

**MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 28 MARCH 2023 AT 17:30 p.m. (virtual)**

- Present:** Russell Brown (Convener)  
Jane Connechen (Vice Convener)  
Peter Nelson (Secretary)  
Lynsey Brydson  
Paul Buchanan  
Malcolm Rogerson
- Lorraine Usher (Chief Executive)  
Gary Alison (Director of Property and Development)  
Elkie Astley (Director of Corporate Services)  
Kirsty Paul (Director of Finance)  
Graham Robertson (Head of Development)  
Rebecca Wilson (Head of Governance & Assurance)
- Kim Thomas (Minute Taker)

Item	Minute	Action
<b>1.</b>	<b>APOLOGIES</b>	
1.1.	Apologies were received from Alan Sandey.	
<b>2.</b>	<b>DECLARATION OF INTEREST</b>	
2.1.	Declarations of interest from Mr Nelson and Ms Usher as Directors of D&G Homes Board and from Ms Connechen as Chair of the People and Culture Committee were noted.	
<b>3.</b>	<b>APPROVAL OF PREVIOUS MINUTE</b>	
	<b>Minute of Management Committee meeting of 15 February 2023</b>	
3.1.	The Minute of the Management Committee meeting of 15 February 2023 on the proposition of Mr Rogerson and seconded by Ms Connechen was APPROVED.	
<b>4.</b>	<b>MATTERS ARISING</b>	
4.1.	There were no matters arising.	
<b>5.</b>	<b>MINUTE ACTION LOG</b>	
5.1.	The Management Committee members NOTED the Minute Action Log.	

<p>6.</p> <p>6.1.</p> <p>6.2.</p> <p>6.3.</p> <p>6.4.</p> <p>6.5.</p> <p>6.6.</p> <p>6.7.</p>	<p><b>MINUTES FOR NOTING</b></p> <p><b>Minute of the Audit and Compliance Committee meeting of 21 February 2023</b></p> <p>Management Committee members NOTED the Minute of the Audit and Compliance Committee meeting of 21 February 2023</p> <p><b>Minute of the People and Culture Committee meeting of 27 February 2023</b></p> <p>Management Committee members NOTED the Minute of the People and Culture Committee meeting of 27 February 2023</p> <p><b>Minute of the Health and Safety Executive Group meeting of 16 February 2023</b></p> <p>Management Committee members NOTED the Minute of the Health and Safety Executive Group meeting of 16 February 2023</p> <p><b>Minute of Dumfries and Galloway Homes Board meeting of 14 December 2022</b></p> <p>It was noted that the Minute should be amended Under Item 2 Declaration of Interest as Ms Usher is not a Management Committee member.</p> <p>Management Committee members NOTED the Minute of Dumfries and Galloway Homes Board meeting of 14 December 2022</p> <p><b>Minute of Dumfries and Galloway Homes Board meeting of 18 January 2023</b></p> <p>Management Committee members NOTED the Minute of Dumfries and Galloway Homes Board meeting of 18 January 2023</p> <p><b>Minute of Dumfries and Galloway Homes Board meeting of 2 March 2023</b></p> <p>Management Committee members NOTED the Minute of Dumfries and Galloway Homes Board meeting of 2 March 2023</p>	
<p>7.</p> <p>7.1.</p>	<p><b>CONVENER'S VERBAL UPDATE</b></p> <p>Management Committee Strategic Away Day 15 February 2023 – this was an extremely constructive meeting and members discussed important business with the start of the development of our next Plan.</p>	

	<p>Together with Ms Connechen and Mr Sandey the Convener has been attending a number of meetings in connection with the recruitment of the Chief Executive and Director of Property and Development posts. The Convener would like to thank Ms Connechen, Mr Sandey and the Director of Corporate Services for their input into the process.</p> <p>The Convener and Ms Connechen and Mr Sandey have also been involved in recruiting to the post of Interim Chief Executive and can confirm that Lawrie West will start with LHA on a parttime basis next Monday</p>	
<b>8.</b>	<b>CHIEF EXECUTIVE'S VERBAL UPDATE</b>	
8.1.	The Chief Executive is working on Handover Notes and finalising pieces of work. Ms Usher will be meeting with the new Interim Chief Executive next week.	
<b>9.</b>	<b>NOTIFIABLE EVENTS</b>	
9.1.	There were no Notifiable Events to report.	
<b>10.</b>	<b>STRATEGIC PERFORMANCE INDICATORS 2023/24</b>	
10.1.	Management Committee members APPROVED the Strategic Performance Indicators for 2023/24 and NOTED the Corporate Key Milestones.	
<b>11.</b>	<b>REMOVED FROM AGENDA</b>	
11.1.	Management Committee members NOTED that this agenda item (Financial Regulations Review) was removed from the Management Committee agenda and will be presented to the Audit and Compliance Committee in May and also the Management Committee meeting at the end of the month.	
<b>12.</b>	<b>BUSINESS PLAN 2023/24</b>	
12.1	<p>The Director of Finance took Management Committee members through the report and key discussions:</p> <ul style="list-style-type: none"> <li>• Management Committee members stated that this was an excellent document;</li> </ul> <p>Management Committee members APPROVED: The 30-Year Business Plan; and The use of the Plan for the Five-Year Financial Plan submission to the Scottish Housing Regulator.</p>	

