

**MINUTE OF THE FOUR HUNDRED AND FORTY EIGHTH
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE
HOUSING ASSOCIATION LIMITED HELD IN THE
ASSOCIATION'S OFFICE AT 191 BRANDON STREET,
MOTHERWELL, ON TUESDAY 17 JUNE 2025 AT 5.15PM**

Present:	Liam Donnachie	Chairperson
	Gordon Anderson	
	Linzi Brunton	
	Mayra Nunes	
	Martine Nolan	Virtual Attendance
	Gerry McParland	
	Joliane Philip	Co-optee
Attending:	Henry Coyle	Chief Executive
	Liz White	Housing Services Director
	Mark Qugley	Property Services Director
	Alan Semple	Finance Manager
	Deborah Stapleton	Corporate Services Manager

Liam Donnachie welcomed Jennifer Spence and Jane Skeeping of Azets Audit Services to the meeting.

1. APOLOGIES

An apology was intimated on behalf of Barry Farrell, Martin Ritchie, Allan Forsythe, Laurie Boles, Anne O'Donnell and Paul Lennon.

2. DECLARATION OF INTERESTS

None recorded.

3. DRAFT FINANCIAL STATEMENTS

Jennifer Spence referred Committee to the Financial Statements for the year ended 31 March 2025 and gave an analysis of the statements, outlining the following:

- Report of the Management Committee
- Report of the Auditor on the Financial Statements
- Statement of Comprehensive Income including Turnover and Surplus
- Income and Expenditure
- Statement of Financial Position
- Statement of Cash Flows

Committee's attention was drawn to the Notes on the Financial Statements, in particular:

Note 29

In relation to advice received on Watling Street from Brodies Solicitors, it was agreed that the accounts would be updated to reflect the current position.

FM

Jennifer Spence then invited questions from Committee Members and responded accordingly to several pertinent questions. It was further reported to Committee that overall, the Association was in a strong healthy financial position.

Jennifer Spence referred Committee to the Audit Findings Letter and highlighted the main outcomes of the audit process and any improvements required to enhance the financial control systems. She provided a summary of the document and confirmed that there were no points requiring action within the audit report. Committee noted that the audit process had gone well, and a clean report had been attained.

Jennifer Spence then referred Committee to the Letter of Representation which included representations based on enquiries of team members with relevant knowledge and experience, as considered necessary in connection with the audit of the Association's financial statements for the year ended 31 March 2025.

A summary of these representations was then read out to Committee and, thereafter, Committee agreed to the Secretary signing the letter on behalf of the Management Committee.

SEC

To conclude the formal audit process, Jennifer Spence asked Committee if they were aware of any significant matters that had arisen since the end of March, which would have a major impact on the figures contained within the accounts. Committee responded that they were not aware of any issues that would adversely have an impact on the Association.

Finally, Jennifer Spence advised that Frances Walker would attend the Annual General Meeting in person to present the Financial Statements to the membership.

Liam Donnachie extended thanks to Jennifer Spence for her clear and comprehensive explanation of the accounts and Committee adopted the accounts as presented, subject to the amendment to the Watling Street note.

4. MINUTES

a) The Minute of the Fourth Hundred and Forty Seventh Management Committee Meeting held on 22 April 2025 was moved as a true record by Liam Donnachie and seconded by Gordon Anderson.

b) The Minute of the Audit & Assurance Sub-Committee Meeting held on 22 April 2025 was moved as a true record by Liam Donnachie, but in the absence of a suitable seconder, the Minute will be carried forward to the Management Committee Meeting in September for approval.

c) The Minute of the General Purposes Sub-Committee Meeting held on 29 May 2025 was moved as a true record by Liam Donnachie and seconded by Linzi Brunton.

CSM

Business Arising

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

- d) The Minute of the Corporate Governance & Finance Sub-Committee Meeting held on 3 June 2025 was moved as a true record by Liam Donnachie but in the absence of a suitable seconder, the Minute will be carried forward for approval to the Management Committee Meeting in September.
- e) The Minute of the Housing Services Sub-Committee Meeting held on 3 June 2025 was moved as a true record by Linzi Brunton and seconded by Gerry McParland.

CSM

Business Arising

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

5. CASH FLOW BUDGET STATEMENT - MAY 2025

Committee was referred to the Cash Flow Budget Statement and **Appendix 1**, and the Finance Manager gave a brief overview of the key factors:

- Overall cash position reported an increase at end of May 2025, a positive variance when compared to budget expectations
- Rental income collection was slightly less than budgeted and lower than anticipated by 3.46%. Retail rental income was slightly below budget due to a void period, however, there was a prospective leaser for the unit and the suggested monthly rent would be higher than budgeted resulting in some of the deficit being clawed back throughout the year
- Employee costs were broadly in line with expectations and savings were being realised relating to the employee salary base. An annual payment relating to Ill Health Liability Insurance was made in April, contributing to a slight overspend
- Expenditure in Property Costs had produced an underspend for the financial year to date

The Finance Manager then invited any questions, and a question was raised regarding rent due dates.

6. SHR - LOAN PORTFOLIO ANNUAL RETURN

The Finance Manager referred Committee to the above return and sought Committee approval for the Loan Portfolio Return for 2024/25 being presented. He noted that no loan covenants had been breached.

After receiving a summary of the contents of the document, Committee approved the return and agreed that the document should be submitted to the Scottish Housing Regulator by the deadline date of 30 June 2025.

