

**MINUTE OF THE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED  
HELD ON TUESDAY 29 AUGUST 2017 AT 6.30PM IN HUNTINGDON, 27  
MOFFAT ROAD, DUMFRIES.**

**Present/Apologies:** John McNaught (Convener)  
Brian Pattinson (Vice-Convener)  
Derek Rodgers (Secretary)  
Lynda Cameron  
Mike Jones  
Peter Ward  
Robin Wishart  
Ronald Jardine  
Russell Brown  
Jane Connechen  
Maureen Farrell  
Jim Hogg  
Iain Fergusson

**Attending:** Lorraine Usher (Chief Executive)  
Alison Anderson (Director of Finance and Corporate Services)  
Robert Thomson (Corporate Executive Assistant)\*  
Graham Robertson (Development Manager)  
Moira Charters (Head of Partnerships & New Initiatives)  
Pete Paton (Asset Manager)  
\*minute

	Lead
<p><b>The Convenor welcomed the committee.</b></p>	
<p><b>1     <u>Apologies</u></b>  Robin Wishart, Jane Connechen</p>	
<p><b>2     <u>Declarations of Interest</u></b> Office bearers and Mr Jones – Directors of Loreburn’s subsidiary company Dumfries and Galloway Homes.</p>	
<p><b>3     <u>Signing of Previous Minute</u></b>  On the proposition of Mr Jardine, seconded by Mr Jones The minute of the meeting held on Tuesday 27th July was unanimously <b>APPROVED.</b></p>	
<p><b>4     <u>Matters Arising</u></b> None</p>	

**5 Convener's Report**

The convener advised that he has been in regular contact with the Chief Executive.

**6 Chief Executive's Report**

The Chief Executive presented an extensive verbal report.

**7 Garrick Site – Dementia Specific Housing**

The HOPNI presented a report on the Garrick Site.

Members:

- **NOTED** the report on the Garrick site.
- **APPROVED** the recommendations made in the report on the Garrick Site to progress and identify / shape alternate revenue funding methods.

**8 Development Report – Environmental standards**

The Development Manager presented a report on environmental standards in new developments.

Members

- **AGREED** with Recommendation 1 - the future appropriateness of new development being measured by the total unit cost as specified by the Scottish Government.
- **AGREED** with Recommendation 2 - to Direct Officers to explore further the opportunity to work with the lifetime costs of components rather than the initial capital costs.
- **AGREED** with recommendation 3 - to build to Passivhaus standard or provide exception reports when building to an alternative standard as set out below.

**9 Woodside Court Update**

The Asset Manager presented the report.

Members:

- **APPROVED** the expenditure summarised in Table 1 and the use of the Frameworks as a means to procure some of the work items

**10 Statutory Accounts 2016/17**

Auditors have advised that financial statements give a fair view indicating that they are happy with material transactions. There is a strong balance sheet. A discussion took place.

Members:

- **APPROVED** the Financial Statements

## 11 Health and Safety Committee

A discussion on the H&S Committee took place.

Members:

- **APPROVED** a revised start time for the Health and Safety Committee.
- **APPROVED** the appointment of a H&S specialist to the sub-committee

## 12 File guidance

The CEO presented a paper on electronic file access and reminded Member Loreburn are moving to Minute Pad in October 2017.

Members:

- **NOTED** the Management Committee Electronic Files Guidance.

## 13 Development Report

Members:

- **NOTED** the Development Report

## 14 Cygnus Homes

Members:

- **NOTED** the Cygnus Homes report.

## 15 Management Committee Induction

Members:

- **NOTED** the revised Management Committee Induction

## 16 Risk Plan – Top 5 Risks

Members:

- **NOTED** the Top 5 Risks.

## 17 Conference Information

Members:

- **NOTED** the Conference Information

## 18 Minute Action Plan

Members:

- **NOTED** the Minute Action Plan and updates

**19 Funding Update**

Members:

- **NOTED** the Funding Update.

**20 Any Other Business**

One item was discussed

**Dates of Next Meetings:**

Proposed but to be confirmed after AGM.

***Meeting closed at 8:32pm.***