

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 29 NOVEMBER 2022 AT 17:30 p.m. (virtual)

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

Gary Alison (Deputy Chief Executive)
Elkie Astley (Interim Director of Corporate Services)
Rebecca Wilson (Head of Governance & Assurance)
Sue Irving (Director of Housing Services)
Kirsty Paul (Interim Director of Finance)

Kim Thomas (Minute Taker)

Item	Minute	Action
1.	APOLOGIES	
1.1.	Apologies were received from and Lorraine Usher (Chief Executive)	
2.	DECLARATIONS OF INTEREST	
2.1.	Declarations of interest from Mr Nelson and Mr Ward as Directors of D&G Homes Board were noted.	
3.	APPROVAL OF PREVIOUS MINUTE OF 25 OCTOBER 2022	
3.1.	The Minute of the Management Committee meeting of 25 October 2022 was APPROVED subject to agreed amendments.	
4.	MINUTES FOR NOTING	
4.1.	The Minute of the Audit and Compliance Committee meeting of 9 November 2022 was NOTED.	
5.	MATTERS ARISING	
	Minute Action Log	
5.1.	Management Committee members AGREED that the Minute Action Log – November 2022 was an accurate update.	
6.	CONVENER VERBAL UPDATE	
	The Convenor gave Management Committee members an update on recent visits and meetings:	

	<ul style="list-style-type: none"> • <i>First Phase, Heathhall Development</i> – attended the official opening of this site and can report that customers are delighted with their new homes; • <i>10 October</i> – visited a facility for modular build and went on site to view a development which was near completion; • Visited a facility for adults with additional support needs and had a very constructive meeting with the Holywood Trust; • <i>11 October</i> – met and received an update from Aspen People regarding management committee member recruitment, which will be discussed in more detail at the end of this meeting; • <i>13 October</i> – attended the Staff Event, this was the first time all staff have met together since 2019; • <i>25 November</i> – again along with Jane Connechen, we met with potential management committee members • Congratulations to be given to the Team West who won Team of the Year at the Scottish Housing Awards; 	
7.	<p>DEPUTY CHIEF EXECUTIVE VERBAL UPDATE</p> <ul style="list-style-type: none"> • Staff have undertaken report writing training which looked at the quality of reports produced • <i>Heathhall Development Official Opening</i> – thanks to be forwarded to Tracy Neil for organising the event • <i>Meeting with Dumfries and Galloway Council</i> – regarding Planning • <i>Publicity</i> – gave a quote to newspapers regarding the rent freeze and how this would have an impact on our properties, but LHA would continue supporting customers through this difficult period • <i>Staff Meeting on 13 October</i> – positive feedback was received from staff regarding this event and thanks be conveyed to the Convener for attending • <i>Meeting with Wheatly regarding CBL</i> • Murrion Bissett joined the panel for the Housing Digital Podcast: Discussing Improving Business Performance with Remote Technology. This was about how Loreburn achieved better asset understanding and reduced risk through the successful application of Plexus Innovation’s pilot for water testing • <i>Meeting with SOSE</i> – to discuss putting a proposal together for capital funding for solar panels • <i>Meeting with SOSE</i> – to discuss humidity sensors • <i>Meeting with Councillors</i> – positive discussions around the national rent freeze. Discussed our development plan and retrofit plans along with our innovation projects • <i>Meeting with Amazon Web Services</i> – to discuss sustainable innovation 	

	<ul style="list-style-type: none"> • <i>IoT Presentation</i> – speaking tomorrow at an event on why Loreburn are using IoT 	
8.	NOTIFIABLE EVENTS	
8.1.	Management Committee members NOTED the update on Notifiable Events.	
<i>For Discussion</i>		
9.	QUARTER 2 PERFORMANCE	
	<p>The DCEO took Management Committee members through the report and key points discussed:</p> <p>Position from LHA on Mould and Damp – the Cost of Living Working Group are tracking this data. From September 2021 to November 2022 there were 268 repairs recorded.</p> <p>The H&S Co-ordinator, the HoA and HoR have also been tasked to look at any potential damp in LHA’s properties. They will look at setting a Service Standard and if we need a policy and procedures in place for advice for staff and customers with practical support. The English RSLs’ action is to ensure systems are in place and deal with any cases of damp promptly and effectively. LHA staff are asking customers about lifestyles and helping fix any issues. We are also going to review our current process, look at heating and humidity sensors and include information on the operative risk assessment to check with customers on any damp and mould issues.</p> <p>Members asked consideration also to be given to assessing who is occupying each property and ensuring our response to mould and damp repairs is prioritised based on risk of occupants in the property.</p>	
9.1.	Management Committee NOTED the Q2 Strategic Performance Indicators and the content of the key milestone updates.	
<i>For Approval</i>		
10.	DEVELOPMENT PROGRAMME – <i>this item is confidential</i>	
11.	REWARD AND REMUNERATION	
	<p>The IDCS took Management Committee members through the report and circulated a further document to take account of queries raised in advance.</p>	

