

**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 25 MAY 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)

Lorraine Usher (Chief Executive)  
Gary Alison (Director of Finance & Corporate Services)  
Sue Irving (Director of Housing Services)  
Moira Charters (Head of Service Improvement)  
Graham Robertson (Head of Development)  
Stuart Mackay (Head of Asset Management)  
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, Robin Wishart, Jane Connechen	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
2.1	The previously declared interests of 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 30 <sup>th</sup> March 2021, on the proposition of Mr Ward and seconded by Ms Coupe, was APPROVED.	
<b>4.</b>	<b>MINUTES FOR NOTING</b>	
4.1	Members NOTED the following Minutes: <ul style="list-style-type: none"><li>• Dumfries &amp; Galloway Homes Board Minutes of 23<sup>rd</sup> March 2021 and 20<sup>th</sup> April 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 Head of Governance & Assurance drew Members attention to the Business Plan which had been recommended for approval following the March Management Committee meeting.	
6.2	Members APPROVED: <ul style="list-style-type: none"> <li>the revised Business Plan.</li> </ul>	
<b>7.</b>	<b>CONVENER'S VERBAL UPDATE</b>	
7.1	The Convener provided an update on recent 1-2-1s and the Chief Executive's appraisal. The Convener advised Members of a recent visit to ECO Teams, an environmental business utilising pioneering technology.	
<b>8.</b>	<b>CHIEF EXECUTIVE'S VERBAL UPDATE</b>	
8.1	The Chief Executive provided updates on Loreburn's contribution to a UK wide seminar on life after the 9-5 as well and a leadership research project facilitated by DTP as well as updates on recent meetings with Director of Economy and Resources and the Strategic Housing Manager at Dumfries and Galloway Council.	
8.2	The Chief Executive noted that a report on the customer survey and follow up actions will be brought to Members in August and advised of the substantive progress made with addressing the backlog of repairs. It was noted that the progress suggests that there is capacity within the team and that this will be kept under review moving forward. The Convener noted thanks from the Management Committee to the staff involved.	
<b>9.</b>	<b>NOTIFIABLE EVENTS – <i>This item is confidential</i></b>	
<b>10.</b>	<b>QUARTER 4 / YEAR END PERFORMANCE</b>	
10.1	The Head of Service Improvement drew Members attention to the report noting that reporting is by exception. It was noted that tenant satisfaction figures have improved since the recent survey and that the number of complaints as well as the days taken to respond to complaints has fallen. Members noted that void turnarounds continue to improve which if maintained will provide a substantial saving.	
10.2	Members NOTED: <ul style="list-style-type: none"> <li>Quarter 4 Performance Report.</li> </ul>	

<b>11.</b>	<b>STOCK INVESTMENT – <i>This item is confidential</i></b>	
<b>12.</b>	<b>ANNUAL RETURN ON THE CHARTER</b>	
12.1	The Head of Service Improvement drew Members attention to the report and draft return. Members discussed whether additional wording should be included within the narrative boxes to showcase Loreburn. <b>ACTION</b> – Management Team to agree if further narrative should be included to supplement the return.	MC
12.2	Members APPROVED: <ul style="list-style-type: none"> <li>the Annual Return on the Charter as included at Appendix 1.</li> </ul>	
<b>13.</b>	<b>QUARTER 4 DEVELOPMENT REPORT – <i>This item is confidential</i></b>	
<b>14.</b>	<b>ASPIRATIONAL STANDARDS</b>	
14.1	Members discussed the report and agreed that a timeline would be useful to monitor progress. <b>ACTION</b> – Head of Asset Management to prepare a timeline and circulate to Members for sign off.	SM
14.2	Members APPROVED: <ul style="list-style-type: none"> <li>the Aspirational Standards Working Group’s recommendations as detailed at 3.6.</li> </ul>	
14.3	Members AGREED: <ul style="list-style-type: none"> <li>A timeline should be prepared regarding the next stages and actions noted at 3.6.</li> </ul>	
<b>15.</b>	<b>QUARTER 4 MANAGEMENT ACCOUNTS</b>	
15.1	The Interim Director of Property & Development provided an overview of the accounts noting the void loss as well as the impact of slippage in the development programme and noted that the arrears position continues to be monitored by the Audit & Compliance sub-committee.	
15.2	Members APPROVED: <ul style="list-style-type: none"> <li>The accounts to 31<sup>st</sup> March 2021.</li> </ul>	
<b>16.</b>	<b>BOARD OF RESOLUTION – <i>This item is confidential</i></b>	
<b>16B.</b>	<b>BANK OF SCOTLAND LOAN AGREEMENT – <i>This item is confidential</i></b>	

17.	<b>DG HOMES SECURITY POSITION – <i>This item is confidential</i></b>	
18.	<b>MEMBERSHIP POLICY</b>	
18.1	The Head of Governance & Assurance thanked Members for the feedback received on the draft Policy and noted that comments had been incorporated into the draft presented for approval.	
18.2	Members APPROVED: <ul style="list-style-type: none"> <li>the Membership Policy as included at Appendix 1.</li> </ul>	
19.	<b>CORPORATE RISK REPORT</b>	
19.1	Members NOTED: <ul style="list-style-type: none"> <li>the key risks identified within the report and Appendix 1.</li> </ul>	
20.	<b>ANNUAL ASSURANCE UPDATE</b>	
20.1	Members NOTED: <ul style="list-style-type: none"> <li>the update on Annual Assurance;</li> <li>the updates included against all actions within the Assurance Improvement Plan at Appendix 1.</li> </ul>	
21.	<b>STANDING ORDERS TERMS OF REFERENCE REVIEW BRIEF</b>	
20.1	Members NOTED: <ul style="list-style-type: none"> <li>the scope and timeframe of the review of the Terms of Reference within the Standing Orders.</li> </ul>	
22.	<b>ANY OTHER BUSINESS</b>	
22.1	No further matters were raised.  <i>Close of Meeting 19:05</i>  Date of Next Meeting: 31 <sup>st</sup> August 2021 17:30	