

**MINUTE OF THE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED HELD ON TUESDAY 13 DECEMBER 2016 AT 6.30PM IN HUNTINGDON, 27 MOFFAT ROAD, DUMFRIES.**

**Present:** John McNaught (Convener)  
Brian Pattinson (Vice-Convener)  
Derek Rodgers (Secretary)  
Jane Connechen  
Lynda Cameron  
Maureen Farrell  
Mike Jones  
Peter Ward  
Robin Wishart  
Russell Brown

**Attending:** Lorraine Usher (Chief Executive)  
Alison Anderson (Director of Finance and Corporate Services)  
Amanda Yellowley (Director of Operations)  
Gary Alison (Finance and Procurement Manager)  
Graham Robertson (Development Manager)  
Ann Gordon (Assistant to the Chief Executive)\*  
\*minute

- 1 **Apologies**  
Iain Fergusson, Ronald Jardine, Jim Hogg
  - 2 **Declarations of Interest**  
Office Bearers, Mr Jones and Ms Farrell – Directors of Loreburn’s subsidiary company Dumfries and Galloway Homes.
  - 3 **Signing of Previous Minute**  
On the proposition of Mr Jones , seconded by Mr Brown the minute of the meeting held on 15 November 2016 was unanimously approved.
  - 4 **Matters Arising**  
Members were updated on 2 matters from the previous minute.
  - 5 **Minute for Noting**  
***Audit and Compliance Committee***  
Members **NOTED** the minute of the meeting held on 8 November 2016.
  - 6 **Convener’s Report**  
The Convener gave a verbal report and noted that Mr Jardine is still unwell.
  - 7 **Chief Executive’s Report**  
The Chief Executive gave a verbal report.
- Members:
- **HOMOLOGATED** the decision to increase the emergency lighting/fire alarm contract.

Members:

- **APPROVED** the contract variation for re-instatement works.

**Office Closures:** The Chief Executive requested permission to close the offices early on 23 December 2016.

Members:

- **AGREED** that Loreburn offices should close at 1pm on Friday 23 December 2016.

**13 HouseMark Presentation**

The Chief Executive gave a presentation on Loreburn's HouseMark benchmarking results for 2015-16 and explained that these will be used as part of the financial and annual planning process in 2017-18.

**8 Disaster Recovery Plan**

Members:

- **APPROVED** the Business Continuity and Disaster Recovery Plan with relevant amendments.

**9 Shareholder Update Report**

Members:

- **APPROVED** the removal of 10 shareholders from the register as per Rule 11.

**10 Procurement of Design Team/Development**

Members:

- **APPROVED** the appointment of the design teams as per the report.
- **APPROVED** acquisition of land as per the report.

**11 Financial Regulations and Standing Orders**

Members:

- **APPROVED** the revised Financial Regulations, with the stated amendments, to be implemented from 1 January 2017
- **AGREED** that the Standing Orders should be returned to the January committee meeting.
- **AGREED** that the OD and Staffing committee should consider the process for the annual appraisal of the Chief Executive and review by committee.
- **AGREED** that the OD and Staffing committee should review the process for the review of members who wish to serve longer than 9 years.
- **AGREED** that the OD and Staffing committee should consider success planning issues for committee.
- **AGREED** that the Member's handbook is updated in line with the new Financial Regulations and Standing Orders.

**12 BRIXX Financial Plan**

Members:

- **APPROVED** the adjustments and Business Model figures.

**20 Any Other Business**

One item of other business was discussed.

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

**14 BREXIT**

The Convener noted that many RSLs are considering the implications of Brexit. A

discussion then took place and it was noted that until more is known RSLs can not make any plans.

**15 Report from RHIAF Conference**

Members:

- **NOTED** the report.

**16 Scottish Housing Regulator Risk Assessment**

Members:

- **NOTED** the report.

**17 Letter from MSP**

Members:

- **NOTED** the letter.

**18 Risk Plan**

Members:

- **NOTED** the 5 top risks on the plan.

**19 Minute Action Plan**

Members:

- **NOTED** the minute action plan.

**Dates of Next Meetings:**

Tuesday 24 January 2017, 5.30pm – Health and Safety

Tuesday 31 January 2017, 3.00pm – O D and Staffing

Tuesday 31 January 2017, 6.30pm – Management Committee

***The meeting closed at 8.45pm***

*Confidential and Corporate information is removed from the public Minute.*