

**MINUTE OF LOREBURN HOUSING ASSOCIATION LIMITED STRATEGIC AWAY DAY
HELD ON TUESDAY 28th NOVEMBER 2017 AT 10.30AM IN MABIE HOUSE HOTEL,
DUMFRIES.**

Present: Brian Pattinson (Convener)
Peter Ward (Vice- Convenor)
Russell Brown (Secretary)
Jane Connechan
Maureen Farrell
Robin Wishart
Ronald Jardine
Jim Hogg
Maureen Farrell
Derek Rogers

Attending: Alison Coupe (Independent Member D&G Homes)
Lorraine Usher (Chief Executive)
Alison Anderson (Director of Finance and Corporate Services)
Amanda Yellowley (Director of Operations)
Tracy McNeil (Corporate Executive Assistant)*

*minute

<p>1 <u>Apologies</u> John McNaught, Mike Jones</p>	
<p>2 <u>Introduction by the Convener</u></p> <p>The Convener welcomed everyone and introduced Alison Coupe as independent member of D&G Homes. The Convener highlighted that the CEO was nominated for Inspirational leader of the year at IIP Awards and made it down to a shortlist of 5 from a global shortlist. A fantastic achievement which he offered the Management Committee's congratulations.</p>	
<p>3 <u>Purpose of the Day</u> CEO explained about the purpose of the day including a review of the strategic plan, the SHIP, the financial plans (stress testing and scenario planning), initial decisions on rent levels for 2018/19 to enable consultation process to begin, and initial thinking and themes for 2018/19 annual plan.</p>	
<p>4 <u>Annual Plan Mid-Year Progress Report (2017/18)</u></p> <p>The CEO summarised the awards given to Loreburn HA and said it was reason to celebrate. The key purpose of the day is a mid-year review of the 2017/18 annual plan and the date was pushed back to November</p>	

to try to work alongside the annual budget cycle. .

5 Questions from Mid-Year Review

The CEO concluded that 30% of the annual plan is complete and 70% is in progress. Everything is either in progress and being worked on or complete.

Various other questions were raised and discussed.

6 Strategic Housing Investment Plan (SHIP)

The Director of Ops. Distributed an A3 sheet with development opportunities rag rated with progress monitored on a monthly basis at EMT.

Confidential information was discussed regarding sites and future growth plans.

7 Financial Reporting including stress testing and scenario Planning

The Director of Finance and Corporate Services (DFCS) introduced the Sector Scorecard and the 30 year business plan.

Confidential information was discussed regarding scenario testing, funding and future growth plans.

8 Thinking for 2018/19 Annual Plan

The CEO is keen to put Customer Experience at the heart of our plans for 2018/19 as it is the next big step change. The CEO emphasised there is already a huge commitment to the customer at Loreburn and we will build on that with continuous improvement plans.

Confidential information was discussed regarding future plans and ways of working.

14 Summary and Next Steps

1. **Next week or so** - Finalise and agree outcomes from today in preparation for 2018/19 annual plan.
2. **December 2017** - Communicate outcomes and thinking from today to managers and staff teams.
3. **December – February 2018** - Continuous review and planning between now and next strategic away day to inform outcomes from today for 2018/19 Annual Plan
4. **February 2018** - Schedule Quarter 4 Strategic Away Day including a second update on recommendations for 2017/18 Corporate Plan and any updates relevant to agreed outcomes from today.

<p>5. March 2018 - Implement business planning for 2018/19 including finalise annual plan tasks, agreed budget and rent increase</p> <p>15 <u>Management Committee URGENT Business only</u></p> <p>As no urgent business was listed the meeting was closed.</p>	
---	--

The full day meeting closed at 16.12pm

Next Management Committee Meeting will be held in the Boardroom at Huntingdon on 19th December 2017 at 6.30pm