11.1.	Management Committee members on proposal from Jane Connechan and proposed by Peter Nelson APPROVED the recommended 2% uplift on salaries for 2023/24.	
11.2.	Management Committee AGREED:	
11.3.	<ul style="list-style-type: none"> • The Rewards and Remuneration Policy put forward; 	
11.4.	<ul style="list-style-type: none"> • to address the issue on long term funding of salaries at the same time as we discuss Business Plan for next year; and • incremental increases would be automatic, and any non-performance of staff would be dealt with via line management. 	
<i>Management Committee members agreed to suspend Standing Orders</i>		
12.	HANOVER STREET – <i>this item is confidential</i>	
13.	DEVELOPMENT TENDERS – <i>this item is confidential</i>	
14.	INSURANCE POLICY	
	The IDF took Management Committee members through the report and to include insurance for all vans and tools would be an additional cost of £691 per year. Management Committee members should note also that LHA purchased tools to the value of £30k and that this amendment to the Insurance Policy helps to mitigate any risk that may occur.	
14.1.	Management Committee members APPROVED the Insurance Policy with the updates proposed.	
15.	D&G HOMES LOAN AGREEMENT – <i>this item is confidential</i>	
16.	GROUNDS MAINTENANCE AND IHR MATERIALS PROJECT PLANS	
	The DCEO provided an overview of the report.	
	Management Committee members APPROVED:	
16.1.	<ul style="list-style-type: none"> • The Project Plan to tender for Grounds Maintenance services; 	
16.2.	<ul style="list-style-type: none"> • Delegated authority to the Head of Investment and LET to award the contract if the value within the agreed budget parameters (+10%); 	
16.3.	<ul style="list-style-type: none"> • The Project Plan to procure materials for Reactive and Void Maintenance; 	
16.4.	<ul style="list-style-type: none"> • A multiple Supplier Framework put in place; 	
16.5.	<ul style="list-style-type: none"> • Delegated authority to all the Head of Repairs and LET to award if the value within the agreed budget parameters (+10%); and 	
16.6.	<ul style="list-style-type: none"> • A report for information will be brought to the next Management Committee meeting after the contract award. 	

<p>17.</p> <p>17.1.</p> <p>17.2.</p> <p>17.3.</p> <p>17.4.</p> <p>17.5.</p>	<p>LLOYDS LOAN COVENANT AMENDMENT</p> <p>The IDF advised Management Committee members that this amendment would enable LHA to move to a more traditional agreement. There are no cost changes.</p> <p>Management Committee members APPROVED:</p> <ul style="list-style-type: none"> • The Amendment Agreement which will update the loan covenant with Lloyds Bank; • Officers' certificate for Signing; • Minute Extract; • Use of authorised signatories for the documents associated to this change; and • Thanks be given to the Finance team for preparing this document and carrying out the necessary work which will benefit the organisation significantly 	
<p>18.</p> <p>18.1.</p>	<p>QUARTER 2 MANAGEMENT ACCOUNTS</p> <p>The IDF took Management Committee members through the report and advised that was no materials impact on our arrears position at this point. From maintenance we have overspent on materials, as costs have gone up, and we are not operating under normal circumstances. We have had an overspend on non-capital major repairs – these are high value repairs we have had to address now rather than in a future programme.</p> <p>Management Committee members APPROVED the Quarter 2 Management Accounts for 2022/23</p>	
<p>19.</p>	<p>SHAREHOLDER MEMBERSHIP APPLICATIONS – <i>this item is confidential</i></p>	
<p><i>For Noting</i></p>		
<p>20.</p> <p>20.1.</p>	<p>QUARTER 2 DEVELOPMENT REPORT</p> <p>Management Committee members NOTED the new build programme performance to the end of Quarter 2 and the projection for the rest of 2022/23.</p>	
<p>21.</p> <p>21.1.</p> <p>21.2.</p>	<p>BAIRD DRIVE LATENT DEFECT</p> <p>Management Committee members NOTED:</p> <ul style="list-style-type: none"> • the lack of insulation installed at a property in Baird Drive during construction and the steps taken to rectify the problem at this address and other united within the development; and • any negative publicity arising from this event would be a Notifiable Event to the Scottish Housing Regulator 	
<p>22.</p>	<p>FINANCIAL IRREGULARITY UPDATE</p>	

22.1.	Management Committee members NOTED the update.	
23.	RISK MANAGEMENT	
23.1.	Management Committee members NOTED the key risks identified	
24.	POLICY FRAMEWORK UPDATE	
	Management Committee members NOTED:	
24.1.	<ul style="list-style-type: none"> the Policy Framework update; 	
24.2.	<ul style="list-style-type: none"> the signing of the Health and Safety Policy Statement; and 	
24.3.	<ul style="list-style-type: none"> to contact the head of Governance and Assurance for any further information on ongoing or upcoming reviews 	
25.	OFFICE BEARER APPROVALS	
25.1.	Management Committee members NOTED the office bearer's approval of 1 November 2022 for the allocation of a property in line with the requirements of the Entitlements, Payments and Benefits Policy.	
For Discussion		
26.	CUSTOMER VOICE	
26.1.	Management Committee members AGREED that the DoH to bring a report back to the next Management Committee on an Update of Events.	
27.	AOCB	
27.1	<p>Applications for Management Committee members – the Convener and Jane Connechen met with the four individual applicants.</p> <p>Management Committee AGREED that a proposal will be brought to Management Committee members on 13 December 2022 and if approved new Members will attend their first meeting in January 2023; and</p>	
27.2.	Feedback on reports following report writing training – the Management Committee members are happy with content and format; however, if there are any changes made from previous reports that these are flagged up.	
28.	DATE OF NEXT MEETING	
	Tuesday 13 December 2022 4:30 p.m. Sure Hotel, Lockerbie	All