

**MINUTE OF THE FOUR HUNDRED AND FORTY SEVENTH
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE
HOUSING ASSOCIATION LIMITED HELD IN THE
ASSOCIATIONS OFFICE AT 191 BRANDON STREET,
MOTHERWELL, ON TUESDAY 22 APRIL 2025 AT 7PM**

Present:	Liam Donnachie Barry Farrell Martin Ritchie Shaun Alexander Gordon Anderson Linzi Brunton	Chairperson Virtual Attendance
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Attending:	Henry Coyle Liz White Mark Quigley Alan Semple Deborah Stapleton	Chief Executive Housing Services Director Property Services Director Finance Manager Corporate Services Manager
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Liam Donnachie welcomed potential new Committee Members, Martine Nolan, Laurie Boles, Mayra Nunes, Gerrad McParland, and Anne O'Donnell to the meeting as Observers and they each gave a brief introduction of themselves.

1. APOLOGIES

An apology was intimated on behalf of Allan Forsythe.

2. DECLARATION OF INTERESTS

None recorded.

3. MINUTES

- a) The Minute of the Four Hundred and Forty Sixth Management Committee Meeting held on 25 February 2025 was moved as a true record by Martin Ritchie and seconded by Gordon Anderson.
- b) The Minute of the Human Resources & Equality Sub-Committee Meeting held on 6 March 2025 was moved as a true record by Barry Farrell and seconded by Shaun Alexander.

Business Arising

The Chief Executive confirmed that the Human Resources & Equality Sub-Committee has been suspended due to a review of the Sub Committee's remits and a standard Human Resources agenda item would now be incorporated into

the Management Committee Agenda to deal with any HR business going forward.

Thereafter, all agreed actions and recommendations were adopted.

- c) The Minute of the Corporate Governance & Finance Sub-Committee Meeting held on 1 April 2025 was moved as a true record by Barry Farrell and seconded by Linzi Brunton.

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 1 April 2025 was moved as a true record by Gordon Anderson and seconded by Barry Farrell.

Business Arising

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

**4. USE OF ASSOCIATION SEAL -
MEMBERSHIP APPLICATION NO'S A0107, A0108, A0109, A0110, A0111, A0112**

Committee noted and approved the confidential Membership Applications as detailed within the report.

5. WATLING STREET, MOTHERWELL

Court of Session Proceedings

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

Committee approved the recommendations as detailed in the report.

6. ANNUAL RETURN ON THE CHARTER (ARC)

The Chief Executive gave a verbal update and confirmed that senior officers had been issued with the paperwork and guidance to facilitate the completion of the ARC for 2024/25. He further advised that once the data input process is complete, an internal validation process would commence to validate information and ensure data accuracy.

Committee noted that a General Purposes Sub-Committee meeting would be convened to approve the Annual Return on the Charter to the Scottish Housing Regulator by the deadline date of 31 May 2025. It was anticipated that this meeting would take place during week commencing 26 May 2025.

7. POLICY REVIEW

Committee was referred to the Policy Review Schedules and Reports.

The Chief Executive highlighted that there were some minor changes to existing policies, some new policies introduced and some merging together of policies, in particular the new Flexible Working Policy which now consisted of the previous TOIL, Flexible Working Hours and Occasional Home Working Policies.

Committee noted the report accompanying the revised Performance Management Policy which outlined that following analysis, the existing Performance Management Policy required an overhaul to rationalise, modernise and improve the principles of the review process. It was also beneficial to separate the issue of performance from annual pay awards, which were interloped within the current policy.

The proposed new policy aims to set clearer performance expectations and enable regular monitoring of progress, so that the process contributes to LHA's success and the personal development of its employees.

A discussion then took place on the policy review, and it was agreed that the Lone Working Policy would be amended to include a cross-reference section tying the Policy into other relevant documents.

Committee approved the Policy Review Schedule and policies as presented, subject to the above single amendment.

