



**LORETTO HOUSING ASSOCIATION
MINUTE OF BOARD MEETING**

**Held on Monday 20 May 2024 at 1pm
at Wheatley House, Glasgow**

Directors Present: Eric Gibson (Chair), Lesley Bloomer, Jackie Brock, Gregor Dunlay, Alex McKay, Andrew Little, Guy Kerkvliet, Hussain Kayani, Iain Macaulay

In Attendance: Laura Pluck, Group Director of Communities; Laura Henderson, Managing Director; Johnny Green, Head of Housing; Melissa Campbell, Head of Housing; Sarah Stocks, Finance Manager; Pauline Donald, Governance Business Partner

Pathway programme member Graham McInnes in attendance as an Observer

and in part: Lynne Mitchell, Director of Foundation (Item 7)
David Milligan, Group Health and Safety Manager (Item 9)
Kirsty Connolly, Senior Assurance Advisor (Item 11)
Stephen Wright, Director of Governance (Item 12)

1. Apologies for Absence

Apologies for absence were received from Pauline Gilmore.

The meeting was confirmed as quorate.

2. Declarations of Interest

The Board noted the standing declarations. No new declarations were made.

3. Minute of the previous meeting held on 18 March 2024, action list and matters arising.

The Board reviewed the minutes of the previous meeting and noted the action list. No matters arising were noted.

Decided: The Board approved the minutes of the previous meeting held on 18 March 2024.

4. Chair and Managing Director update

The Chair introduced and welcomed Iain Macaulay who has been appointed as a Member of the Board having transferred from the Wheatley Care Board.

The Chair introduced and welcomed Graham McInnes, Board Member Pathway Programme Member who joined the meeting as an observer.

The Chair advised that the Group Board will hold its Strategy Workshop and Board meeting in June. As the Chair is unable to attend, the Loretto Board will be represented by Iain Macaulay and Laura Pluck.

The Board received an update on an open action from a previous meeting providing assurance that we have no tenants over the affordability criteria as it applies to 2024/25 rent setting other than a small number of non-standard lets or Livingwell tenants on benefits.

5. 2023/24 year-end performance updates and Annual Return on the Charter

The Board were provided with a report on year-end performance for 2023/24 including the Annual Return on Charter results, non-charter strategic results and performance measures and Delivery Plan strategic projects.

The Board discussed the need for a continued focus on improving our response to emergency and non-emergency repair timescales and noted our commitment to continue to work closely with City Building to identify areas for improvement.

The Board commended the continued strong performance across a wide range of areas, including relative to wider sector benchmarking.

Decision: The Board

- 1) Approved the draft Annual Return on the Charter results for submission to the Scottish Housing Regulator.**
- 2) Approved delegated authority to the Group Managing Director of RSLs, or any member of the Group Executive Team, to make any non-material updates to finalise the results prior to submission.**
- 3) Noted the outturn year-end performance against non-Charter measures and strategic projects.**

6. 2024/25 Delivery Plan and performance measures

The Board were provided with a report on the draft 2024/25 Delivery Plan including strategic projects to be reported to the Board during 2024/25 and Board-level performance measures and corresponding targets.

The Board discussed the report and noted that our measures and targets have been informed by our performance in 2023/24 as well as sector wide analysis. The Board received assurance that we are well-placed to continue to focus on delivering operational excellence and investing in and achieving high customer satisfaction levels.

Decision: The Board approved the proposed measures and corresponding targets for 2024/25.

7. [redacted]

8. Fire prevention and mitigation: year-end performance

The Board were provided with an update on the implementation and performance of our Fire Prevention and Mitigation Framework (FPMF) 2023/24.

The Board noted the status of compliance and reporting as related to Loretto Housing and that there were no significant areas of concern to bring to the attention of the Board.

Decided: The Board:

- 1) Noted the update and progress of our Fire Prevention and Mitigation Framework for April 2023 – March 2024.**
- 2) Noted the changes to our Fire Prevention and Mitigation Framework.**

9. Health and Safety: year-end performance report

The Board received an update on health and safety performance for the year ending 31 March 2024.

The Board noted the efforts to improve incident reporting procedures with the introduction of a digital incident reporting platform. Additionally, the Board noted that work has been done to drive the Group towards recognised Health and Safety Accreditation in ISO45001 that will further demonstrate and enhance, the standard and profile of the Health and Safety management system.

The Board received assurance that Loretto properties have been assessed and confirmed as compliant with Scottish legislation on combustible cladding on high-risk buildings.

Decided: The Board noted the report.

10. Finance report

The Board were provided with a report on the management accounts for the year to 31 March 2024, an update on 2024/25 financial performance to 30 April 2024 and the five-year financial projection and loan portfolio returns to the Scottish Housing Regulator.

The Board discussed the report and received confirmation of the debt repayment [redacted].

Decided: The Board:

- 1) Noted the Finance Report for the year to 31 March 2024 including the update on the financial results to 30 April 2024.**
- 2) Approved the summary sheet and accompanying financial data and projections and authorised these to be submitted to the Scottish Housing Regulator and delegate authority to the Group Director of Finance to undertake any factual data updates required to the data in advance of the submission.**
- 3) Approved the loan portfolio submission and authorised this to be submitted to the Scottish Housing Regulator and delegated to the Group Director of Finance authority to approve any factual data updates required to the data in advance of the submission.**

11. Group Assurance update

The Board received an update on Internal Audit work reported to the January and May Group Audit Committee meetings and the rolling Internal Audit Plan.

The Board noted that the Internal Audit team has completed their reviews with no significant matters to bring to the attention of the Board and that management has agreed on actions to address the improvements identified during each review.

The Board also noted that the Group Audit Committee has approved the Internal Audits team's current programme of work and will continue to oversee and approve the work programme every quarter.

Decided: The Board noted the contents of the report.

12. Governance update

The Board were provided with an update on governance-related matters including the Scottish Housing Regulators Framework and Engagement Plan, Tenant Board Member pathway programme and Annual Governance reporting.

The Board noted the changes to the Framework and Statutory Guidance and that they are consistent with the proposals within the Scottish Housing Regulator consultation.

The Board was advised that the Board member pathway programme is progressing well and supports effective Board succession planning and skills balance.

The Board noted that from 1 April 2023- 31 March 2024, we recorded no property disposals and two acquisitions.

Decided: The Board:

- 1) Noted the update to the Scottish Housing Regulator's revised Regulatory Framework and associated Statutory Guidance**
- 2) Noted the Engagement Plan with the Scottish Housing Regulator**
- 3) Noted the update on our tenant Board member pathway programme**
- 4) Noted the disposals and acquisitions annual update;**
- 5) Noted the updates on our Code of Conduct, Register of Interests, Gifts and Hospitality and Expenses and Allowances.**

13. AOCB

No other business was raised.

Signed: **(Chair)**

Date: