



**PUBLIC MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF  
LOREBURN HOUSING ASSOCIATION LIMITED HELD ON TUESDAY 28<sup>th</sup> August  
2018 AT 6.30PM IN HUNTINGDON, DUMFRIES.**

**Present:** Brian Pattinson (Convener)  
Peter Ward (Vice Convener)  
Russell Brown (Secretary)  
Jane Connechen  
Jim Hogg  
Ronald Jardine  
Mike Jones  
John McNaught  
Maureen Farrell  
Derek Rodgers

**Attending:** Lorraine Usher (Chief Executive Officer)  
Alison Anderson (Director of Finance and Corporate Services)  
Becky Wilson (Head of Governance and Assurance)  
Graham Robertson (Development and Care and Repair Manager)  
Joanne Gordon (Agile Working Project Manager)  
Tracy McNeil (Corporate Executive Assistant) \*

\*minute

**1 Apologies**

Amanda Yellowley (Director of Operations)

**2 Signing of Previous Minute**

On the proposal of Ms Farrell, seconded by Ms Connechen the minute of the meeting held on Tuesday 31<sup>st</sup> July 2018 were **APPROVED**.

**3 Matters Arising**

Mr Hogg stated his attendance was not noted in the list of Members.

**4 Convener`s Verbal Report**

Mr Pattinson gave his verbal update which included an overview of meetings with the Chair of DGHP and their CEO. The Convener also gave an update on a planned meeting with the NHS / IJB.

## 5 Chief Executive`s Verbal Report

The CEO updated Members on the Repairs and Maintenance Contract.

The CEO gave a short overview of the actions agreed at OD/HR sub-committee.

The CEO met with DGHP met with Charlie Cook from the Ministry of Defence last week and both organisations have been asked to sign the Armed Force Covenant which is a pledge to support armed forces personnel and their families. The pledge involves LHA signing up to adopting a positive stance to the armed forces including being willing to employ reservists, armed forces veterans and their spouses and partners. The CEO was happy to recommend Loreburn sign the pledge and if the Management Committee agree the CEO will progress that with the MOD.

The proposal to sign the Armed Forces Covenant was **APPROVED**.

## 6 Statutory Accounts 2018/19

The DFCS presented draft statutory accounts with a key message Loreburn Housing Association continues to grow strong balance sheet which ensures it can expand and build great homes.

Mr Hogg gave a short overview of the closed session with the auditors at the last Audit and Compliance meeting. The session had been positive, and the Auditors had noted the help and timeous submission of information from the Finance Department and the improvement in Service Charges.

The Financial statement and a recommendation to present them to the shareholders at the AGM was **APPROVED**.

The letter of representation was **APPROVED**.

The recommendation to propose the re-appointment of Wylie & Bisset as External Auditors was **APPROVED**.

## 7 Payments, Benefits and Entitlements Policy

Members **APPROVED** the Entitlements, Payments and Benefits Policy (V2)

## 8 Proposal for Co-optee to Management Committee

Members **APPROVED** the application.

## 9 Register Sign-Offs

The Convener introduced the registers on behalf of the Secretary. The CEO highlighted the hard copy of the Fraud Register, which had no additions for 2017/18 and gave assurance it would be recorded electronically next year.

Loreburn H A's Registers for Hospitality and Donations, Benefits, Fraud, Disposal Under General Consent and the EMT and Management Committee signing registers were **APPROVED** by members for sign off by the Convener.

**10 Management Committee Meeting Schedule and Governance Plan**

Members **APPROVED** the Management Committee Schedule and the proposals for the preparation of the Governance Plan.

**11 Agile Working Strategy**

The Project Manager: Agile Working, asked members to approve the Agile Working Strategy. Once approved a policy aligned to the strategy will be devised.

Member requested a 3-monthly review of the strategy to ensure it met organisational requirements rather than the 12 months as set out in the policy.

Subject to required changes the Agile Working Strategy was **APPROVED**.

**13 Development Update Report**

The Development Manager asked members for approval of the six additional sites for inclusion in the SHIP.

The Development Report was **APPROVED**

**12 In-house Repairs Update Report**

This report was **NOTED**

**14 Risk Register**

This report was **NOTED**

**15 Universal Credit Update**

This report was **NOTED**

**16 Conference Information**

This report was **NOTED**

**17 Minute Action Plan**

This report was **NOTED**

## **18 Any Other Business**

This meeting ended at 7.30pm and the Convener asked the staff to leave the room except for the CEO and the Head of Governance and Assurance.

A confidential meeting was held with the minute taken by the Vice-Convenor.