

**NOTE: This Minute is DRAFT until it is approved at the next available meeting.**



**MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION HELD ON TUESDAY 31 AUGUST 2021 AT 17:30 (VIRTUAL MEETING)**

**Present:** Russell Brown (Convener)  
Peter Ward (Vice Convener)  
Mike Jones (Secretary)  
Alison Coupe (Management Committee)  
Katie Russell (Management Committee)  
Laura Grieve (Management Committee)  
Peter Nelson (Management Committee)  
Robin Wishart (Management Committee)

Lorraine Usher (Chief Executive)  
Gary Alison (Interim Director of Property & Development)  
Kirsty Paul (Interim Director of Finance)  
Sue Irving (Director of Housing Services)  
Graham Robertson (Head of Development)  
Rebecca Wilson (Head of Governance & Assurance) \*

\*Minute Taker

<b>Item</b>	<b>Minute</b>	<b>Action</b>
<b>1.</b>	<b>APOLOGIES</b>	
1.1	Campbell McCaig, Jane Connechen	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
2.1	The previously declared interests of Mr Wishart, Mr Ward, Mr Jones, Mr Nelson, and Ms Usher as Members of DG Homes Board were noted.	
<b>3.</b>	<b>APPROVAL OF PREVIOUS MINUTES</b>	
3.1	The Minute of the Management Committee Meeting held on 25 <sup>th</sup> May 2021, on the proposition of Ms Coupe and seconded by Mr Nelson, was APPROVED.	
<b>4.</b>	<b>MINUTES FOR NOTING</b>	
4.1	Members NOTED the following Minutes: <ul style="list-style-type: none"><li>• Audit and Compliance (11th May 2021)</li><li>• People and Culture (27th May 2021)</li></ul>	
<b>5.</b>	<b>MINUTE ACTION LOG</b>	

5.1	Members NOTED the Minute Action Log.	
<b>6.</b>	<b>MATTERS ARISING</b>	
6.1	The Interim Director of Property & Development provided an update on approaches to tackling stock investment, the cavity wall insulation programme and grant funding opportunities.	
<b>7.</b>	<b>CONVENER'S VERBAL UPDATE</b>	
7.1	The Convener provided an update on recently attended meetings and events including the strategic housing forum, 1-2-1 meetings with the Chief Executive, a visit to a project in Norwich to see a house constructed of panels made from recycled glass and a meeting with the South of Scotland Enterprise. The Convener also noted that appraisals had been completed with Members with a report awaited from the facilitator.	
<b>8.</b>	<b>CHIEF EXECUTIVE'S VERBAL UPDATE</b>	
8.1	The Chief Executive advised Members of the recent visit to Norwich and the innovative approach being taken to build new homes. The Chief Executive made Members aware of opportunities being taken to promote Loreburn and raise the profile out-with Dumfries and Galloway.	
8.2	The Chief Executive advised of positive visits to new developments at Forsyth Street and Heathhall.	
8.3	Members were advised that information on the upcoming Strategic Session in October would be provided shortly.	
8.4	The Chief Executive thanked Mr Jones for his support to staff and the Executive Team and noted that Mr Jones has been a great champion of Loreburn over the years he has served on the Management Committee.	
<b>9.</b>	<b>NOTIFIABLE EVENTS – This item is confidential</b>	
<b>10.</b>	<b>QUARTER 1 PERFORMANCE</b>	
10.1	The Director of Housing Services drew Member's attention to the report noting that 4 indicators had been removed as they were operational and not strategic. Members discussed the performance report and noted that, with regards to tenancy sustainment, issues such as heating costs should be picked up at an earlier stage than termination. Members noted that smaller patch sizes should allow for housing staff to build a better understanding of tenants and their needs.	

