

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

Present: John McNaught (Convener)
 Brian Pattinson (Vice-Convener)
 Derek Rodgers (Secretary)
 Jim Hogg (until item 10)
 Jane Connechen
 Iain Fergusson
 Maureen Farrell (until item 15)
 Mike Jones
 Robin Wishart
 Ronald Jardine
 Russell Brown

Attending: Lorraine Usher (Chief Executive)
 Sue Thiele (Finance Consultant)
 Pete Paton (Asset Manager)
 Lindsay Lauder (Head of O D and H R)
 Graham Harper (Interim Development Manager)
 Ann Gordon (Assistant to the Chief Executive)*

*minute

	Action
The Convener welcomed Ms Connechen to the committee.	
1 <u>Apologies</u> Peter Ward	
2 <u>Declarations of Interest</u> Office bearers, Ms Farrell, Mr Jones and Mr Fergusson – Directors of Loreburn’s subsidiary company Dumfries and Galloway Homes.	
3 <u>Signing of Previous Minutes</u> On the proposition of Mr Pattinson, seconded by Mr Rodgers the minute of the meeting held on 26 July 2016 was unanimously approved. On the proposition of Ms Farrell, seconded by Mr Jones the minute of the meeting held on 6 September 2016 was unanimously approved.	
4 <u>Minutes for Noting</u> <i>Organisational Development and Staffing</i> Members noted the minute of the Organisational Development and Staffing committee held on 19 July 2016. <i>Audit and Compliance</i> Members noted the minute of the Audit and Compliance committee	

held on 10 August 2016.

AGM

Members noted the minute of the AGM held on 6 September 2016.

5 Matters Arising

Management Committee – 26 July 2016

The Chief Executive updated Members on I T access.

Management Committee – 6 September 2016

There were no matters arising.

Organisational Development and Staffing – 19 July 2016

There were no matters arising.

Audit and Compliance – 10 August 2016

There were no matters arising.

AGM – 6 September 2016

The Chief Executive updated Members on one item.

6 Convener's Report

The Convener gave a verbal report.

7 Chief Executive's Report

The Chief Executive gave a verbal report.

8 EMT Report

The Chief Executive noted that the Director of Finance and Corporate Services will be taking up post on Monday 3 October 2016.

Members:

- **APPROVED** the membership application.
- **NOTED** the remainder of the report.

9 Sub-committee Membership and Proposed Meeting Dates

The Chief Executive took Members through the proposals for sub-committees and proposed meeting dates. Members **AGREED** the following

Audit and Compliance

Membership for 2016-17: Mr Ward, Mr Wishart, Mr Hogg, Mr Rodgers and Mr Jardine.

Quarterly meetings starting at 6.30pm.

Organisational Development and Staffing

Membership for 2016-17: Mr Pattinson, Mr Hogg, Ms Farrell, Mr McNaught and Ms Connechen.

Quarterly meetings starting at 3.00pm.

Health and Safety

Membership for 2016-17: Mr McNaught, Ms Cameron, Ms Farrell, Mr Fergusson, Mr Jardine and Mr Brown.

Quarterly meetings starting at 5.30pm with the time to be reviewed at

the first meeting.

Dumfries and Galloway Homes Board

Membership for 2016-17: Mr Pattinson, Mr Jones, Mr Rodgers, Mr Fergusson, Mr McNaught and Ms Farrell.
Quarterly meetings starting at 5.00pm.

Calendar of Meeting Dates

Members agreed to re-instate August meetings.

Members:

- **AGREED** the membership of each sub-committee.
- **APPROVED** the calendar of meetings with the adjustments to add dates for August.
- **NOTED** the remainder of the report.

10 Treasury Report (Financial Regulations/Standing Orders)

This report was deferred for discussion at the October strategy afternoon.

11 Management Committee Decision Making

This report was deferred for discussion at the October strategy afternoon.

12 Strategies

Members:

- **APPROVED** the revised Organisational Development Strategy.
- **NOTED** the remainder of the report.

13 Development Acquisition Report

The Interim Development Manager took Members through the report.

Members:

- **APPROVED** the acquisition of sites as stated in the report.
- **NOTED** the remainder of the report.

14 Asset Management Report

The Asset Manager spoke to the report.

Members:

- **APPROVED HOMOLOGATION** of the emergency/specialist repair to the passenger lift at one development.
- **APPROVED HOMOLOGATION** of the variance to the contract for emergency lighting repairs/replacements.
- **HOMOLOGATED** the cyclical items of communal cleaning, EICR/PEI, smoke and co detector replacement and cyclical decorations.
- **HOMOLOGATED** the planned heating (west) upgrades.
- **APPROVED** the letting of heating works (east).
- **HOMOLOGATED** the issue of the stock condition survey contract.
NOTED the remainder of the report.

15 Committee Development Report

The Head of Organisational Development and HR took members

through the report.

Members:

- **APPROVED** the Committee Members handbook.
- **AGREED** that learning and development opportunities will be delivered on half days.
- **APPROVED** that once suitable providers are identified that dates, locations and timings are agreed without further reference to the full committee.
- **NOTED** the remainder of the report.

16 Variance Learning Report

The Asset Manager spoke to the report and noted that learning is now being implemented by staff.

Members:

- **NOTED** the report.

17 Development Update Report

The Interim Development Manager tabled an update to the report.

Members:

- **APPROVED** the SHIP submission to the October housing sub-committee meeting.
- **NOTED** the report.

18 Quarter 1 Management Accounts

The Finance Consultant took members through the accounts.

The Finance Consultant noted that Loreburn is covenant compliant.

Members:

- **NOTED** the report.

19 Training and Development Update

The Chief Executive suggested a Member attended the Finance Conference at the start of October. If not the Director of Finance and Corporate Service would attend on LHA's behalf.

Members:

- **NOTED** the update.

20 Minute Action Plan

Members:

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

21 Any Other Business

One item of other business was discussed.

At 8.30pm Members AGREED to suspend Standing Orders.

Dates of Future Meetings

Tuesday 4 October – O D and Staffing – 10.30am

Tuesday 11 October – Health and Safety – 5.30pm

<p>Tuesday 25 October – Strategy Day – 12.30pm Tuesday 25 October – Management Committee – 5.30pm</p>	
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The meeting closed at 8.32pm

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