

# **MINUTE OF THE MANAGEMENT COMMITTEE STRATEGIC DAY URGENT ITEMS OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 7 OCTOBER 2025**

**At 09:45 Dudgeon House, Dumfries**

**Present:** Alan Sandey  
Alan Gardiner  
Harry Drennan  
Russell Baird  
Lynsey Brydson  
Katie Hryschko  
Neil Madden  
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)

Tracy McNeil (Minute Taker)

Item	Minute	Action
<b>1.</b>	<b>APOLOGIES</b>	
1.1.	Apologies were received from Paul Buchanan, Bill Main and Stuart Turnbull	
<b>2.</b>	<b>DECLARATION OF INTEREST</b>	
2.1.	Declaration of interests from Neil Madden, Kirsteen McGinn and Tony McInnes as board members of D&G Homes were NOTED.	
<b>3.</b>	<b>APPROVAL OF PREVIOUS MINUTE</b>	
3.1.	The Minute of the Management Committee meeting of 26 <sup>th</sup> August 2025 on the proposal of Lynsey Brydson and seconded by Harry Drennan was APPROVED.	
<b>4.</b>	<b>APPOINTMENT OF OFFICE BEARERS</b>	
	In line with Rule 59.5 the Head of Governance and Assurance declared that Office Bearers will be appointed at the first meeting scheduled after the Annual General Meeting:	

<p>4.1</p> <p>4.2</p>	<ul style="list-style-type: none"> <li>• In line with Rule 59.1 the Association must have a Secretary, Convener and any other Office Bearers the Management Committee considers necessary</li> <li>• Rule 59.6 the role of the Convener was detailed in the report and the profile is at appendix 1</li> <li>• Rule 59.1 does not require the association to have a Vice Convener, it is, however, considered good practice to appoint one and the role profile is at appendix 2</li> <li>• Rule 59.3 the role of the Secretary was also detailed in the report and the profile is at appendix 3</li> <li>• For the role of Convener – Lynsey Brydson nominated Alan Sandey, Russell Baird seconded this. Alan Sandey accepted the nomination</li> <li>• For the role of Vice Convener – No expressions of interest or nominations were received from the floor. The Head of Governance and Assurance noted that the role does not need to be filled although it is considered good practice. Consideration of the role will be discussed at future meetings. Neil Madden volunteered to act as chair or a second point of contact if the Convener is unavailable, Members were comfortable with this approach in the short term.</li> <li>• For the role of Secretary – Alan Sandey nominated Neil Madden, Katie Hryschko seconded this. Neil Madden accepted the nomination</li> </ul> <p>Management Committee members:</p> <p>APPOINTED Alan Sandey to the role of Convener</p> <p>APPOINTED Neil Madden to the role of Secretary</p>	
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	<p><b>APPOINTMENT OF SUB COMMITTEES</b></p> <p>The Head of Governance and Assurance asked for expressions of interest in the Sub-Committees Management Committee members would like to join.</p> <ul style="list-style-type: none"> <li>• The Chairs of each of the Sub-Committees will be appointed at the first meeting following the AGM</li> <li>• The remit and delegated authorities of sub-committees are defined with the Standing Orders</li> </ul> <p>Management Committee Members:</p> <p>4.3 AGREED the membership of the Association's Audit and Risk subcommittee as Russell Baird, Paul Buchanan, Neil Madden and Alan Gardiner</p> <p>4.4 AGREED the membership of the Association's People and Culture sub-committee as Lynsey Brydson, Katie Hrychko and Harry Drennan</p> <p>4.5 AGREED to explore additional membership to help sustain quorate requirements throughout the year.</p>	
<p><b>5.</b></p>	<p><b>ANNUAL ASSURANCE STATEMENT</b></p> <p>The Head of Governance and Assurance presented the draft Annual Assurance Statement to be submitted to the Scottish Housing Regulator (SHR) to confirm that the association is complying with all relevant regulatory requirements and standards noting that:</p> <ul style="list-style-type: none"> <li>• Monitoring of assurance is an ongoing task and the improvement focus adopted by the Management Committee means that our Assurance Improvement Plan is continually evolving</li> <li>• Assessment of assurance continues to be driven by the SFHA's Assurance Toolkit and the Evidence Bank is available to all Members via Teams and summarised within the Evidence Identification Document at Appendix 2</li> <li>• The Improvement Action Plan highlights a sustained focus on strengthening governance through board recruitment and data management as well as the collection and integration of equalities and human rights information to drive continuous improvement via data driven decision making. The Management Committee will monitor the progress of the Improvement Plan throughout 2025/26. This work is aimed</li> </ul>	

5.1	<p>at improving existing processes and is not material to our current compliance with the Framework.</p> <ul style="list-style-type: none"> <li>• A copy of the Improvement Action Plan is included at Appendix 4.</li> <li>• A copy of the previous audit into compliance with regulatory standards which awarded the highest rating of “substantial Assurance” is included as Appendix 3. The same process was followed this year.</li> <li>• The draft Assurance Statement is at Appendix 1</li> </ul> <p>The Executive Team acknowledged and thanked the Head of Governance and Assurance for the work undertaken to produce the draft Assurance Statement.</p> <p>Management Committee Members:</p> <p>APPROVED submission of the Annual Assurance Statement to the Scottish Housing Regulator.</p>	
5.	<p><b>DATE OF NEXT MEETING</b></p> <p>25<sup>th</sup> November Microsoft Teams (17:30)</p>	