



**LORETTO HOUSING ASSOCIATION
MINUTE OF BOARD MEETING**

Date: 19 August 2019
Time: 6.15pm
Venue: Lipton House, 170 Crown Street, Glasgow, G5 9XD

Chairperson: Douglas Robin

Present: Jean Fyfe
Alex McKay
Allan McGinness
Pauline Gilmore
Jacqui Mallin
Nesta Gilliland

In Attendance: Olga Clayton, Group Director of Housing and Care
David MacKenzie, Managing Director
Chris Walker, Head of Housing
Sarah Stocks, Finance Manager
Moray Nichol, Governance and Secretariat Manager
Brian Stewart, Director of Repairs, Investment and Compliance (in part)

1. Apologies for Absence

1.1 There were no apologies for absence.

2. Declarations of Interest

2.1 The Board noted the standing declarations of interest.

3. Minutes of Board Meeting held on 20 May 2019, matters arising and actions list

Decided: The minute of the meeting held on 20 May 2019 was approved.

4. Director's Update (verbal)

4.1 David provided an update on progress with the Duke Street remediation project.

5. Performance Report – YTD 2019/20 (Quarter 1)

5.1 The Board received an overview of progress against the 2019/20 Delivery Plan. The Board discussed performance against key indicators and targets including the percentage of lettable houses that become vacant, our response to reported incidents of Anti-Social Behaviour and Gross Rent Arrears.

- 5.2 It was confirmed that our focus is on providing value for money and enhancing our approach to improving overall tenant satisfaction. Loretto Housing staff met with residents at a series of events held in our communities throughout July.
- 5.3 The Chair commented on the reduction of rent arrears seen during the first quarter, the uptake of online digital learning and development opportunities for staff and reflected on the number and nature of complaints received relating to our repairs service. A presentation on our new repairs service will be brought back to a future meeting.

Decided: The Board noted the performance report and actions to improve performance; and provided comment on the report content.

6. Loretto Five Year Asset Investment Plan

- 6.1 The Board received a report on Loretto's Five Year Asset Investment plan, outlining our core 5-year asset investment programme with a total value of £5.2m. It will address a range of key areas such as lifecycle component replacements (kitchens, boilers), fire safety, security and environmental improvements.
- 6.2 The Board discussed the approach undertaken to prioritise investment in our assets. It was confirmed a range of performance and condition data will be utilised to inform bespoke investment interventions and appraisals where required, ensuring we are investing in the right stock and at the right time.

Decided: The Board approved Loretto's 5 Year Asset Investment Programme.

7. Governance Update

- 7.1 The Board were provided information on arrangements for the 2019 Annual General Meeting.

Decided: The Board:

- 1) Approved the formal calling of the Annual General Meeting for Monday 16 September 2019 at 6.00pm to be held at Lipton House Academy, 170 Crown Street Glasgow, G5 9XD, Glasgow;**
- 2) Noted the confirmation from the Secretary that Rules 62-67 have been followed; and**
- 3) Noted that Alex Robertson has been granted a leave of absence.**
- 4) Exercised Rule 44.3 and terminated Cecil Buekor's appointment with immediate effect.**

8. Group Hate Crime Policy

- 8.1 The Board received a summary of the policy, which reflects our increasingly diverse communities and legal obligations. The Board discussed the support and training for staff drawing on experience from within the Group.

Decided: The Board noted the draft policy.

9. 2018/19 Financial Statement and Annual Internal Audit Report

a) 2018/19 Financial Statements

The Board received an overview of the 2018/19 financial statements and noted that the financial statements have been submitted to the Wheatley Group Audit Committee for review and approval at its meeting on 7 August 2019. The Board discussed the year-end financial results, adjustments made between the 31 March management accounts and the final audited accounts and the pension valuation. In addition, the Board discussed the Loretto Care's financial statements and reserves policy.

Decided: The Board:

- 1) Approved the 2018/19 financial statements;**
- 2) Confirmed the preparation of the financial statements using the going concern basis;**
- 3) Delegated authority to the Chair and Group Director of Finance to approve any non-material changes to the accounts; and,**
- 4) Approved the letter of representation from the auditors, and note the related letter of comfort from the Chief Executive.**

b) Annual Internal Audit Report and Assurance Statement 2018/19

The Board received the Annual Internal Audit Report and Assurance Statement and noted that following assurance work completed and reported during financial year 2018/19 there continues to be a substantial level of assurance that there is a sound system of internal control, designed to support achievement of relevant organisational objectives.

Decided: The Board:

- 1) Noted the contents of this report along with the overall Annual Internal Audit opinion detailed in section 6 of the report.**

10. Finance Report for the period to 30 June 2019

10.1 The Board were provided with an overview of the management accounts for the financial year to 30 June 2019 along with forecast results for the full financial year.

Decided: The Board noted the Finance Report for the period to 30 June 2019.

11. New Scot Strategy – Group Action Plan

11.1 The Board discussed the action plan, our wider commitment to supporting New Scots and the current position with asylum seekers.

Decision: The Board noted the content of this report and agreed the attached action plan.

12. AOCB

12.1 There was no other competent business.