PSD

8. SCOTTISH HOUSING REGULATOR - ENGAGEMENT PLAN 2025

Committee acknowledged the Engagement Plan confirming that the Association's Regulatory Status is Compliant and a low level of engagement from the Scottish Housing Regulator is expected.

9. INSURANCE RENEWAL

The Finance Manager referred Committee to the report and appendices issued with the agenda papers highlighting an uplift of around 12% increase in value from last year's renewal quote. It was highlighted, however, that the reinstatement value of all buildings has increased by 5% in line with BCIS recommendation, accounting for part of the overall increase in premium.

After consideration, Committee approved the renewal terms as detailed in **Appendix 1 and 2** for comparison and to continue insurance cover provided by Zurich Municipal with the new policy commencing on 28 April 2025.

FM

10. MEMBERSHIP AND COMMITTEE ISSUES

a) Strategic Planning

The Chief Executive referred Committee to the confidential report and appendix, which provides Committee with the methodology to be adopted in reviewing the Association's 5-year Strategic Plan, together with a suggested agenda for a Strategic Away Day, and a timeline for completion so that a new 5-year Strategic Plan may be implemented by 01 April 2026.

A discussion then took place and Committee agreed to the proposals contained within the report and that a poll would be sent to Members to ascertain their availability for proposed dates and a venue and facilitator would be sourced.

CE

It was also agreed that a Section would be created within Resources on Decision Time for Strategic Planning and any relevant documents would be made available there to help with the process.

At this point, the Observers left the Meeting.

b) Committee Recruitment

The Chief Executive gave a summary on the current recruitment process, in relation to advertising and interviewing for new Committee Members.

It was agreed that Gerrard McParland, Laurie Boles, Anne O'Donnell, Martine Nolans and Mayra Nunes would fill casual vacancies on the Management Committee and Paul Lennon and Joliane Philip be invited as Co-optees.

The new Committee Members first official Management Committee Meeting will be 17 June 2025.

CE/CSM

As the business of this Agenda Item had concluded, the Observers re-joined the meeting.

c) Annual Committee Programme of Works 2025/26

Committee was referred to the Annual Programme of Works for 2025/26 for their information and the inclusion of the Strategic Planning and the suspension of the Human Resources & Equality Sub-Committee was brought to their attention.

After discussion, it was agreed that the Audit & Risk Sub-Committee would receive regular updates on the Risk Register, and the Management Committee would be provided with an Annual Risk Report at its September Meeting.

Thereafter, Committee approved the programme of works subject to this amendment.

FM

d) Election of Secretary

Liam Donnachie proposed Martin Ritchie for the Secretary position, and this was seconded by Barry Farrell. As no other nominations were submitted, Martin Ritchie was duly elected as Secretary.

11. A.G.M - 24 JUNE 2025

a) Re-election of Committee Members

A report from the Corporate Services 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 memo issued with the agenda papers confirming all requirements of Rules 62-67 have been complied with.

12. HUMAN RESOURCE ISSUES

Investors In People

The Chief Executive gave a verbal update on the Investors in People (IiP) re-accreditation assessment due to take place on 01 May 2025. A further update would be provided to Committee once the feedback report had been received.

13. CORRESPONDENCE

Committee confirmed that they had received all recent correspondence uploaded to the Resource Section on Decision Time portal for their information.

14. ANY OTHER COMPETENT BUSINESS

No business arising.

15. DATES OF NEXT MEETINGS

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

Corporate Governance & Finance Sub-Committee	03.06.25	- 5.00pm
Housing Services Sub Committee	03.06.25	- 6.00pm
Management Committee	17.06.25	- 5.00pm
Annual General Meeting	24.06.25	- 6.00pm
Special Management Meeting	24.06.25	- 6.30pm

16. VOTE OF THANKS

The meeting closed at 8.30pm with a Vote of Thanks to the chair.

Chairperson Signature: _____ Date: _____