

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED HELD ON TUESDAY 31st July 2018 AT 6.30PM IN HUNTINGDON, DUMFRIES.

Present: Peter Ward (Vice-Convener)
Russell Brown (Secretary)
Jane Connechen
Ronald Jardine
Mike Jones
Derek Rodgers
Robin Wishart
Maureen Farrell

Attending: Lorraine Usher (Chief Executive Officer)
Alison Anderson (Director of Finance and Corporate Services)
Amanda Yellowley (Director of Operations)
Becky Wilson (Head of Governance and Assurance)
Tracy McNeil (Corporate Executive Assistant)*

*minute

1 Apologies

Brian Pattinson
John McNaught
Robin Wishart

2 Signing of previous minute

The minute of the meeting held on 26th June 2018 were **APPROVED**.

3 Matters Arising

Matters arising were noted.

The CEO updated on a recent complaint to the SPSO and that Loreburn adheres to the Entitlements and Benefits Policy with regards to payments to acknowledge when things don't go right i.e. missed appointments poor customer service etc.

4 Vice-Convener`s Report (Verbal)

The Vice-Convener gave an overview of the meeting with the CEO of Shetland Islands Housing (Hjaltland) and that Loreburn had been invited to host the Rural Highland and Island Conference in 2019.

5 **Chief Executive`s Report (Verbal)**

The CEO gave an update on the event for Stranraer Foyer launch.

The CEO told members that the first meeting of the Tenants Assurance Group had had to be cancelled due to several last-minute cancellations from customers due to attend.

The CEO told members of Operational and staffing changes.

The CEO updated Member on the Huntingdon building upgrades to provide a fully accessible reception area.

The Development Report was moved up the agenda as it contained items for approval.

13 **Development Report**

The exception to the Passive Haus build at the three sites of Station Road, Westacres and Woodlands Drive was **APPROVED**.

The Scottish Procurement Alliance Framework for the development of new homes was **APPROVED**

The SHIP Shadow programme was **NOTED**

6 **Management Accounts (Q1)**

The Management Accounts Q1 2018/19 were **APPROVED**

7 **Performance Report including Strategic Outcomes (Q1)**

The DFCS advised that 73% of KPI`s were on target and the report was **NOTED**

8 **Risk Management Policy and Reporting**

The DFCS gave a presentation on the new Risk Management Tool.

The report was **APPROVED**

9 **Membership Application**

A membership was **APPROVED**

10 **D&G Homes Business Plan and Budget**

The D&G Homes Corporate Plan 2018-2021 and the D&G Homes revised budget 2018/19 was **APPROVED**

11 **DRAFT Care Inspectorate Report**

The report was **NOTED**

12 **Court Action Report**

The report was **NOTED**

14 **Sub-Committee Membership**

The report was **NOTED**

15 **Housing Act Update Report**

The report was **NOTED**

16 **Conference Workshop Programs**

Mr Ward expressed an interest in attending the Governance Conference and has since confirmed attendance.

The report was **NOTED**

17 **Minute Action Plan**

The report was **NOTED**

18 **Any Other Business**

With the 3 year Corporate Plan due for review before end of March 2019 the Vice Convener said any Members who would like to join the review working group should contact the CEO (by 24.08.18).

The meeting ended at 8.15pm