

URGENT ITEMS MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 24th OCTOBER 2023 AT THE CRICHTON CENTRAL, DUMFRIES.

Present: Russell Brown (Convener)
Jane Connechen (Vice – Convener)
Peter Nelson (Secretary)
Alan Sandey
Lynsey Brydson
Mark Wilkinson
Michael Clarke

Apologies: Paul Buchanan

Attending: Kirsteen McGinn (Chief Executive)
Elkie Astley (Director of Corporate Services)
Gavin Johnston (Director of Property and Development)
Neil Thorneycroft (Interim Director of Finance)
Rebecca Wilson (Head of Governance & Assurance)
Tracy McNeil (Assistant to the Chief Executive) *

*Minute Taker

	Lead
<p>1 <u>Apologies</u></p> <p>Paul Buchanan</p>	
<p>2 <u>Declarations of Interest</u></p> <p>Declarations were noted on behalf of Mr Sandey, Ms McGinn, and Mr Johnston as a Directors of DG Homes.</p> <p><i>Further declarations were noted during item 8.1 (Mr Brown) and Item 12 (Mr Brown and Ms Connechen)</i></p>	
<p>3 <u>Approval of Previous Minute</u></p> <p>On the proposition of Mr Sandey, which was seconded by Ms Connechen, seconded the minute of the meeting of 5th September 2023 was APPROVED.</p>	
<p>4 <u>Matters Arising</u></p>	

The only outstanding matter arising was the appointment of sub-committee members which is to be covered under agenda item 6 at this meeting.

5 Minutes for noting:

Management Committee NOTED the minutes from the AGM held on 19th September 2023 and from Audit and Compliance held on 5th September 2023.

6 Notifiable Events

The Head of Governance & Assurance advised that there have been no notifiable events since the last meeting. Members were advised that a meeting had taken place to update the regulator on LHA's outstanding notifiable events.

7 Appointment of Office Bearers

The Head of Governance & Assurance drew Members attention to the report and noted that Office Bearers are required to be appointed at the first meeting following the AGM in line with the Rules. Nominations were sought from Members.

Jane Connechen proposed **Russell Brown as Convener** and Peter Nelson seconded.

Peter Nelson proposed **Jane Connechen as vice-convener** and Alan Sandey seconded.

Jane Connechen proposed **Peter Nelson as secretary** and Alan Sandey seconded.

Therefore, Office Bearers for 2023/24 are:

Convener – Russell Brown
Vice-Convener – Jane Connechen
Secretary – Peter Nelson

8 Ratification of decisions made at Strategic Session held prior to this meeting – This item is confidential

9 Rent Setting and Budget Assumptions – This item is confidential

10 Recruitment and Succession Planning Policy

The Head of Governance & Assurance drew Members attention to the report noting the key changes to the policy ensuring it was inline with SFHA best practice guidance and as inclusive as possible to encourage greater diversity within the Board.

Members discussed whether the Management Committee is reflective of our tenants and communities we serve. Members were assured that equalities data collection is currently underway and will be used to identify gaps.

10.1 Management Committee APPROVED the Recruitment and Succession Planning Policy.

11 Annual Assurance Statement

The Head of Governance & Assurance drew Members attention to the report, draft Statement, action plan, evidence identification document and the evidence bank. Members were advised that the statement had been prepared inline with SFHA guidance toolkit and that a statement of compliance with an improvement focus is being presented for consideration. The Head of Governance & Assurance highlighted the action plan and key areas of focus for the next 12 months.

11.1 Management Committee APPROVED the submission of the Annual Assurance Statement to the Scottish Housing Regulator as included as Appendix 1.

12 Shareholder Applications – *This item is confidential*

13 Management Committee Appointments

The Head of Governance & Assurance drew Members attention to report. Members are asked to consider the applications submitted by two tenants for an appointed position for a period of 3 years, during which time candidates would be eligible to stand for election.

Members APPROVED:

13.1 The appointment of Mr Turnbull for a specified term of 3 years.

13.2 The appointment of Ms Gill for a specified term of 3 years.

14 Sub-Committee Membership

The Head of Governance & Assurance drew Members attention to the report and noted that sub-committee membership is required to be

agreed at the first meeting following the AGM in line with the Rules. Expressions of interest were sought from Members.

Audit and Compliance

Peter Nelson, Jane Connechen, and Alan Sandey volunteered to continue on the sub-committee.

14.1 Members agreed the appointment of the above Members to the Audit & Compliance Sub-committee. It was noted that Mr Buchanan was not present and that his appointment is supported subject to his agreement to continue on the sub-committee.

People and Culture

Lynsey Brydson, Russell Brown, and Jane Connechen volunteered to continue on the sub-committee.

14.2 Members agreed the appointment of the above Members to the People & Culture Sub-committee.

The Head of Governance & Assurance reminded Members that the appointment of chairs for the above sub-committee`s will be made at their next meeting.

15 Connected Person Allocation – This item is confidential

16 Management Committee Appraisal Report

Members attention was drawn to the key findings of the appraisal report, the skills analysis and training needs. Members discussed the need to explore opportunities to increase diversity on the board. Members noted the key areas for training needs in over the next 12 months as Risk, Finance & Development Appraisal. It was also agreed that a stock tour would be scheduled to help increase knowledge of Loreburn's existing stock and communities throughout Dumfries & Galloway.

16.1 Management Committee DISCUSSED and NOTED the Governing Body Review Report

16.2 AGREED areas of focus for training as Risk, Finance and Development Appraisal as well as a stock tour.

17 Any Other Business