

PUBLIC MINUTE OF THE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED HELD ON TUESDAY, 29 SEPTEMBER 2015 AT 6.30PM IN HUNTINGDON, 27 MOFFAT ROAD, DUMFRIES.

<p><u>PRESENT</u></p>	<p>John McNaught Brian Pattinson Derek Rodgers Maureen Farrell Jim Hogg Ronald Jardine Lynda Cameron Mike Jones John Ross</p>	<p>Convener Vice-Convener Secretary</p>
<p><u>ATTENDING</u></p>	<p>Lorraine Usher – Chief Executive Wendy McCracken – Director of Finance & Corporate, Performance Louise Jeffery – Director of Operations Fiona Pennington – Team Leader (Development) Ann Gordon – Assistant to the Chief Executive*</p> <p>* Minute Taker</p> <p>Prior to the start of the meeting, the Convener welcomed Louise Jeffery to Loreburn as the new Director of Operations.</p>	<p><u>ACTION</u></p>
<p><u>1. APOLOGIES</u></p>	<p>Robin Wishart Iain Fergusson Russell Brown</p>	
<p><u>2. DECLARATIONS OF INTEREST</u></p>	<p>Office Bearers, Ms Farrell & Mr Jones: Directors of Loreburn's subsidiary company Dumfries & Galloway Homes.</p> <p>Director of Finance & Corporate Performance: Appointee at Shire Housing Association.</p>	
<p><u>3. SIGNING OF PREVIOUS MINUTE</u></p>	<p>i. <u>28 July 2015</u></p> <p>On the proposition of Ms Farrell, seconded by Mr Ross, the minute of the meeting held on 28 July 2015 was unanimously APPROVED.</p> <p>ii. <u>1 September 2015</u></p> <p>On the proposition of Ms Farrell, seconded by Ms Cameron, the minute of the meeting held on 1 September 2015 was unanimously APPROVED.</p>	
<p><u>4. MATTERS ARISING</u></p>	<p>There were no matters arising from the minutes of 28 July nor 1 September.</p>	
<p><u>5. MINUTE FOR NOTING</u></p>	<p><u>Annual General Meeting: 1 September 2015</u></p> <p>Members NOTED the minute of the Annual General Meeting held on 1 September 2015.</p>	
<p><u>6. CONVENER'S REPORT*</u></p>	<p>The Convener gave a verbal report.</p>	
<p><u>7. CHIEF EXECUTIVE'S REPORT*</u></p>	<p>The Chief Executive gave a verbal report.</p>	
<p><u>8. EXECUTIVE MANAGEMENT TEAM UPDATE REPORT*</u></p>	<p>The Director of Operations briefly introduced herself to members and noted that she was looking forward to working with them in the future.</p> <p>Members:</p> <ol style="list-style-type: none"> 1. HOMOLOGATED Office Bearers' decision to APPROVE the Local Lettings Initiative. 2. APPROVED the Membership Application. 3. NOTED the remainder of the Report. 	

<p><u>9. ELECTION OF SUB-COMMITTEES & SCHEDULE OF MEETINGS</u></p>	<p>Members:</p> <ol style="list-style-type: none"> 1. AGREED the following membership: <ul style="list-style-type: none"> Audit & Compliance Sub-Committee: Mr Rodgers, Mr Ross, Mr Hogg, Mr Jardine Remuneration Committee: Mr McNaught, Mr Pattinson, Ms Farrell, Mr Hogg, Mr Jones Health & Safety Committee: Mr McNaught, Ms Cameron, Ms Farrell, Mr Jardine Dumfries & Galloway Homes Limited: Mr McNaught, Mr Jones, Ms Farrell, Mr Rodgers, Mr Pattinson Policy Panel: Mr Jones, Ms Farrell, Ms Cameron, Mr Rodgers 2. AGREED the schedule of meeting dates until September 2016 with amended timings for meeting of Dumfries & Galloway Homes. Dates and timings are to be set for the Health & Safety Sub-Committee and the Policy Panel. <p>The schedule will be reissued to members as soon as it is updated.</p>	EMT
<p><u>10. REACTIVE REPAIRS PROCUREMENT OUTCOME: PRESENTATION OF RESULTS*</u></p>	<p>The Director of Finance & Corporate Performance tabled a confidential report to members.</p> <p>Members APPROVED the framework as per the confidential report.</p>	IM
<p><u>11. INVESTMENT REPORT*</u></p>	<p>Members:</p> <ol style="list-style-type: none"> 1. APPROVED the acceptance of Loreburn's Development Programme Letter 2015-2018. 2. APPROVED the decisions within the report 3. HOMOLOGATED the decision of the Office Bearers. 4. NOTED the remainder of the Report. 	IM
<p><u>12. NEW SITE FEASIBILITY REPORT*</u></p>	<p>Members:</p> <ol style="list-style-type: none"> 1. APPROVED the sites contained in this report to move to feasibility stage. 2. APPROVED the Procurement Strategy for the appointment of Consultants / Contractor to the project as stated within the Report. 3. NOTED that the Scottish Government no longer requires the submission of a Cost Plan Report. As a result, the next report which will be received by Management Committee with a recommendation for approval is an Acquisition / Tender Report 	IM
<p><u>13. WORKING AREA</u></p>	<p>Mr Jardine introduced a discussion regarding future areas of work.</p>	
<p><u>14. POLICY REPORT</u></p>	<p>The Director of Finance & Corporate Performance took members through the report and highlighted various areas of the model Entitlements, Payments & Benefits Policy which would be amended / clarified to suit Loreburn.</p> <p>Members APPROVED the following policies:</p> <ul style="list-style-type: none"> ▶ SFHA Model Entitlements, Payments & Benefits Policy ▶ Gas Safety Policy 	DFCP
<p><u>15. FINANCIAL PERFORMANCE REPORT: QUARTER 1*</u></p>	<p>The Director of Finance & Corporate Performance confirmed that all loan covenants had been met.</p> <p>Members NOTED the content of the Financial Performance Report.</p>	DFCP

<p><u>16. LEARNING POINTS*</u></p> <p><u>17. RISK MAP SUMMARY*</u></p> <p><u>18. MINUTE ACTION PLAN</u></p> <p><u>19. AOCB</u></p> <p><u>DATE OF NEXT MEETING</u></p>	<p>Members AGREED to defer this report to the October meeting.</p> <p>Members APPROVED the Risk Map updates.</p> <p>Members NOTED the content of the Minute Action Plan.</p> <p>Members discussed one area of other business.</p> <p>Management Committee: 27 October 2015</p> <p><i>The meeting closed at 8.30pm</i></p>	<p>IM</p> <p>DFCP</p> <p>CE</p>
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* Confidential items relating to personal information or commercial transactions are omitted from the public minute.

Management Committee: 29 September 2015