10.2	Members NOTED: <ul style="list-style-type: none"> <li>Quarter 1 Performance Report.</li> </ul>	
<b>11.</b>	<b>DEVELOPMENT PROGRAMME – this item is confidential</b>	
<b>12.</b>	<b>DESIGN GUIDE</b>	
12.1	The Head of Development noted that the draft had been circulated to Members ahead of the meeting and that feedback received from Members had been incorporated into the draft presented for approval.	
12.2	Members discussed the Design Guide including flexibility in terms of town-centre flatted development. Members agreed to run a ‘health-check’ on the draft to ensure that there is flexibility to accommodate a various type of development.	
12.3	Members APPROVED: <ul style="list-style-type: none"> <li>the Design &amp; Specification Guide for New Build Housing and Existing Properties and the Extra Care Design Guide subject to health-check being completed to ensure that there is flexibility.</li> </ul>	
12.4	Members AGREED: <ul style="list-style-type: none"> <li>any further proposed wording amendments must be forwarded to the Head of Development without delay.</li> </ul>	
<b>13.</b>	<b>ASSET PROCUREMENT – this item is confidential</b>	
<b>14.</b>	<b>Q1 MANAGEMENT ACCOUNTS</b>	
14.1	The Interim Director of Finance & Procurement drew Member’s attention to the report and summarised the Quarter 1 position.	
14.2	Members APPROVED: <ul style="list-style-type: none"> <li>the accounts to 30<sup>th</sup> June 2021.</li> </ul>	
<b>15.</b>	<b>SIGNING OF YEAR END ACCOUNTS</b>	
15.1	The Interim Director of Finance & Procurement drew Member’s attention to the report and advised that the accounts have been reviewed by Audit & Compliance and are now presented to Members for approval. The Interim Director of Finance & Procurement provided a summary of key points discussed at Audit & Compliance.	
15.2	The Interim Director of Finance & Procurement sought approval from Members for the subsequent Annual Financial	

<p>15.3</p> <p>15.4</p>	<p>Statement (AFS) submission to the Scottish Housing Regulator.</p> <p>Members APPROVED:</p> <ul style="list-style-type: none"> <li>• the Year End Statutory Accounts and Letter of Representation</li> <li>• the presentation of the accounts to Members at the AGM on the 7th September 2021</li> <li>• the AFS submission to the Scottish Housing Regulator.</li> </ul> <p>Members NOTED:</p> <ul style="list-style-type: none"> <li>• the signing of accounts will be via DocuSign.</li> </ul>	
<p>16.</p> <p>16.1</p>	<p><b>FRAUD REGISTER</b></p> <p>Members NOTED:</p> <ul style="list-style-type: none"> <li>• the Annual Fraud Register</li> </ul>	
<p>17</p> <p>17.1</p> <p>17.2</p>	<p><b>SERVICE CHARGE POLICY</b></p> <p>The Interim Director of Finance &amp; Procurement drew Member's attention to the report and summarised the key changes to the Policy.</p> <p>Members APPROVED:</p> <ul style="list-style-type: none"> <li>• the Service Charge Policy.</li> </ul>	
<p>18.</p> <p>18.1</p> <p>18.2</p>	<p><b>Standing Orders Terms of Reference Review</b></p> <p>The Head of Governance &amp; Assurance noted that the draft had been circulated to Members ahead of the meeting and that feedback received from Members had been incorporated into the draft presented for approval.</p> <p>Members APPROVED:</p> <ul style="list-style-type: none"> <li>• the amendments to the Standing Orders (V6) as included as Appendix 1.</li> </ul>	
<p>19.</p> <p>19.1</p>	<p><b>REGISTER COMPLIANCE REPORT</b></p> <p>Members APPROVED:</p> <ul style="list-style-type: none"> <li>• compliance with Rule 68.</li> </ul>	
<p>20.</p> <p>20.1</p>	<p><b>SHAREHOLDER APPLICATIONS</b></p> <p>Members APPROVED:</p>	

	<ul style="list-style-type: none"> <li>the shareholder applications presented.</li> </ul>	
<b>21.</b>	<b>SWOT ANALYSIS</b>	
21.1	<p>Members NOTED:</p> <ul style="list-style-type: none"> <li>the verbal update provided by the Chief Executive and that a report would be circulated via email with further information.</li> </ul> <p><i>SUSPENSION OF STANDING ORDERS</i></p>	
<b>22.</b>	<b>CUSTOMER SATISFACTION UPDATE</b>	
22.1	<p>Members NOTED:</p> <ul style="list-style-type: none"> <li>the report and RAG rated summary.</li> </ul>	
<b>23.</b>	<b>RISK REGISTER REPORT</b>	
23.1	<p>Members NOTED:</p> <ul style="list-style-type: none"> <li>the key risks identified within the report and Appendix 1.</li> </ul>	
<b>24.</b>	<b>DG HOMES STRATEGIC UPDATE</b>	
24.1	<p>Members NOTED:</p> <ul style="list-style-type: none"> <li>the verbal update provided by the Chair of DG Homes, including a summary of ongoing projects.</li> </ul>	
<b>25.</b>	<b>OFFICE BEARER APPROVAL – this item is confidential</b>	
<b>26.</b>	<b>ANY OTHER BUSINESS</b>	
26.1	<p>No further matters were raised.</p> <p><i>Close of Meeting 19:41</i></p> <p>Date of Next Meeting: 26<sup>th</sup> October 2021.</p>	