FM

7. WATLING STREET, MOTHERWELL

Court of Session Proceedings

The Chief Executive referred to the confidential report and updated Committee on the considerations and recommendations as outlined within the report. He noted that the latest Brodies briefing note would be added to the Committee Portal.

Committee approved the recommendations as detailed in the report.

8. ANNUAL RETURN ON THE CHARTER (ARC)

The Chief Executive referred to the above document and confirmed that a General Purposes Sub-Committee meeting had taken place on 29 May 2025 to consider and approve the Annual Return on the Charter for 2024/25. It was further reported that the document had been authorised and submitted by the Chief Executive to the Scottish Housing Regulator on 30 May 2025, using the web-based portal.

Committee's attention was then drawn to **Appendix 1** which contained comparisons between submissions made over the last five years.

Committee noted this position.

9. ANNUAL DATA BREACH REPORT

Committee was referred to the report from the Planning & Research Manager (acting as Data Protection Officer), confirming that no breaches had been made in the year.

Committee noted the report being presented.

10. COMPLAINTS

a) Monitoring Leaflet

Committee was referred to the Complaints Monitoring Leaflet that provides information detailing the number and types of complaints received during the quarter 1 January 2025 to 31 March 2025. Committee noted that the Association undertakes an analysis of the data to identify any service failures and uses these to improve performance.

b) Complaint Tracker

Committee noted the Complaint Tracker that details current complaints where an action plan had been created.

11. POLICY REVIEW

Committee was referred to the Policy Review Schedules and Reports.

The Chief Executive highlighted the new Attendance Management Policy drafted in keeping with good practice and the Whistleblowing Policy which was brought into line with recent developments and good practice.

A question was raised in relation to the Attendance Review Triggers and a word change was agreed for consistency throughout the report.

HSD

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

12. CYBER ESSENTIALS

Committee noted the Finance Manager's verbal update on the current position in relation to attaining Cyber Essentials accreditation.

13. A.G.M - 24 JUNE 2025

Nominations Report

Committee noted the report confirming that in accordance with Rule 40.2, five nominations had been received by the deadline date of 3 June 2025 for the vacant positions on the Management Committee.

14. MEMBERSHIP & COMMITTEE ISSUES

a) Resignations

Correspondence in relation to resignations from two Committee members was noted and Committee gave thanks for their contribution to the Association.

b) Election of Treasurer

Liam Donnachie proposed Linzi Brunton for the Treasurer position, and this was seconded by Gordon Anderson. As no other nominations were submitted, Linzi Brunton was duly elected as Treasurer.

15. REGISTER OF INTERESTS 2025

The Chief Executive advised that it was a requirement in the Conflicts of Interest Policy that Committee members and employees complete a Declaration of Interests return on an annual basis, with any interests declared presented to the Governing Body for its information.

Committee noted the interests declared as specified in the confidential report.

16. CLADDING UPDATE

The Property Services Director referred to his report, which had previously been tabled at the Audit & Assurance Sub-Committee in April, and advised that on 1 April 2025 a Scottish Government circular was received, focusing on building cladding and its approach to legislation and remediation.

Buildings constructed or comprehensively refurbished between 1992 and 2022 are at particular risk, and considering the Association's development history, a desktop review of all homes was undertaken. This review identified three developments with

cladding that would warrant further investigation, with one development meeting the four criteria for a Single Building Assessment (SBA). The other two developments should be deemed manageable with a diligent fire management plan.

He then updated Committee on each development confirming that two of the developments had been nominated for Fire Risk Assessments. Committee was then advised of the following actions taken in relation to :

- Government funding
- Remedial costs
- Tenant Notification
- Insurer Notification
- Lender Notification
- Regulator Notification
- Scottish Fire & Rescue Notification
- Risk Register update

A discussion then took place and the Chief Executive advised that this matter was referred to the Scottish Housing Regulator as a Notifiable Event, and had been acknowledged. Committee noted the current position.

17. HUMAN RESOURCE ISSUES

a) Extended Leadership Team (Grades A-D) Pay Award

The Chief Executive referred Committee to this confidential report, and after consideration, Committee agreed to the recommendations contained within the report.

CE/FM

b) We Invest in People Silver

The Chief Executive referred Committee to the report which confirmed that LHA has successfully retained its We Invest in People Silver accreditation.

Following consideration, Committee approved the recommendations in the report and that an action plan would be developed and regular progress updates would be provided to Committee.

CE

Equality Monitoring

c) Recruitment - Housing Officer

The report detailing the monitoring figures for the recruitment of the Housing Officer was acknowledged by Committee.

d) Recruitment - Temp Clerical/Maintenance Assistant

The report detailing the monitoring figures for the recruitment of the Housing Temporary Clerical/Maintenance Assistant was acknowledged by Committee.

e) Full Membership Analysis 2025

Committee noted the report detailing the monitoring figures for all Association Members.

18. CORRESPONDENCE

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

19. ANY OTHER COMPETENT BUSINESS

None recorded.

20. DATES OF NEXT MEETINGS

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

Annual General Meeting	24.06.25	-	6.00pm
Special Management Meeting	24.06.25	-	6.30pm
Audit & Assurance Sub Committee	02.09.25	-	5.15pm
Housing Services Sub Committee	02.09.25	-	6.15pm
Corporate Governance & Finance Sub Committee	23.09.25	-	5.15pm
Management Committee	23.09.25	-	6.15pm

21. VOTE OF THANKS

The meeting closed at 6.40pm with a Vote of Thanks to the chair.

Chairperson Signature: _____ Date: _____