

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 30 JUNE 2026 at 17:30 p.m. (virtual)

Present: Alan Sandey (Convener)

Russell Baird

Paul Buchanan

Harry Drennan

Alan Gardiner

Katie Hryschko

Neil Madden (Secretary)

Bill Main

Mark Wilkinson

Kirsteen McGinn (Chief Executive)

Elkie Astley (Director of Corporate Services)

Fiona Campbell (Director of Operations)

Tony McInnes (Director of Finance)

Rebecca Wilson (Head of Governance & Assurance)

Rebecca Wilson (Minute Taker)

Item	Minute	Action
1.	APOLOGIES	
1.1	There were apologies received from Lynsey Brydson and Pamela Lough.	
2.	DECLARATION OF INTEREST	
2.1	Declaration of interests from Paul Buchanan as Chair of the Audit and Risk Sub-Committee, Katie Hryschko as Chair of the People and Culture Sub-Committee, Neil Madden, Kirsteen McGinn and Tony McInnes as board members of D&G Ltd were NOTED.	
3.	APPROVAL OF PREVIOUS MINUTE	
3.1	The Minute of the Management Committee meeting of 26 May 2026 on the proposal of Neil Madden and seconded by Paul Buchanan was APPROVED.	
4.	MATTERS ARISING	
4.1	There were no matters arising from the Minutes of 26 May 2026	
	Minute Action Log	
4.2	An updated Action Log to be circulated to Members	RW

5.	MINUTES FOR NOTING	
	Draft Health & Safety Executive Group Minutes 23 April 2026	
5.1	Management Committee members NOTED the draft Health and Safety Executive Group Minutes of 23 April 2026.	
6.	CONVENER'S VERBAL UPDATE	
	The Convener noted the resignation of Harris from the Management committee and wished for thanks to be passed on to Harrid for his time on the board.	
6.1	Members NOTED the update.	
7.	CHIEF EXECUTIVE'S VERBAL UPDATE	
	The Chief Executive informed Members:	
	• £765K has been awarded to the association for Aids & Adaptations, this is the largest award to date. • A successful meeting took place with potential funders regarding a solar PV and battery storage project. • Positive feedback was received from tenants who's homes were received retrofit upgrade works as part of ECO 4 funded projects. • The work of the data group is progressing well including integration of finance reporting on Homemaster • The staff day was successful and engaging • The Tenant Portal was successfully launched in Juen with an already high uptake with over 500 tenants signed up. Promotion of the portal is ongoing.	
7.1	Members NOTED the update.	
8.	NOTIFIABLE EVENTS	
	The Head of Governance and Assurance informed Members that there have been no new Notifiable Events.	
For Discussion		
9.	LET IMPLEMENTATION STRATEGIC OBJECTIVES	
	The Chief Executive presented the progress report on the strategic objectives, key projects, and performance scorecard, focusing on governance, financial resilience, asset management, tenant engagement, and regulatory compliance.	
	Members discussed:	

9.1	• Further clarity required regarding private acquisition strategy which the Chief Executive will provide as work progresses • Difficulty in tracking progress of data journey in the current format, alternative reporting method to be considered for this item to track milestones • Possibility of funding available to assist with data journey • A progress update report will be provided quarterly going forward. Members NOTED the strategic objectives for the Executive Team.	KM TM KM
For Approval		
10.1	10. LOAN PORTFOLIO RETURN The Director of Finance presented the annual Loan Portfolio Return as at Appendix 1 to Management Committee members seeking approval for submission to the Scottish Housing Regulator. The Director Finance highlighted: • The return was reviewed by the Association's Treasury Advisers. • Data for the return was sourced from the Homemaster Housing Management and Accounting system and cross-checked with relevant banks. Members APPROVED the Loan Portfolio Return for the period to 31 March 2026.	
11.	11. ANNUAL APPRAISAL POLICY The Head of Governance and Assurance presented Management Committee members with the Governing Body Annual Appraisal Policy Review (version 3) at Appendix 1. The key changes and improvements: • Introduction of optional 360° reviews • Requirement for an independent external review of the Governing Body effectiveness; and • General streamlining and clarity Members discussed: • 360 reviews, if used, need to be constructive and used positively for development. It was noted that 360 reviews are a tool on offer not a required part of the appraisal process • Existing appraisal format and noted forms should be reviewed to ensure questions are relevant and include an NA option • Explore possibility of issuing pre-populated forms with previous year's data to allow annual comparison and more efficient completion	RW RW

11.1	Management Committee members APPROVED the Governing Body Annual Appraisal Policy Review (version 3).	
12.	PROCUREMENT STRATEGY AND POLICY The Director of Finance presented the revised procurement Strategy and Policy as at Appendix 1 to Members. Members discussed: • The challenge regarding local contractors and lack of clarity in the strategy about how this will be managed • Further delineation of delegation required to prevent fraud – this will be reviewed by the Director of Finance as part of the Financial Regulations review • Further procedural documents will be prepared • Members agreed the documents need further review.	
12.1	Members AGREED the Procurement Strategy and Policy required further review and should be brought back for approval in due course.	TM
For Noting		
13.	CORPORATE RISK REGISTER The Head of Governance and Assurance presented Members with a summary report of all corporate risks with a score of 16 or above as at Appendix 1.	
13.1	Members NOTED the key risks.	
14.	CONFERENCE AND SEMINAR OPTIONS	
14.1.	Members NOTED the Conference and Seminar Programme for 2026.	
For Discussion		
15.	TENANT VOICE N/A	
16.	ANY OTHER COMPETENT BUSINESS	
17.	DATE OF NEXT MEETING 28 July 2026 (TBC)	All