

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 14 DECEMBER 2021 AT 17:30 (VIRTUAL MEETING)

Present: Russell Brown (Convenor)
 Robin Wishart (Vice Convenor)
 Heather Campbell (Management Committee)
 Jane Connechen (Management Committee)
 Alison Coupe (Management Committee)
 Myra Macbeth (Management Committee)
 Peter Nelson (Management Committee)

Lorraine Usher (Chief Executive)
 Elkie Astley (Interim Director of Corporate Services)
 Gary Alison (Director of Finance & Corporate Services)
 Sue Irving (Director of Housing Services)
 Kirsty Paul (Interim Director of Finance)
 Graham Robertson (Head of Development)
 Moira Charters (Head of Service Improvement)

Kim Thomas (Minute Taker)

Item	Minute	Action
1.	APOLOGIES	
1.1	Apologies were received from Clare Benson, Laura Grieve, Katie Russell and Robert Sneddon	
2.	Declarations of Interest	
2.1	The previously declared interests of Mr Wishart, Mr Nelson and Ms Usher as Members of DG Homes Board were noted.	
3.	Previous Minute – <i>This item is confidential</i>	
4.	Minutes of D&G Homes 19 October 2021; and Minutes of D&G Homes 23 November 2021	
4.1	Members NOTED the Minutes of D&G Homes of 19 October 2021 and for the meeting held on 23 November 2021.	
5.	Minute Action Log	
5.1	The Action Points in the Minute Action Log will be discussed in other reports on the agenda.	

6.	Matters Arising	
6.1	There were two outstanding notes following the Management Committee meeting of 2 November added to the Action Log.	
7.	Convener's Verbal Update	
7.1	<p>Russell acknowledged he met with the Chief Executive for their usual monthly One to One meeting but had to tender his apologies to the Strategic Housing Forum on 3 December 2021.</p> <p>The Convener had nothing more to report back on to Management Committee at this time.</p>	
8.	Chief Executive's Verbal Update	
8.1	<p>The Chief Executive wanted to make Management Committee members aware that she attended the funeral of one of LHA's valued members of staff, Scott Anderson. Scott worked with LHA for 23 years starting employment in November 1998 and lead several development projects across the region most recently The Garrick in Stranraer. Lorraine passed on Management Committee members' condolences to his family. There will be the opportunity in the future to invite the family along to an event which will recognise Scott's contribution to LHA.</p> <p>The Chief Executive provided a verbal update on the First Minister's announcement regarding Covid, the Strategic Housing Forum, Housing as a Human Right, the South of Scotland Community Housing Trust and South of Scotland Enterprise.</p>	
9.	Notifiable Events	
9.1	No notifiable events since last meeting	
10.	Quarter 2 Performance Report	
	<p><i>Moira Charters joined the meeting at this point and took Members through the four key priority areas of the report</i></p> <p>Members discussed the report.</p>	
10.1	<p>Management Committee NOTED the Quarter 2 Strategic Performance and the content of the key milestone updates.</p> <p><i>Moira left the meeting at this point</i></p>	
12.	Development Report - This item is confidential	
13.	Development Tender - This item is confidential	

14.	Design Team Consultancy Framework – <i>this item is confidential</i>	
15.	<p>Quarter 2 Management Accounts <i>Kirsty Paul took Members through her report</i></p> <p>It was noted that LHA's biggest area of risk is Arrears and Lebrun's approach to arrears was discussed.</p> <p>Planned maintenance programme – this is being closely monitored to ensure the delivery of works is within budget and reflects value for money.</p>	
15.1	Management Committee APPROVED the Accounts to 30 September 2021.	
16.	Business Plan Update and Assumptions – <i>This item is confidential</i>	
17.	Insurance Procurement Plan	
17.1	Members APPROVED the Planned Approach for the tender of our insurances.	
18.	Sharing Owner Tranche-Ups – <i>This item is confidential</i>	
19.	Sub-Committee Membership	
	Members APPROVED the membership of the Sub-Committees:	
19.1	<ul style="list-style-type: none"> Audit and Compliance Sub-Committee – Robin Wishart, Jane Connechen and Peter Nelson; and 	
19.2	<ul style="list-style-type: none"> People and Culture Sub-Committee – Jane Connechen, Alison Coupe, Heather Campbell and Myra Macbeth. 	
19.3	<ul style="list-style-type: none"> Circulate calendar date to MC members 	
20.	Quarter 2 SWOT Analysis	
20.1	Management Committee NOTED Loreburn's Executive Team (LET) approach to the SWOT Analysis for Quarter 2 2021/22.	
22.	Management Committee Appraisal Report	
	Members NOTED:	
22.1	<ul style="list-style-type: none"> The Governing Body Review Report; and 	

22.2	<ul style="list-style-type: none"> That the head of Governance and Assurance has incorporated key matters within the Assurance Improvement Action Plan. 	
23.	Appointment of DG Homes Chair	
23.1	Members NOTED Robin Wishart's appointment as Chair of D&G Homes.	
11.	<i>This item is confidential</i>	
24.	<i>This item is confidential</i>	
25.	Any Other Business	
	None	
26.	Date of Next Meeting	
	Tuesday 25 January 2022 at 17:30 p.m. (virtual)	