

**MINUTE OF THE FOUR HUNDRED AND FORTY FOURTH
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE
HOUSING ASSOCIATION LIMITED HELD IN THE
ASSOCIATION'S OFFICE AT 191 BRANDON STREET
MOTHERWELL, ON TUESDAY 26 NOVEMBER 2024 AT 6PM**

Present:	Liam Donnachie Barry Farrell Fiona Tonner Allan Forsythe Catriona Blyth Martin Ritchie Shaun Alexander Gordon Anderson Linzi Brunton	Chairperson
Attending:	Simon McManus Ann Marie Collins Liz White Mark Quigley Alan Semple	Chief Executive Corporate Services Director Housing Services Director Property Services Director Finance Manager

Liam Donnachie welcomed Mark Quigley, Property Services Director to his first Management Committee Meeting.

1. APOLOGIES

None recorded.

2. DECLARATION OF INTERESTS

No recorded.

3. MINUTES

- a) The Minute of the Fourth Hundred and Forty Second Management Committee Meeting held on 17 September 2024 was moved as a true record by Catriona Blyth and Fiona Tonner.
- b) The Minute of the Human Resources & Equality Sub Committee Meeting held on 17 September 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 Fourth Hundred and Forty Third Management Committee Meeting held on 22 October 2024 was moved as a true record by Barry Farrell and Shaun Alexander.
- d) The Minute of the Corporate Governance & Finance Sub Committee Meeting held on 5 November 2024 was moved as a true record by Allan Forsythe and seconded by Barry Farrell.

Business Arising

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

- e) Minute of the Housing Services Sub Committee Meeting held on 5 November 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 – OCTOBER 2024

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

- Overall cash position reported a decrease at end of October 2024, an adverse variance when compared to budget expectations.
- Rental income collection was slightly more than budgeted and higher than anticipated by 2.4%. It was estimated that total rental income for the year would be largely in line with budget.
- There had been one area of non-budgeted income within the year as the sale of the Association's share of two shared ownership properties were completed.
- Employee costs were reporting an underspend at the end of October and it was likely that this would continue during the year due to vacancies and flexible retirals. However, there were currently discussions around departmental restructuring which would utilise this underspend.
- Supplies and Services were showing an overspend mainly due to large value invoices for the Watling Street legal case accounted for in 2023/24, not being received until the new financial year causing the adverse variance.

- On capital there were two major repair programmes due to be completed in the current year and were progressing well. No grant funding was anticipated for the year in relation to major repairs.

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

5. CORPORATE BENCHMARKING – 31 OCTOBER 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
- Current tenant arrears overall trend was down from the slight spike in arrears figures experienced in the summer period
- Relets showed continuous improvement
- New tenancies sustained continued at 100%

Maintenance & Property Services

- Figures and performance remained consistent

Finance

- All other benchmarks such as Finance ratios etc. were complied with.

6. BUSINESS & PAY REVIEW

- a) BUSINESS REVIEW 2024**
- b) PAY REVIEW 2025/26**

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

The Chief Executive advised that he would firstly focus on the issues pertaining to the report being presented in relation to the Pay Review for 2025-26. He outlined that the potential staff pay award had been calculated in accordance with the Management Committee's approved method statement, taking account of CPI inflation, business performance and the wider Scottish economy (GDP).

After a discussion on overhead costs and affordability, the Chief Executive reported that there was no contractual obligation on the employer to make an annual pay award, so the choices open to Committee were as detailed within the Pay Review report being presented for approval.

After discussion and deliberation, Committee approved Option A as the preferred Governance Option as detailed at Item 4.2 of the confidential report.

CE/FM

Thereafter, he then proceeded to present the confidential report on the Business Review for 2024. He further advised that the objective of the report was to address fiscal issues raised by the pay review. The following topics were then highlighted:

- Corporate Performance
- Employer Costs

- Pension Cost
- Universal Credit
- Inflation Rate
- Financial Viability of proposed increase
- Impact on Maintenance Costs
- Court Case
- Costs being maintained below benchmark figure
- Budget for total staff costs (Appendix 1)

7. INITIAL RENT & BUDGET REVIEW 2025/26

The Finance Manager referred to the confidential Initial Rent & Budget Review report issued with the agenda papers and proceeded to advise that a financial appraisal had been carried out relating to the following:

Risks

- Continuing costs
- Universal credit
- Investment in housing stock

Efficiency Measures

- Loan redemptions
- Reduced loan repayments

Committee's attention was then drawn to Page 4 of the report detailing the proposed rent receivable for the rent increase scenario planning.

