



MINUTE OF THE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED HELD ON TUESDAY 23 FEBRUARY 2016 AT 6.30PM IN HUNTINGDON, 27 MOFFAT ROAD, DUMFRIES.

Present: John McNaught (Convener)
 Brian Pattinson (Vice-Convener)
 Derek Rodgers (Secretary)
 Maureen Farrell
 Ronald Jardine
 Jim Hogg
 Mike Jones
 Russell Brown
 Iain Fergusson
 Robin Wishart (from item 8)

Attending: Lorraine Usher (Chief Executive)
 Louise Jeffery (Director of Operations)
 Sue Thiele (Interim Finance Consultant)
 Niall Smith (Finance & Procurement Manager)
 Ann Gordon (Assistant to the Chief Executive)*

*minute

	Action
<p>1 <u>APOLOGIES</u> Lynda Cameron, John Ross</p>	
<p>2 <u>DECLARATIONS OF INTEREST</u> Office bearers, Mr Fergusson, Ms Farrell and Mr Jones – Directors of Loreburn’s subsidiary company Dumfries and Galloway Homes.</p>	
<p>3 <u>SIGNING OF PREVIOUS MINUTES</u> On the proposition of Mr Brown, seconded by Mr Jones, the minute of the meeting of the meeting held on Tuesday 26 January 2016 was unanimously approved.</p> <p><i>All staff left the meeting.</i></p>	
<p>4 <u>MINUTE FOR NOTING</u> Members noted a confidential minute.</p> <p><i>Staff re-joined the meeting.</i></p>	
<p>5 <u>MATTERS ARISING</u> Two matters arising were discussed.</p>	CE

6	<p><u>CONVENER'S REPORT</u> The Convener gave a verbal report.</p>	
7	<p><u>CHIEF EXECUTIVE'S REPORT</u> The Chief Executive gave a verbal report.</p>	
8	<p><u>EXECUTIVE MANAGEMENT TEAM REPORT</u> The Chief Executive and Director of Operations updated Members on various items within the report.</p> <p>Members:</p> <ul style="list-style-type: none"> • APPROVED the recommendations within the report • NOTED the remainder of the report 	EMT
9	<p><u>RENT CONSULTATION FEEDBACK 2016-17</u> The Director of Operations took Members through the report. It was agreed to review questions for next year's rent consultation.</p> <p>Members APPROVED the rent freeze.</p>	DO
10	<p><u>2016-17 BUDGET</u> The Interim Finance Consultant took Members through the budget papers and noted that they had been prepared based on a rent freeze.</p> <p>Members:</p> <ul style="list-style-type: none"> • APPROVED the 2016-17 budget. • APPROVED the provision for repairs to the Huntingdon office. • NOTED the remainder of the report. 	IFC
11	<p><u>DEMONSTRATION OF NEW WEBSITE</u> This item was deferred to the April meeting.</p>	CE
12	<p><u>EMPLOYMENT PROTECTION INSURANCE AND H R SUPPORT</u> The Chief Executive took Members through the report.</p> <p><i>At 8.30pm Members AGREED to Suspend Standing Orders.</i></p> <p>Members:</p> <ul style="list-style-type: none"> • APPROVED the recommendations within the report. • NOTED the report. 	
13	<p><u>POLICY PANEL RECOMMENDATION</u> The Chief Executive took Members through the report and explained that the Policy Panel had discussed the proposed updated review process at their meeting on 16 February 2016.</p> <p>Members AGREED the revised policy review process.</p>	
14	<p><u>INVESTMENT REPORT</u> The Director of Operations updated Members on items within the report.</p> <p>Members NOTED the report.</p>	

<p>15</p>	<p><u>MINUTE ACTION PLAN</u> The minute action plan was discussed and updated.</p> <p>Members NOTED the Action Plan.</p>	<p>CE</p>
<p>16</p>	<p><u>ANY OTHER BUSINESS</u> None</p> <p>DATE OF NEXT MEETINGS: Audit & Compliance – Tuesday 15 March 2016, 6.30pm Business Planning Day – Tuesday 22 March 2016, 12.30pm Management Committee – Tuesday 22 March 2016, 6.00pm</p> <p><i>The meeting closed at 8.45pm</i></p> <p>*confidential items relating to personal information or commercial transactions are omitted from the public minute</p>	