintenance & Property Services

- Figures and performance remained consistent

### Finance

- All other benchmarks such as Finance ratios etc. were complied with and the Salaries: Rents Ratio was noted as 23.3%.

## **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. 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 2024 to 30 June 2024. 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 there were no current complaints where an action plan had been created.

**8. POLICY REVIEW**

**Business Plan**

The Chief Executive particularly drew Committee's attention to the above Policy which contained principal aims to demonstrate that LHA could secure the long-term future of the housing provision owned by LHA and always preserve the best interests of the tenants; whilst also promoting the Association's viability and status as a Registered Social Landlord (RSL) and providing a high quality of service to meet the needs of the Association's tenants in the community.

After discussion Committee approved the policy as presented.

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

**9. LANDLORD REPORT 2023-24**

The Chief Executive referred Committee to the Landlord Report for 2023-24 which is compiled from information issued by the Scottish Housing Regulator detailing the Association's performance for 2023-24 against the standards and outcomes contained within the Scottish Social Housing Charter.

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 2024.

**10. ANNUAL PERFORMANCE REPORT 2023-24**

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 2023-24 had been categorised as "GOOD" as strong financial performance in many areas has balanced the impact of cost over-runs in the maintenance programme. Despite ongoing challenges, most operational benchmarks were successfully achieved. It was noted that 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.

## **11. 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 were none put forward, he recommended Committee approve the documents presented. After consideration, Committee agreed that the Internal Management Plan be updated accordingly.

CE

## **12. SCOTTISH HOUSING REGULATOR – AFS RETURN 2023-24**

The Chief Executive referred Committee to the above return and outlined the contents of the document. Thereafter, Committee approved the Audited Financial Accounts return for 2023-24 being presented and agreed that the document be submitted to the Scottish Housing Regulator by the deadline date of 30 September 2024.

FM

## **13. AUDIT MANAGEMENT REPORT 2024 - COMMITTEE RESPONSE**

Committee were referred to the draft Audit Management Response letter issued with the agenda papers and the Chief Executive 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, approved the draft response letter as presented.

FM

## **14. 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 June 2024.

He particularly highlighted the Property Services Director's notice of retirement and that the recruitment exercise for a direct replacement, authorised by the General Purposes Sub Committee in July, was underway. He also then reported his intimation to Committee that he was considering early retirement at the previous Management Committee meeting and advised that this would be confirmed later in the meeting and must then be notified to SHR in line with the Notifiable Events

Policy. Committee were then made aware that this may invite further SHR scrutiny and their approval is required prior to commencing any recruitment exercise.

Committee noted this position.

**15. SALE OF SHARED OWNERSHIP PROPERTY – 54 COLVILLE COURT**

The above report from the Planning & Research Manager was noted and approved by Committee.

PRM

**16. DEATH OF SHARING OWNER – 40 LAUREL GARDENS**

Committee noted the contents of the report from the Planning & Research Manager in relation to 40 Laurel Gardens and afterwards gave approval.

PRM

**17. MEMBERSHIP & COMMITTEE ISSUES**

**a) Resignation**

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

**b) AGM – 24 June 2025**

The Corporate Services Director referred Committee to the report issued with the agenda papers and after discussion Committee agreed to the proposals presented, that the next Annual General Meeting would take place on Tuesday 24 June 2025 at The Moorings Hotel, Motherwell.

CSD

**18. TENANT AND RESIDENT SAFETY**

The Chief Executive referred Committee to the report from the Property Services Director which provided a summary of the Association's compliance with relevant obligations in relation to Tenant and Resident Safety, as set out in the Scottish Housing Regulator's published guidance on supporting landlords to complete their Annual Assurance Statements. Committee were advised that this year the SHR has continued to ask for specific assurance including the following items, which are reported regularly to the Housing Services Sub Committee:

- Gas Safety
- Electrical Safety
- Water Safety
- Fire Safety
- Asbestos
- Damp & Mould
- Lift Safety

Committee noted the Association was meeting all the requirements.

Martin Ritchie enquired as to whether Electrical Safety should be included within the Corporate Benchmarking report and the Chief Executive responded that this was done every 5 years so would not change on a monthly basis. A discussion then took place and the Chief Executive agreed to look at this in more detail and consider creating a Resident Safety Performance Report.

CE

## **19. HOUSING STOCK SUMMARY REPORT**

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

## **20. CORRESPONDENCE**

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

## **21. HEALTH AND SAFETY**

### **a) 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.

## **22. NOTICE OF RETIRAL**

### **a) Notice of Retirement Letter**

Committee noted the contents of the strictly confidential correspondence presented and afterwards a discussion took place. Committee thanked the Chief Executive for his service and commitment over the years and the contribution he had made to the work of the Association over this time.

### **b) Notifiable Event - Chief Executive Retirement**

Committee noted the above strictly confidential report and appendices.

CE

## **23. ANY OTHER COMPETENT BUSINESS**

### **Clydesdale Bank PLC (Trading as Virgin Money) – Amendment of Agreement**

The Chief Executive referred Committee to the above documents which detailed proposed amendments to the loan interest covenant held with Virgin Money. After

consideration, Committee approved these amendments and delegated authority to the Chief Executive and Secretary to sign the documentation.

CE/FT

**24. DATES OF NEXT MEETINGS**

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

Management Committee	22.10.24	-	6.00pm
Corporate Governance & Finance Sub Committee	05.11.24	-	5.00pm
Housing Services Sub Committee	05.11.24	-	6.00pm
Audit & Assurance Sub Committee	24.11.24	-	5.00pm
Management Committee	24.11.24	-	7.00pm

**25. VOTE OF THANKS**

The meeting closed at 6.55pm with a Vote of Thanks to the Chair.

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