

**MINUTE OF THE URGENT ITEMS MANAGEMENT COMMITTEE MEETING
OF LOREBURN HOUSING ASSOCIATION HELD ON WEDNESDAY 25
OCTOBER 2022 AT 15:45 (Sure Hotel, Lockerbie)**

Present: Russell Brown (Convener)
Jane Connechen (Vice Convener)
Peter Nelson (Secretary)
Peter Ward (Management Committee)
Michael Clarke (Management Committee)

Gary Alison (Deputy CEO/Interim Director of Property & Development)
Sue Irving (Director of Housing Services)
Elkie Astley (Interim Director of Corporate Services)
Kirsty Paul (Interim Director of Finance)
Rebecca Wilson (Head of Governance & Assurance)*

Minute Taker*

Item	Minute	Action
1.	APOLOGIES	
1.1.	Apologies were received from Katie Russell.	
2.	DECLARATIONS OF INTEREST	
2.1.	Declarations of interest from Mr Ward and Mr Nelson, as Directors of DG Homes Board, were noted.	
3.	APPROVAL OF PREVIOUS MINUTES	
3.1	The Minute of the Management Committee meeting of 30 th August 2022, on the proposition of Ms Connechen and seconded by Mr Nelson, was APPROVED.	
3.2	The Minute of the Management Committee meeting of 7 th September 2022, on the proposition of Ms Connechen and seconded by Mr Nelson, was APPROVED.	
3.3	The Minute of the Management Committee meeting of 4 th October 2022, on the proposition of Mr Ward and seconded by Mr Clarke, was APPROVED.	

4.	<p>MINUTES FOR NOTING</p> <p>N/A</p>	
5.	<p>NOTIFIABLE EVENTS - this item is confidential</p>	
6.	<p>RATIFICATION OF DECISIONS FROM STRATEGIC SESSION – this item is confidential</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>RENT SETTING & BUSINESS PLAN ASSUMPTIONS</p> <p>The Interim Director of Finance drew Members attention to the report and noted this varies from the standard report as the position regarding the rent freeze is currently unknown.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • rates of inflation being seen by the organisation including the rise in contract costs being sought re services such as cleaning and grounds maintenance across the sector • opportunities being explored to reduce cyclical contract costs such as remote monitoring and in-house testing where possible (i.e. emergency lights) • the importance of being able to clearly demonstrate cost rises in relation to rent rises. • potential impact on benefits and it was noted that housing benefit would increase in line with inflation. <p>Members APPROVED:</p> <ul style="list-style-type: none"> • the Rent Setting assumptions • general Business Planning Assumptions • using the long-term planning assumptions provided by treasury advisors DTP that will be published in November 2022. 	
8.	<p>DG HOMES LOAN AGREEMENT & SECURITY</p> <p><i>The Interest of DG Homes Directors were noted and due to there only being 3 other Members present the Committee was not quorate to make a decision on this item.</i></p> <p>8.1 The Director of Finance will bring a further proposal with current rates to the November meeting.</p>	

<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>BANK MANDATES UPDATE</p> <p>The Director of Finance drew Members attention to the report.</p> <p>Members APPROVED:</p> <ul style="list-style-type: none"> • the updated signatories as noted in Section 3 of the report • the signing of Officers Certificate Letter in Appendix 1 and a specimen list of signatures being obtained and sent alongside this. 	
<p>10.</p> <p>10.1</p>	<p>EQUALITY, DIVERSITY & INCLUSION STRATEGY</p> <p>The Head of Governance & Assurance drew Members attention to the report and thanked Members for the feedback received on the initial draft.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • feedback from Members on the initial draft noting the revised language under the Leadership ambition to strengthen customer focus. <p>Members APPROVED:</p> <ul style="list-style-type: none"> • the Strategy as included as Appendix 1 and supported the proposal to collect anonymised data for tenants in the lifetime of this strategy. 	
<p>11.</p>	<p>POLICY FRAMEWORK</p> <p>The Head of Governance & Assurance drew Members attention to the report.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • the volume of policies requiring management committee approval and the volume of reading involved in such approvals. • the Head of Governance & Assurance noted the steps that have been taken to address this including removal of procedural details from policy documents, the provision of summary of changes in cover reports and tracked changes policies being provided. • a key component of policy review moving forward must be to streamline policy documents ensuring only the necessary detail is included. Procedural Guides to include all operational details. 	

<p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Members APPROVED:</p> <ul style="list-style-type: none"> • the Schedule of Delegation within the Policy Framework as included as Appendix 1. • the Schedule of Delegation will be subject to review by the Management Committee at least every three years. <p>Members NOTED:</p> <ul style="list-style-type: none"> • a quarterly report will be provided to Management Committee for noting regarding policy reviews. 	
<p>12.</p> <p>12.1</p> <p>12.2</p>	<p>ANNUAL ASSURANCE STATEMENT</p> <p>The Head of Governance & Assurance drew Members attention to the report and the relevant appendices including the draft Statement presented with support from the Assurance Working Group.</p> <p>Members discussed:</p> <ul style="list-style-type: none"> • the inclusion of the reference to the governance difficulties experienced in the past year and that it is considered necessary and appropriate to include this. • the significant progress that has made with regards to the Governance Action Plan as demonstrated in the appendices. • support for the statement as presented and the level of detail provided alongside the report. <p>Members CONSIDERED:</p> <ul style="list-style-type: none"> • the annual assessment of regulatory compliance. <p>Members APPROVED:</p> <ul style="list-style-type: none"> • the submission of the Annual Assurance Statement as included as Appendix 1. 	
<p>13.</p>	<p>SHAREHOLDER APPLICATION – this item is confidential</p>	
<p>14.</p>	<p>TRANCHE UPS – this item is confidential</p>	

	ensure tenants are receiving timeous access to the grant funding.	
18.	CUSTOMER VOICE The Director of Housing Services asked Members if there is anything they would like to take back to tenants from the meeting. Members DISCUSSED:	
18.1	<ul style="list-style-type: none"> issues around rent setting would be subject to tenant consultation and that it will be necessary to consult with tenants moving forward regarding the development programme. 	
19.	ANY OTHER BUSINESS No further business was raised.	
20.	DATE OF NEXT MEETING 29 th November 2022 (Microsoft Teams)	All