The Finance Manager then referred Committee to the provisional budget included as Appendix 1 to demonstrate the viability of the proposal being presented.

A discussion then took place and after consideration, Committee approved the following:

- Committee noted the report and agreed in principle to a general rent increase in the range of 3.5% and 4.5%, subject to tenant consultation. The results of this rent consultation would then be reported to Committee for its consideration
- The provisional budget on which the rent increases have been calculated shown in Appendix 1 be noted. The key assumptions and KPIs were also shown in Appendix 2 and 3.

HSD/FM

8. WATLING STREET, MOTHERWELL

Court of Session Proceedings

The Chief Executive referred to the confidential report and appendix 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.

It was then confirmed to Committee that due to the retiral of Gavin Young Property Service Director, the Planning & Research Manager who is already experienced with the Watling Street court case would now be dealing with it in conjunction with legal advice and future reports would be prepared by them.

PRM

9. CHARTER PERFORMANCE REPORT 2023/24

Committee acknowledged the Charter Performance Report 2023/24 issued with the agenda papers detailing the Association's performance as a landlord against the standards and outcomes within the Scottish Social Housing Charter.

Committee were further advised that this publication had also been issued in October to tenants and service users satisfying the Scottish Housing Regulator's requirements to report to tenants before 31 October 2024 on performance against charter outcomes.

10. COMPLAINTS

a) Complaints Monitoring Leaflet

Committee were referred to the Complaints Monitoring Leaflet providing statistical information detailing the number and types of complaints received during the quarterly period 1 July 2024 to 30 September 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.

11. POLICY REVIEW

Committee noted the Policy Review Schedule and Reports presented and the Chief Executive confirmed that there were minor amendments to a few existing policies as detailed within the schedules and both the Loan Working and Property Management Policies had been deferred until April 2025 to allow further review.

Thereafter, Committee approved the Policy Review Schedules as presented.

12. ANNUAL ASSURANCE COMPLIANCE

Assurance Statement 2024

The Chief Executive confirmed that the Annual Assurance Statement for 2024 had been submitted via the secure portal to the Scottish Housing Regulator on 23 October 2024 and was then made publicly available to tenants and stakeholders via the Association's website.

The Chief Executive then confirmed following the retirement of the Property Services Director a replacement for the post had been recruited and was now in place. Mark Quigley who joins the Association from Provanhall Housing Association has extensive experience and knowledge of the RSL sector and will become a key member of the senior management team.

Committed noted that following the acceptance of the Chief Executive's resignation, the Scottish Housing Regulator (SHR) was notified of this in compliance with the Notifiable Events Policy and the Regulatory Framework. In the absence of any feedback from SHR a recruitment process and schedule for a replacement CE was approved by Committee and also submitted to SHR for their information. SHR has now confirmed that they have noted the reports and require no additional information from LHA other than to request that they be kept informed of any significant developments during the recruitment process. The CE recruitment process has commenced in line with the agreed report and schedule.

13. CHIEF EXECUTIVE - RECRUITMENT

The Chief Executive referred Committee to the confidential report issued with the agenda papers and proceeded to advise Committee on the current position. After consideration, Committee agreed to the recommendations contained within the report.

CSD

14. HOUSING SERVICES REVIEW

The Housing Services Director referred Committee to the Confidential report and appendices issued with the agenda papers and after detailed discussion and consideration, Committee agreed to the recommendations contained within the report.

HSD

15. MEMBERSHIP & COMMITTEE ISSUES

Schedule of Meetings 2025

Committee were advised that the above schedule was issued for information purposes and would also be made available on Decision Time.

16. CORRESPONDENCE

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

17. 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 issued with the agenda papers detailing the current monitoring status of the main health & safety responsibilities.

18. ANY OTHER COMPETENT BUSINESS

Chief Executive Retiral

The Chief Executive confirmed that this would be his last committee meeting before his official retirement date of 3 January 2025 and wanted to thank Committee and Staff for all their support and guidance during his employment with the Association.

Liam Donnachie then thanked Simon on behalf of Committee and Staff for his service and commitment to the Association during his many years of employment including the contribution he had made over this time.

19. DATES OF NEXT MEETINGS

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

Audit & Assurance Sub Committee	28.01.25	-	5.00pm
Management Committee	28.01.25	-	6.00pm

20. VOTE OF THANKS

The meeting closed at 7.30pm with a Vote of Thanks to the chair.

Chairperson Signature: _____ Date: _____