

**MINUTE OF THE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED HELD ON TUESDAY 26 APRIL 2016 AT 6.30PM IN HUNTINGDON, 27 MOFFAT ROAD, DUMFRIES.**

**Present:** John McNaught (Convener)  
 Brian Pattinson (Vice-Convener)  
 Derek Rodgers (Secretary)  
 John Ross  
 Lynda Cameron  
 Maureen Farrell  
 Mike Jones  
 Robin Wishart  
 Ronald Jardine  
 Russell Brown

**Attending:** Lorraine Usher (Chief Executive)  
 Sue Thiele (Interim Finance Consultant)  
 Becky Shields (Supported Housing Manager)  
 Joanne Weir (Regional Housing Manager - East)  
 Pete Paton (Asset Manager)  
 Simon Macdonald (I C T Manager)  
 Steven Brannagan (Scotland Excel) – to item 9 only  
 Ann Gordon (Assistant to the Chief Executive)\*

\*minute

	<b>Action</b>
<p><b>1 <u>APOLOGIES</u></b> Iain Fergusson, Jim Hogg</p>	
<p><b>2 <u>DECLARATIONS OF INTEREST</u></b> Office bearers, Ms Farrell, Mr Jones – Directors of Loreburn’s subsidiary company Dumfries and Galloway Homes.</p>	
<p><b>3 <u>SIGNING OF PREVIOUS MINUTE</u></b> On the proposition of Mr Ross, seconded by Mr Brown, the minute of the meeting held on 22 March 2016 was unanimously approved.</p>	
<p><b>4 <u>MINUTES FOR NOTING</u></b> Members <b>NOTED</b> the minute of the Audit and Compliance Sub-committee held on 15 March 2016.  Members <b>NOTED</b> the notes of the Strategic Planning Day held on 22 March 2016.  Members <b>NOTED</b> the minute of the Health and Safety Sub-committee held on 12 April 2016.</p>	

**5 MATTERS ARISING**

***Management Committee – 22 March 2016***

There were not matters arising.

***Audit & Compliance – 15 March 2016***

Ms Farrell asked for clarification of one point of the minutes.

***Strategic Planning Day – 22 March 2016***

There were not matters arising.

***Health and Safety – 12 April 2016***

Ms Cameron noted an amendment to one point of the minutes

**6 CONVENER'S REPORT**

The Convener welcomed Pete Paton (Asset Manager) and Becky Shields (Supported Housing Manager) to the meeting and noted that Clare Langman had also started as Development Manager.

The convener then gave a verbal report.

**7 CHIEF EXECUTIVE'S REPORT**

The Chief Executive gave a verbal report.

**8 PROCUREMENT CAPABILITY ASSESSMENT**

The Convener welcomed Mr Brannagan, Head of Customer Business Services for Scotland Excel. Mr Brannagan then gave a presentation on procurement and took questions from Members.

***Mr Brannagan left the meeting.***

**9 PROCUREMENT REPORT**

The Asset Manager took Members through the report.

Members **NOTED** the report

**10 EXECUTIVE MANAGEMENT TEAM REPORT**

The Chief Executive took questions from Members on the report.

Members **APPROVED** the lease renewal for 7/1 Barnraes, Dumfries and **NOTED** the report.

**11 FINANCIAL PLAN UPDATE REPORT**

The Interim Finance Consultant noted that the report summarises what was discussed at the Strategy Day in March.

Members:

**APPROVED** the economic assumptions.

**APPROVED** the financial plan to be used as the SHR submission

**NOTED** the report.

***The Interim Finance Consultant left the meeting***

**12 FUNDING REPORT**

The Chief Executive took Members through the report.

Members **APPROVED** commissioning consultants to carry out a funding review subject to sign off of the costs by Office Bearers.

*The Interim Finance Consultant re-joined the meeting.*

**13 HOUSING MANAGEMENT REPORT**

The Regional Housing Manager (East) took Members through the report and explained the various areas to them.

Members **APPROVED** the write-off of bad debts and the transfer of refunds to sundry income. Members **NOTED** the report.

**14 ASSET MANAGEMENT REPORT**

The Asset Manager noted that the report had been prepared by the Interim Asset Manager as he had only commenced his post in April.

Members **NOTED** the report.

**15 WEBSITE DEMONSTRATION**

The ICT Manager demonstrated Loreburn's new website, which went live on 1 April 2016. The design is unique to Loreburn and is bright, engaging and informative.

*At 8.30pm Members **AGREED** to suspend Standing Orders.*

**16 WELFARE REFORM UPDATE REPORT**

The Regional Housing Manager (East) asked Members for any questions on the report.

Members **NOTED** the report.

**17 HEALTH AND SAFETY RESPONSIBILITIES**

The Chief Executive noted that the health and safety responsibilities sheet for Management Committee members had been reviewed and approved by the Health and Safety Sub-committee in February.

**18 MINUTE ACTION PLAN**

Members **NOTED** the action plan.

**19 QUARTER 4 PERFORMANCE REPORT**

The Chief Executive noted that performance reporting in 2016-17 is to be presented at a strategic level. Operational performance management will be delegated and managed by the EMT.

Members **NOTED** the report.

**20 ANY OTHER BUSINESS**

The Asset Manager tabled two reports.

***Variation Report***

The Asset Manager presented a variance report to Members.

The Members:

- **APPROVED** the requests within the report.

***Critical Adaptations Report***

The Asset Manager explained the content of the report to Members.

After discussion Members:

- **APPROVED** the requests within the report.

***All staff excluding the Chief Executive left the meeting. A confidential minute was recorded.***

**DATE OF NEXT MEETINGS**

Dumfries and Galloway Homes Board – Tuesday 31 May 2016, 5.15pm  
Management Committee – Tuesday 31 May 2016, 6.30pm

***The meeting closed at 9.30pm***

*Confidential items relating to personal information or commercial transactions are omitted from the public minute.*