

**MINUTE OF THE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED
HELD ON TUESDAY 31 JANUARY 2017 AT 6.30PM IN HUNTINGDON, 27
MOFFAT ROAD, DUMFRIES.**

Present: John McNaught (Convener)
Brian Pattinson (Vice-Convener)
Derek Rodgers (Secretary)
Iain Fergusson
Jim Hogg
Jane Connechan
Maureen Farrell
Ronald Jardine
Peter Ward

Attending: Lorraine Usher (Chief Executive)
Alison Anderson (Director of Finance and Corporate Services)
Amanda Yellowley (Director of Operations)
Graham Robertson (Development Manager)
Joanne Gordon (Customer Engagement Manager)
Pete Paton (Asset Manager)
Ann Gordon (Assistant to the Chief Executive)*

*minute

- | | |
|----------|---|
| 1 | <u>Apologies</u>
Russell Brown, Lynda Cameron, Mike Jones, Robin Wishart |
| 2 | <u>Declarations of Interest</u>
Office Bearers, Mr Fergusson and Ms Farrell – Directors of Loreburn’s subsidiary Dumfries and Galloway Homes. |
| 3 | <u>Signing of Previous Minute</u>
On the proposition of Mr Pattinson, seconded by Mr Rodgers the minute of the meeting held on 13 December 2016 was unanimously APPROVED . |
| 4 | <u>Matters Arising</u>
The Chief Executive updated Members on various items from the previous minute. |
| 5 | <u>Minute for Noting</u>
<i>Dumfries and Galloway Homes (13.12.16)</i>
Members: <ul style="list-style-type: none">• NOTED the minute |
| 6 | <u>Convener’s Report</u>
The Convener gave a verbal update. |

7 Chief Executive's Report

The Chief Executive gave a verbal update

8 Asset Management Strategy

The Asset Manager presented the revised strategy to Members.

Members:

- **APPROVED** the Asset Management Strategy
- **NOTED** the report.

9 SHIP Update

Members:

- **APPROVED** the additions to the SHIP as noted in the report.
- **NOTED** the contents of the current SHIP.
- **NOTED** the report.

10 Bad Debts Write Off – Quarter 3

The Director of Operations spoke to the report.

Members:

- **APPROVED** the write off of bad debts totalling £10,896.92 (former tenant arrears £3,865.66 and rechargeable repairs £7,031.26).
- **NOTED** the report.

11 Communication Strategy

The Customer Engagement Manager noted that this was a new strategy with the purpose being to identify how Loreburn H A representatives are expected to communicate internally and externally.

Members:

- **AGREED** that the Communication Strategy be revised and represented to Members in due course.
- **NOTED** the report

12 Management Accounts – Quarter 3

The Director of Finance and Corporate Services tabled accounts for quarter 3 to 31 December 2016.

At 8.30pm Members AGREED to suspend Standing Orders.

Members:

- **AGREED** that work should continue on the budget using the proposals advised by the Director of Finance and Corporate Services.
- **APPROVED** the quarter 3 management accounts.
- **NOTED** the report

13 Complaints Report – Quarter 3

Members:

- **NOTED** the report.

14 Performance Report – Quarter 3

Members:

- **NOTED** the report.

15 Welfare Reform Update – Quarters 2 & 3

Members:

- **NOTED** the report.

16 Factoring Conference Report

Members:

- **NOTED** the report.

17 Conference and Workshop Dates 2017

Members:

- **NOTED** the conferences and workshops available.

18 Risk Plan – 5 Key Risks

Members:

- **NOTED** the report.

19 Minute Action Plan

Members:

- **NOTED** the minute action plan.

20 Any Other Business

Two items of other business were discussed.

Dates of Next Meetings

Tuesday 14 February 2017, 6.30pm – Audit and Compliance

Tuesday 28 February 2017, 12noon – Strategic Afternoon*

Tuesday 28 February 2017, 6.30pm – Management Committee*

* Venue – Mable House Hotel

The meeting closed at 8.58pm