

**MINUTE OF THE FOUR HUNDRED AND SEVENTH  
MANAGEMENT COMMITTEE MEETING OF LANARKSHIRE  
HOUSING ASSOCIATION LIMITED HELD IN THE  
ASSOCIATION'S OFFICE AT 191 BRANDON STREET  
MOTHERWELL ON TUESDAY 26 FEBRUARY 2019 AT 6PM**

|                   |                   |   |
|-------------------|-------------------|---|
| <b>Present:</b>   | Fiona Tonner      | (Chairperson)                           |
|                   | Charles Millar    |   |
|                   | Catriona Blyth    |   |
|                   | John Glenny       |   |
|                   | William Jeffrey   |   |
|                   | John McNally      |   |
|                   | Shirley Killeen   |   |
|                   | Jessie Mitchell   |   |
|                   | Mary Tougher      |   |
|                   | John Lockhart     |   |
|                   | Alastair McLean   |   |
| <br>              |                   |   |
| <b>Attending:</b> | Simon McManus     | (Chief Executive)                       |
|                   | Laurie Boles      | (Finance & Corporate Services Director) |
|                   | Ann Marie Collins | (Business Manager)                      |

Fiona Tonner welcomed new Committee Member Alastair McLean to his first Management Committee meeting.

**1. APOLOGIES**

An apology was intimated on behalf of Gordon Heng.

**2. DECLARATION OF INTERESTS**

None recorded.

**3. MINUTES**

- a) The Minute of the Four Hundred and Sixth Management Committee Meeting held on 22 January 2019 was moved as a true record by Charles Millar and seconded by John McNally.
- b) The Minute of the Corporate Governance & Finance Sub Committee Meeting held on 05 February 2019 was moved as a true record by Shirley Killeen and seconded by John Glenny.

**Business Arising**

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

- c) The Minute of the Housing Services Sub Committee Meeting held on 05 February 2019 was moved as a true record by Jessie Mitchell and seconded by Catriona Blyth.

**Business Arising**

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

- d) The Minute of the Development & Technical Sub Committee Meeting held on 19 February 2019 was moved as a true record by Mary Tougher and seconded by John McNally.

**Business Arising**

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

**4. CASH FLOW BUDGET STATEMENT – JANUARY 2019**

Committee were referred to the Cash Flow Budget Statement issued with the agenda papers and the Finance & Corporate Services Director outlined the following:

- cash position reported an increase due to planned expenditure on major component repairs occurring in the latter stage of the financial year as well as the deferral of HAG repayments until 2019/20.
- overall cash position currently reported a decrease.
- revenue activity on budget.
- cash expenditure performed below budget.

The Finance & Corporate Services Director highlighted that an error had been made on the report relating to projected cash surplus and advised that the text should have read a '£42k surplus' rather than as a £218k deficit as detailed within the report. Committee acknowledged the amendment to the figures presented.

Thereafter, Committee noted Appendix 2 which contained an analysis of the reconciling items and their associated value.

**5. 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.

**6. FINAL RENT & BUDGET REVIEW 2019/20**

Committee noted the confidential Final Rent & Budget Review 2019/20 issued with the agenda papers and the Finance & Corporate Services Director proceeded to report that a consultation exercise had taken place and the results had been submitted to the Housing Services Sub Committee.

He further reported that the consultation process had achieved a response rate of 5.85% which was slightly lower than last year, however, the Consultation Report produced by the Housing Manager had also concluded that there was no basis on which to amend the proposed rent increase as the level of satisfaction obtained was very high (87%).

After discussion and consideration, Committee approved the recommendation contained within the report that a general rent increase of 3.2% be applied with effect from April 2019. It was also agreed that tenants at North Orchard Street who are still subject to stock transfer conditions of sale would also have a 3.2% increase, as this does not exceed December RPI + 1%.

FCSD

The provisional budget on which the rent increases were calculated as detailed within Appendix 1 of the report was also approved by Committee.

FCSD

**7. POLICY REVIEW**

Committee noted and approved the Policy Review Schedule and Reports presented.

**8. CORPORATE BENCHMARKING - 31 JANUARY 2019**

Committee noted the report and charts issued with the agenda papers and the Finance & Corporate Services Director reported on the following:

**Housing**

- housing re-lets 4% better than benchmark.
- rent loss showed same trend, however was performing well.
- non housing benefit arrears 29% above benchmark.
- current tenant arrears above benchmark.
- housing benefit arrears on track and similar to last year.
- monthly allocations amounted to 6 with local authority percentage close to benchmark.

**Maintenance**

- achieving 100% compliance with response times in emergency and urgent repairs and 99% in routine.

- reactive maintenance was higher than last year and planned maintenance was less.
- void progress of 3.89 days was below benchmark for turning properties around.

### **Development**

- capital expenditure ahead of budget with major repairs and renewal contracts being ahead of schedule.

### **Finance**

- all finance ratios are performing better than benchmark.

## **9. SCOTTISH HOUSING REGULATOR – NEW REGULATORY FRAMEWORK**

The Chief Executive referred Committee to a copy of a presentation by the Chair of the Scottish Housing Regulator, at the SFHA Chair's Conference, in which it was outlined the contents of the new Regulatory Framework due to be published by the end of February 2019. A short training exercise then took place confirming the SHR's key new approach of promoting and supporting a culture of landlord self-assurance, openness and transparency and also highlighting the key requirements of the new framework as follows:

- achieving the Scottish Social Housing Charter;
- meeting legal duties in housing and homelessness, including human rights, equalities duties and in tenant safety;
- the importance of tenant feedback and learning from complaints;
- requirement to meet Standards of Governance and Financial Management;
- compiling a new Annual Assurance Statement.

Committee were urged to read through the section relating to the Annual Assurance Statement as this would provide an ethos on how the Regulator intends to go forward with this new initiative.

## **10. MEMBERSHIP & COMMITTEE ISSUES**

### **Performance Appraisal**

The Chief Executive reminded Committee that previously at the Management Committee meeting held in September 2018 that it had been agreed that an independent appraisal of Management Committee members be conducted by a duly appointed consultant in order to build upon the good standards of corporate governance at board level efficiently and effectively.

Thereafter, Committee were referred to the proposal submitted by SHARE (training organisation) to carry out performance appraisal reviews for the Governing Body. After consideration, Committee approved the proposal as presented.

**11. CORRESPONDENCE –  
Scottish Housing Regulator – Root of Regulatory Problems**

Committee noted the above document for their information.

**12. HEALTH AND SAFETY**

**a) Health & Safety Report**

**Visual Display Equipment & Workstation**

Committee noted items relating to Visual Display Equipment and Workstation Assessments as outlined within the report presented for their information.

**b) Task Log**

Committee noted the above document issued with the agenda papers detailing the current monitoring status of the main health & safety responsibilities.

**13. ANY OTHER COMPETENT BUSINESS**

None recorded.

**14. DATES OF NEXT MEETINGS**

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

|                                |          |   |        |
|--------------------------------|----------|---|--------|
| Housing Services Sub Committee | 16.04.19 | - | 6.00pm |
| Membership Sub Committee       | 23.04.19 | - | 4.00pm |
| Management Committee           | 23.04.19 | - | 6.00pm |

**15. VOTE OF THANKS**

The meeting closed at 6.35pm with a Vote of Thanks to the chair.

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