



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

Present: Brian Pattinson (Convenor)
Russell Brown (Secretary)
Peter Ward
Jane Connechen
Mike Jones
Robin Wishart
Ronald Jardine
Maureen Farrell
Jim Hogg
Derek Rodgers

Apologies: Iain Fergusson
John McNaught

Attending: Lorraine Usher (Chief Executive Officer)
Alison Anderson (Director of Finance and Corporate Services)
Amanda Yellowley (Director of Operations)
Graham Robertson (Development Manager)
Gary Alison (Finance Manager)
Tracy McNeil (Corporate Executive Assistant)*
Pete Paton (Asset Manager)
Fiona Neilson (Head Business Improvement)
*minute

	Lead
<p>The Convenor welcomed the committee.</p> <p>1 <u>Apologies</u></p> <p>John McNaught Iain Fergusson</p> <p>2 <u>Declarations of Interest</u></p> <p>Ms. Usher, CEO and Executive Director of D&G Homes Mr Wishart, Mr Ward, Mr Jones, Mr Rodgers and Ms Farrell - D&G Homes</p> <p>3 <u>Signing of Previous Minute</u></p> <p>On the proposition of Mr M Jones seconded by D. Rodgers The</p>	

minute of the meeting held on Tuesday 26th September was unanimously **APPROVED**.

4 Matters Arising

None raised

5 Minutes for noting and matters arising:

Audit & Compliance 15th August 2017. On the proposition of Mr Rodgers seconded by Ms Farrell The minute of the meeting were unanimously **APPROVED**.

6 Convener`s Report (Verbal)

Convenor and CEO attended Housing Strategy Planning Day organised by D&G Council.

The Convenor notified Members of Mr I. Fergusson`s resignation. Members asked the Convenor to write and offer their thanks for his contribution to Management Committee and Loreburn HA

7 Chief Executive Officer`s Report (Verbal)

The CEO presented a verbal update on recent achievements.

8 Glentroll Option Appraisal

The Asset Manager presented option appraisal information regarding Loreburn H A properties at Glentroll.

Members **APPROVED** the proposal.

9 Asset Management Report (Procurement)

The Asset Manager presented a procurement report including information on frameworks and timeframes.

Members **APPROVED** the recommendations.

10 Choice Based Lettings Report and Policy

Members **APPROVED** the Choice Based Lettings Report.

11 Management Accounts Q2

Members **NOTED** the Q2 Finance Report

12 Development & Acquisitions Report

Members **APPROVED** the acquisition of the additional sites.

13 Performance Report (Q2)

Members **NOTED** the Q2 Business Improvement report

14 Management Committee L&D Programme

Members **NOTED** the Management Committee L&D Programme

15 Conference and workshop dates

The Conference information was **NOTED**

16 Investors in People Interim Report

The IiP Report was **NOTED**

17 Risk Plan – Top 5 Risks

The 5 key risks were **NOTED**

18 Minute Action Plan

Mr Hogg raise a point of order. The Convenor will update members at the next meeting.

Standing orders were suspended.

19 Any Other Business

Members **APPROVED** the Service Charge proposal

Members **APPROVED** the financial agreement.

Date of Next Meeting: 28th November 2017

The Strategic Review Day will be held at Mabie House Hotel

Meeting closed at 9.02pm