

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON WEDNESDAY 07 SEPTEMBER 2022 AT 14:00 (virtual)

Present: Russell Brown (Convener)
Jane Connechen (Vice Convener)
Robert Sneddon (Management Committee)
Peter Nelson (Management Committee)

Gary Alison (Acting CEO/Interim Director of Property & Development)
Elkie Astley (Interim Director of Corporate Services)
Rebecca Wilson (Head of Governance & Assurance)*

Minute Taker*

Item	Minute	Action
1.	<p>APOLOGIES</p> <p>1.1. Apologies were received from Peter Ward.</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>2.1. Declaration of interest from Mr Nelson, as a Member of DG Homes Board, was noted.</p> <p>All staff excluding Minute Taker to leave meeting for Item 9.</p>	
3.	<p>APPOINTMENT OF OFFICE BEARERS</p> <p>The Head of Governance and Assurance drew Members attention to the report and advised that in line with the Rules, Office Bearers are to be appointed annually at the next scheduled meeting following the AGM.</p> <p>The Head of Governance & Assurance advised that in the previous term there had been a Convener and a Vice Convener with the Secretary role being performed by a member of staff. It was noted that whilst the Vice Convener role is not a requirement of the Rules, it is considered good practice in terms of succession planning and being able to cover duties of the Convener should there be an unexpected period of absence.</p> <p>The Head of Governance & Assurance invited nominations for the role of Convener. Ms Connechen proposed Mr Brown as Convener which was seconded by Mr Nelson. No further nominations were received. Mr Brown thanked Members for the</p>	

<p>3.1 3.2 3.3</p>	<p>nomination, accepted the nomination and was elected as Convener. The Convener noted the importance of succession planning for Office Bearer roles going forward.</p> <p>Nominations were sought for the role of Vice Convener. Mr Nelson proposed Ms Connechen which was seconded by Mr Sneddon. Ms Connechen accepted the nomination and was elected as Vice Convener.</p> <p>Nominations were sought for the role of Secretary. Ms Connechen proposed Mr Nelson which was seconded by Mr Brown. Mr Nelson accepted the nomination and was elected as Secretary.</p> <p>Members elected the following Office Bearers:</p> <ul style="list-style-type: none"> • Mr Brown as Convener • Ms Connechen as Vice Convener • Mr Nelson as Secretary 	
<p>4.1</p>	<p>4. SHAREHOLDER APPLICATIONS</p> <p>The Head of Governance & Assurance drew Members attention to the report and the associated Membership Application Forms. It was noted that the applications could not have been brought to the August MC meeting due to the proximity to the AGM.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • acceptance of applications from tenants • encouraging applications from further tenants • acceptance of application from Mr Clarke which detailed substantial relevant experience in line with the Membership Policy • concerns regarding the lack of information submitted in the applications received from non-tenants noting that there was not sufficient information to consider the application in line with the requirements of the Membership policy. • writing to the two non-tenant applicants to request further information, drawing attention to the requirements of the membership policy and providing a copy of the updated application form for return. <p>Members APPROVED:</p> <ul style="list-style-type: none"> • the shareholder applications two tenants and Michael Clarke. <p>Members AGREED:</p>	

<p>4.2</p> <p>4.3</p>	<ul style="list-style-type: none"> • further information should be sought in relation to the non-tenant applications to demonstrate the requirements of the Membership Policy. • recruitment of further tenant members to be explored. 	<p>HGA</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>5. APPOINTMENT OF MEMBERS</p> <p>The Head of Governance & Assurance drew Members attention to the report and highlighted Ms Russell, Ms Benson and Mr Clarke’s terms came to an end at the AGM. The report outlines the skills and experience they bring to the Management Committee and the position regarding the reduced Membership following the AGM. The Head of Governance & Assurance advised that the proposals had been discussed with legal advisors and the Scottish Housing Regulator.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • the diverse skills that these members bring • the need for short term appointments to address the reduced membership whilst recruitment is underway. <p>Members APPROVED:</p> <ul style="list-style-type: none"> • the appointment of Ms Russell for a 6 month term • the appointment of Mr Clarke for a 6 month term • the appointment of Ms Benson for a 3 year term. 	
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>6. SUB-COMMITTEE MEMBERSHIP</p> <p>The Head of Governance & Assurance drew Members attention to the report noting that sub-committee membership is agreed at the first meeting following the AGM.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • limited number of members makes ensuring meetings are quorate challenging • any recruitment must promote the need to take a position on a sub committee • the Convener advised that he would be able to fill a spot on the People & Culture sub-committee and could remain on Audit & Compliance short term if required. <p>Members AGREED the Membership of sub-committees:</p> <ul style="list-style-type: none"> • People & Culture: Ms Connechen, Mr Sneddon, Mr Brown • Audit & Compliance: Mr Ward (subject to confirmation), Mr Nelson, Ms Connechen, Mr Brown (if required). 	

<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>GOVERNANCE TASK & FINISH GROUP UPDATE</p> <p>The Head of Governance & Assurance drew Members attention to the report highlighting the updated Action Plan and proposals to take forward Management Committee recruitment using Aspen People.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • the track record and work undertaken nationally and locally by Aspen People • the additional protection offered through a vetting process • the ability to bring people forward that will meet the person specification and address the matters without delay • appointing Aspen People makes this an independent process • the importance of succession planning and sub-committee membership as part of the recruitment • appointing a maximum of 2-3 members in Phase 1 • Executive Team would lead on managing relationship with Aspen People and progressing application process. Members would be involved in shortlisting and interviews in due course <p>Members NOTED:</p> <ul style="list-style-type: none"> • the updates against the Priority Action Plan at Appendix 1. <p>Members APPROVED:</p> <ul style="list-style-type: none"> • the appointment of Aspen People to progress recruitment of new Members. 	
<p>8.</p>	<p>MANAGEMENT COMMITTEE APPRAISALS</p> <p>The Convener noted that there will be an opportunity to discuss this in detail at the upcoming strategy day and asked if Members had any initial thoughts.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • the importance of constructive challenge and engagement with the Executive Team • training requirements particularly around finance and financial risk • receiving information pitched at a strategic level and not being 'over informed' on operational matters. 	

<p>8.1</p> <p>8.2</p>	<p>Members DISCUSSED:</p> <ul style="list-style-type: none"> the Governing Body Review Report included as Appendix 1. <p>Members AGREED:</p> <ul style="list-style-type: none"> to take this for a detailed discussion at the October Strategy Day. 	
<p>9.</p>	<p>OFFICE BEARER APPROVALS & EXECUTIVE TEAM – this item is confidential</p>	
<p>10.</p>	<p>ANY OTHER BUSINESS</p> <p>The Head of Governance & Assurance advised that an Urgent Items meeting is being called to consider the rent restructure review and that a doodle poll will be issued shortly.</p>	
<p>11.</p>	<p>DATE OF NEXT MEETING</p> <p>TBC</p>	<p>All</p>