13.	<b>MURTHOLM, LANGHOLM TENDER - this item is confidential</b>	
20.	<p><b>PASSIVHAUS POST-OCCUPANCY</b></p> <p>The Head of Development took Management Committee members through the result of the evaluation of Passivhaus units in comparison to non-Passivhaus units and key discussions:</p> <ul style="list-style-type: none"> <li>• The post occupancy levels of energy consumption and running costs of a Passivhaus and standard build unit is similar;</li> <li>• The indoor environmental quality assessment experienced by tenants to being cold or too warm could be addressed by specifying mechanical cooling throughout and enhanced heat requirements at design stage;</li> <li>• Management Committee members were disappointed with the outcomes on energy costs for tenants;</li> <li>• The expectation, before we go on site, was too high; electricity is three times dearer than gas and has an impact on costs. Lifestyle choices of customers is difficult to drill down into this information.</li> </ul> <p>Management Committee NOTED the report.</p>	
20.A.	<b>GARRICK VERBAL UPDATE – this item is confidential</b>	
14.	<p><b>PROCUREMENT PROJECT PLAN</b></p> <p>The Director of Property and <u>Development is responding to Mr Sandey's questions.</u></p> <p>Management Committee members APPROVED (subject to Mr Sandey's comments being addressed):</p> <p>14.1. The tendering proposal for Window and Door Replacements across four developments; and</p> <p>14.2. The delegated authority to allow the Head of Investment to award the contract if the value is within the agreed budget parameters (+10%)</p>	
15.	<p><b>MEMBERSHIP POLICY</b></p> <p>The Head of Governance and Assurance took Management Committee through the key changes to the policy. The Policy has been reviewed by legal advisors</p> <p>15.1. Management Committee members APPROVED the Membership Policy.</p>	

<p><b>16.</b></p>	<p><b>CORPORATE PLAN CONSULTATION</b></p> <p>The Head of Governance and Assurance presented the first draft of the strategic themes and priorities identified by Management Committee members following the Strategic Away Day. Management Committee members should also consider and agree going forward, which will include all other policies, whether we revert to using the word “tenant” instead of “customer.” It was noted that following LHA’s Tenant Roadshows, most people preferred to be addressed as tenants.</p> <p>Mr Sandey has proposed that Management Committee members choose a strategic priority to sponsor/champion and he has volunteered to take the one relating to Housing Management. However, Management Committee members felt this would be difficult for members to carry out and have success with this suggestion.</p> <p>Mr Buchanan suggested:</p> <ul style="list-style-type: none"> <li>• that the Strategic Planning document should be presented as an achievement document rather than a process one;</li> <li>• the Plan does not say why this 5-year Plan is different from the last one; and</li> <li>• each statement should have a strategy so that there is an element of progression</li> </ul> <p>The Head of Governance and Assurance stated that once the objectives are agreed we can build the detail into the Plan. Management Committee members should note that there will be a session with the wider staff of LHA before going out to external consultation.</p> <p>Management Committee members:  <b>AGREED</b> to use the word “tenant” instead of “customer” in all documents;  <b>APPROVED</b> the commencement of Phase 1 of the consultation process for the 2024-29 Corporate Plan with the key commitments, objectives and priorities identified; and  <b>NOTED</b> the consultation and approval timeframes outlined</p>	
<p><b>17.</b></p> <p>17.1.</p> <p>17.2.</p> <p>17.3.</p>	<p><b>LHA/D&amp;G HOMES INTRA-GROUP AGREEMENT</b></p> <p>Management Committee members <b>APPROVED</b>:</p> <p>The Intra-Group Agreement (v2);</p> <p>The Service Sharing Agreement (v2); and</p> <p>The Group Policy Framework (v2)</p>	
<p><b>18.</b></p>	<p><b>D&amp;G HOMES OVERVIEW</b></p>	

	<p>The Head of Governance and Assurance took Management Committee members through the reports and key discussions:</p> <p>Management Committee members:          AGREED to delay commissioning a consultant to conduct an Options Appraisal until September 2023:          APPROVED the appointment of Mr Rogerson as a Director of the Management Committee and the Director of Finance as an Executive member to the Board of D&amp;G Homes (this to be kept under review); and          AGREED that D&amp;G Homes revises its meeting schedule to reflect reduced operating activity with quarterly reports for noting to be provided to the Management Committee</p>	
<b>19.</b>	<b>CORPORATE RISK REGISTER</b>	
19.1.	Management Committee members NOTED the key risks identified.	
<b>21.</b>	<b>CUSTOMER VOICE</b>	
21.1.	This will be included in the Housing Excellence Plan	
<b>22.</b>	<b>AOCB</b>	
<b>23.</b>	<b>DATE OF NEXT MEETING</b>	
	TBC Tuesday 25 April at 17:30 (virtual)	