

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

Present:

John McNaught (Convener)
 Brian Pattinson (Vice-Convener)
 Derek Rodgers (Secretary)
 Lynda Cameron
 Jane Connechen
 Mike Jones
 Peter Ward
 Robin Wishart
 Ronald Jardine
 Russell Brown
 Jim Hogg

Maureen Farrell

Attending:

Lorraine Usher (Chief Executive)
 Alison Anderson (Director of Finance and Corporate Services)
 Amanda Yellowley (Director of Operations)
 Gary Alison (Finance and Procurement Manager)
 Fiona Neilson (Head of Business Improvement)
 Joanne Gordon (Customer Engagement Manager)
 Robert Thomson (Corporate Executive Assistant)*

*minute

	Action
<p>1 <u>Apologies</u> Iain Fergusson</p>	
<p>2 <u>Declarations of Interest</u> Office bearers and Mr Jones and Ms Farrell – Directors of Loreburn’s subsidiary company Dumfries and Galloway Homes.</p>	
<p>3 <u>Signing of Previous Minute</u> On the proposition of Mr Pattinson, seconded by Mr Jones, the minute of the meeting held on 20 June 2017 was unanimously APPROVED.</p>	
<p>4 <u>Matters Arising</u> The CEO responded to questions from Mr Jardine and Ms Farrell.</p>	

5 Convener's Report

The Convenor apologised for missing the last meeting, and gave a verbal update.

6 Chief Executive's Report

The CEO gave a verbal update on strategic developments since the June meeting.

7 Membership Applications

Two applications have been received from Mr Russell Brown and Mr Peter Ward

Members

- **APPROVED** the membership applications for Mr Brown and Mr Ward

8 Management Accounts (Q1) (tabled at meeting)

The Finance and Procurement Manager presented the management accounts for Quarter 1.

Members

- **APPROVED** the Management Accounts for quarter 1.

9 Communication Strategy

The Customer Engagement Manager presented the revised communication strategy, which contained the amendments suggested by the Management Committee.

Members

- **APPROVED** the communication strategy

10 Performance Report Q1

The Business Improvement Manager presented the performance report for Quarter 1. Improvements were evidenced and discussed.

Members

- **APPROVED** the performance report for quarter 1.

11 Corporate Plan (Q1 Report)

Management Committee will receive quarterly updates on the Corporate Plan to enable Members to oversee progress against the planned strategic outcomes in 2017/18.

The Chief Executive also advised that Loreburn have successfully

achieved IIP Young People Gold standard and retained Investors in People Gold status including health and wellbeing.

Members

- **APPROVED** the corporate plan report for quarter 1.

12 Innovation

Two innovative project proposals were put forward and discussed by the Management Committee.

Members

- **SUPPORTED** the new project proposal and progressing to the next stage.

13 Conference Reports

Two conference reports were included in the papers of the meeting. One on the CIH Conference from the Director of Operations, and the second was the SFHA Annual Conference (1 and 2 June 17) from the Convenor.

All staff excluding the Chief Executive left the meeting and the Management Committee discussed the outcome of the self-assessment against the Scottish Housing Regulator's standards of governance and financial management.

The Chief Executive then left the meeting for the discussion on the CEO appraisal and Management Committee Succession Planning. A confidential minute was recorded by the Company Secretary.

All staff re-joined the meeting.

17 Any Other Business

Mr Jones raised a point about Management Committee folder permissions which was answered by the CEO

Dates of Next Meetings:

Tuesday 15 August 6.30pm

Audit and Compliance

Tuesday 29 August 6.30pm

Management Committee

Meeting closed at 8:00PM.

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