

MINUTE OF THE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED HELD ON TUESDAY 31 MAY 2016 AT 6.30PM IN HUNTINGDON, 27 MOFFAT ROAD, DUMFRIES.

Present: John McNaught (Convener)
 Brian Pattinson (Vice-Convener)
 Derek Rodgers (Secretary)
 Iain Fergusson
 Jim Hogg
 John Ross
 Lynda Cameron
 Maureen Farrell
 Mike Jones
 Peter Ward
 Robin Wishart
 Ronald Jardine
 Russell Brown

Attending: Lorraine Usher (Chief Executive)
 Pete Paton (Asset Manager)
 Clare Langman (Development Manager)
 Ann Gordon (Assistant to the Chief Executive)*

*minute

	Action
<p>1 <u>APOLOGIES</u> None</p>	
<p>2 <u>DECLARATIONS OF INTEREST</u> Office bearers, Ms Farrell, Mr Jones, Mr Fergusson – Directors of Loreburn’s subsidiary company Dumfries and Galloway Homes.</p> <p>The Convener then gave Members a brief resume of Peter Ward, a prospective new Member.</p> <p>Members unanimously AGREED to invite Mr Ward to join the Management Committee as an appointed member.</p> <p>Mr Ward then joined the meeting and introduced himself.</p>	
<p>3 <u>SIGNING OF PREVIOUS MINUTE</u> On the proposition of Mr Pattinson, seconded by Ms Farrell the minute of the meeting held on 26 April 2016 was unanimously approved.</p>	
<p>4 <u>REMUNERATION REPORT AND MINUTE FOR NOTING</u> Mr Pattinson proposed that the sub-committee would be renamed as the Organisational Development and Staffing Committee. Members supported the proposed renaming.</p>	

Members

- **APPROVED** the Terms of Reference for the OD and Staffing Sub-committee.
- **RATIFIED** the minute of 26 April 2016.
- **NOTED** the report and minute.

5 **MATTERS ARISING**

The Chief Executive noted that due to staff absence the Management Accounts will be presented in June.

6 **CONVENER'S REPORT**

The Convener gave a verbal update.

7 **CHIEF EXECUTIVE'S REPORT**

The Chief Executive gave a verbal update.

8 **EXECUTIVE MANAGEMENT TEAM REPORT**

The Chief Executive noted the support of the Asset Manager and the Head of Organisational Development and H R during staff absences.

Members

- **APPROVED** the renewal of the lease at 3/6 Barnraws and the disposal of same under general consent.
- **NOTED** the report.

9 **ASSET MANAGEMENT REPORT**

The Asset Manager summarised the report.

Members

- **AUTHORISED** the instruction of grounds maintenance works at the Huntingdon office for a period of 12 months.
- **NOTED** the report.

10 **DEVELOPMENT REPORT**

The Development Manager explained the report which has been written in conjunction with the Interim Finance Consultant.

Members

- **APPROVED** the appraisal assumptions for future developments.
- **NOTED** the report.

11 **REQUEST FOR AUTHORITY REPORT – DECORATION AND CLEANING OF VOIDS**

Members

- **AUTHORISED** the temporary alternative procedure for decoration and cleaning of void properties.
- **APPROVED** the tendering of a contract for decoration and cleaning of voids to last for same period as existing repairs contract.
- **NOTED** the report

12 **REQUEST FOR AUTHORITY – COMMUNAL CLEANING**

The Asset Manager summarised the report.

Members

- **AUTHORISED** retrospectively the extension of the communal cleaning contracts from 1 March 2016 to 31 May 2016.
- **AUTHORISED** an extension of communal cleaning contracts from 1 June 2016 until 30 September 2016.
- **APPROVED** the cost of communal cleaning between 1 May 2016 until 30 September 2016.
- **NOTED** the report.

13 SCOOTER STORE REPORT

The Asset Manager explained that the project exceeded the original cost by 5% therefore Members must authorise the variation.

Members

- **AUTHORISED** retrospectively the variation for the completion of scooter stores at J M Barrie House and Nithsdale Mills.
- **NOTED** the report.

14 MANAGEMENT COMMITTEE DEVELOPMENT TRAINING REPORT

The Chief Executive took Members through the report.

Members

- **AGREED** the provider for finance training and that 28 June be used as the training day.
- **AGREED** the training opportunities chart be kept up to date by the OD and HR team and issued to Members on a regular basis.
- **NOTED** the report.

15 ARC AND EEESH REPORT

The Chief Executive reminded Members that the ARC and EEESH information was circulated to all for approval prior to the meeting. The required numbers of approvals were received and the reports were submitted to the SHR before the deadline.

The Chief Executive then highlighted the key areas of the report.

Members

- **HOMOLOGATED** the **APPROVAL** of the Annual Return on the Charter and the Energy Efficiency Standards for Social Housing Returns.
- **NOTED** the report.

16 MINUTE ACTION PLAN

The Chief Executive took Members through the changes and updates to the action plan.

Members

- **REVIEWED** and **NOTED** the minute action plan.

At 8.30pm Members AGREED to Suspend Standing Orders.

17 ANY OTHER BUSINESS

Tenant Insight Conference

Ms Farrell attended a very informative conference and gave an update

on the same.

Chief Executive

The Convener noted that during the Chief annual leave senior staff will be covering and a contact sheet for the period was distributed to Members.

Shared ownership scheme

Ms Cameron introduced the subject of shared ownership and it was AGREED that the Chief Executive would bring a report for discussion at a future meeting.

DATE OF NEXT MEETING

Management Committee – Tuesday 21 June 2016, 6.30pm

Finance Training Day – Tuesday 28 June 2016, time tbc

The meeting closed at 8.38pm.

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