

**MINUTE OF THE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED
HELD ON TUESDAY 30 MAY 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 Connechen
Maureen Farrell
Mike Jones
Peter Ward
Robin Wishart
Ronald Jardine
Russell Brown

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

*minute

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| 1 | <u>Apologies</u>
Lynda Cameron |
| 2 | <u>Declarations of Interest</u>
Office bearers, Mr Fergusson, Mr Jones and Ms Farrell – Directors of Loreburns subsidiary company Dumfries and Galloway Homes. |
| 3 | <u>Signing of Previous Minute</u>
On the proposition of Mr Fergusson, seconded by Ms Connechen the minute of the meeting held on 25 April 2017 was unanimously APPROVED . |
| 4 | <u>Matters Arising</u>
There were no matters arising. |
| 5 | <u>Minutes for Noting & Matters Arising</u>
<i>Health and Safety (18.04.17)</i>
Ms Farrell raised a question on the minute of the meeting.
Members: <ul style="list-style-type: none">• NOTED the minute of the health and safety committee. |

O D and Staffing (25.04.17)

Members:

- **NOTED** the minute of the O D and Staffing committee.

Audit and Compliance (09.05.17)

- **NOTED** the minute of the Audit and Compliance committee.

6 Convener's Report

The Convener gave a verbal report.

7 Chief Executive's Report

The Chief Executive gave a verbal report.

8 ARC Return 2016-17

The Chief Executive noted that copies of the proposed ARC submission were emailed to Members prior to the meeting.

Members:

- **APPROVED** the Annual Return on the Charter and EESSH submission for 2016-17 to the Scottish Housing Regulator.

9 2017-18 SPIs

The Chief Executive explained to Members that the report includes proposed targets for 2017-18.

Members:

- **AGREED** that the Chief Executive update the indicators and represent them to the June meeting.

10 Communications Strategy

The Customer Engagement Manager noted that the strategy had been reviewed and updated to reflect feedback from Members earlier in the year. However, as a result of recent discussions by the Management Team regarding communication the Customer Engagement Manager requested permission to update the strategy again and represent it to Members in June.

Members:

- **AGREED** the Customer Engagement Manager update the strategy and represent in June.

11 Insurance Tender

The Chief Executive presented the report on behalf of the Director of Finance and Corporate Performance.

Members:

- **HOMOLOGATED** the appointment of Loreburn's Insurance Broker from 29 May 2017.

12 Management Accounts – Quarter 4 Final

The Finance and Procurement Manager tabled the final quarter 4 accounts and spoke to the accounts.

Members:

- **APPROVED** the quarter 4 accounts.

13 Asset Management Annual Update

The Asset Manager took members through a presentation updating the work of the department.

Members:

- **NOTED** the update.

14 Development Annual Update

The Development Manager gave a presentation updating Members on current and future developments.

Members:

- **NOTED** the report.

15 Conference and Workshop Dates

Members:

- **NOTED** the conference and workshop dates.

16 Risk Plan – Top 5 Risks

Members:

- **NOTED** the top 5 risks.

17 Minute Action Plan

Members:

- **NOTED** the minute action plan.

18 Any Other Business

One item of other business was discussed.

Dates of Next Meetings:

Tuesday 20 June, 3.00pm – dementia friendly housing demonstration

Tuesday 20 June, 4.30pm - Dumfries and Galloway Homes

Tuesday 20 June, 6.30pm - Management Committee

The meeting finished at 8.29pm