

MINUTE OF THE MANAGEMENT COMMITTEE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED HELD ON TUESDAY 29th JANUARY 2019 AT 5.30PM AT HUNTINGDON, DUMFRIES.

Present: Brian Pattinson (Convener)
Peter Ward (Vice Convener)
Russell Brown (Secretary)
Jane Connechen
Mike Jones
John McNaught
Derek Rodgers
Robin Wishart

Attending: Lorraine Usher (Chief Executive Officer)
Graham Robertson (Head of Development)
Nicola Thom (Interim Director of Housing)
Lindsay Lauder (Managing Director D&G Homes)
Gary Alison (Head of Finance and Procurement)
Becky Wilson (Head of Governance and Assurance) *
Rachel Reekie

*Minute Taker

Item	Minute	Action
1.	The convener welcomed Ms Reekie who is attending to observe the meeting with hope that Ms Reekie will become a Member.	
2.	<p>APOLOGIES Maureen Farrell</p> <p>DECLARATIONS OF INTEREST The Convener called Members to Declare any Interests. The Convener noted the previously disclosed interest of Members of the Dumfries and Galloway Homes Board Members (Mr Jones, Mr Rodgers, Mr Ward, Mr Wishart). No further declarations were made.</p>	
3	<p>APPROVAL OF PREVIOUS MINUTES</p> <p>The Minute of the Meeting held on 30th October 2018, on the proposal of Mr Rodgers, seconded by Mr Ward, was APPROVED.</p> <p>The Minute of the Meeting held on 14th November 2018, on the proposal of Ms Connechen, seconded by Mr Brown, was</p>	

APPROVED.

4 MATTERS ARISING

Mr Ward queried whether the Housing Team dealing with voids interview tenants to find out why they are leaving. The Interim Director of Housing advised that this included as part of the leaving interview and is recorded. The Team are now looking to make better use of this information by monitoring trends and action will be taken monthly to address issues identified.

5 MINUTES FOR NOTING

No comments were raised regrading the Minutes.

Mr Wishart stated that his concern that Public Minutes are not going up on the website timeously.

ACTION The Head of Governance and Assurance is to check that the website is up to date and ensure that it is updated timeously going forward.

BW

6 CONVENER'S VERBAL UPDATE

The Convener advised he has been dealing with governance and HR issues with the Office Bearers and the Chief Executive.

The Convener has been taking part in Corporate Planning Days with members and staff who have provided additional input into the Plan before it comes back to Members in February.

7 CHIEF EXECUTIVE'S VERBAL UPDATE

The Chief Executive advised Members that Our Power has gone into administration. Our Power have been providing energy to 279 Loreburn customers. A message of reassurance has been shared with customers via Facebook containing information on immediate and medium-term actions. Our Power have been in close contact with Ofgem to ensure a smooth transition process to the new supplier. Loreburn are in talks with Citrus Energy with regards to day to day operations issues. The Chief Executive noted that the key risks are reputational and delays in void turnaround however is confident that both can be handled.

At the Strategic Away Day on 14th November 2018 members approved in principal Loreburn H A hosting the RIHAF conference 2019 subject to a report being brought back to Management Committee for APPROVAL regarding costs.

The RIHAF Board meeting was held on Thursday 24th January and a report was been drafted yesterday however it was too late to circulate. A copy of the paper will be circulated for Members' records.

The SFHA have provisionally booked the Easterbrook Hall as the conference venue and the Holiday Inn for accommodation.

The Conference will be launched on

- **Wednesday 30th October** –bus tour at 12pm showcasing Loreburn H A. Loreburn have control over the bus tour and can decide what to demo which can include developments and/or

innovation.

- **Thursday 31st October** - Conference welcome and workshops during the day including themes to be agreed at the next meeting of the RIHAF Board on 16th April. The Chief Executive will be attending that meeting. Key theme is exploring what rural HA's are doing differently and can be used as learning by others i.e. innovation and customer access to broadband (known as the 4th utility).
- Gala dinner and drink reception will be held on the evening of 31st October 2019.
- Friday 1st November 2019 – closing speech – speaker TBC.

Also include IJB and others who we feel could contribute to the conference.

Loreburn H A will need to decide whether they'd like to invite a local dignitary to open the dinner and extend invitation to others to attend i.e. leader of the council.

The final conference content will be agreed at the RIHAF Board meeting on 16th April 2019.

Members **APPROVED** the recommendation to host the RIHAF Conference.

8 MANAGEMENT ACCOUNTS Q3

The Head of Finance and Procurement presented a slideshow to Members.

8.2 The Finance and Procurement Manager advised that other than what has been presented in the finance report there is nothing material in respect of turnover and expenditure regarding the Q3 results. Turnover is within budget. Expenditure is 2% behind due to management costs being underspent. This will be back on budget by the year end.

The Head of Finance and Procurement advised that a paper with the covenant headroom to the end of January go to the A&C meeting on 26th February for further assurance. **ACTION** Head of Finance and Procurement.

GA

Members **APPROVED** the accounts for Quarter 3 of 2018/19.

Members **APPROVED** the approach noted at 8.6 that the Asset Team that would be advised not to spend the remaining £100K unless high risk works are identified to enable additional headroom.

POST MEETING NOTE: The recommendation on the cover of the report refers to Quarter 3 of 2019/20. The recommendation at 5.1 refers to quarter 3 of 2018/19 which is correct.

9 **RENT CONSULTATION REPORT**

The Interim Director of Housing advised that annual rent consultation took place in December. Target Response rate was 200 and 213 responses were obtained; of 213 responses, 106 said the rent was about right and 106 said that they felt it was too high. 1 person said it was too low.

11 **DEVELOPMENT REPORT**

Members **APPROVED** the updates to the Development Programme.

Members **APPROVED** the HAG funded acquisition of the sites, subject to successful ongoing negotiations with the vendors and due diligence.

12 **ASSET MANAGEMENT AND ASSOCIATED STRATEGIES**

The CEO advised that the key change is the strategic priority to bring repairs in-house, Passiv Haus and affordability. Properties will be built to Passiv Haus where possible and, where not possible, built to the highest energy efficiency standard. The CEO noted that there will also be policies that will site underneath

- these strategies.
- Members **APPROVED** the Asset Management and Associated Strategies for the Loreburn Group.
- 13** **FRAMEWORK APPROVAL**
Members **APPROVED** the use of the following procurement consortium/providers for the next 12 months:
Procurement for Housing
Scottish Procurement Alliance
G Cloud
Fusion 21
ESPO Procurement Framework
- 14** **AMENDMENT TO THE FINANCIAL REGULATIONS**
Mr Ward advised that many organisations would have additional controls over temporary employees that are undertaken when employed. Mr ward recommended that Experion checks should be done for interim staff. **ACTION** The Head of Finance and Procurement to add to the Financial Regulations that Experion checks must be done for interim staff as would be required with a permanent employee.
Members **HOMOLOGATED** the changes approved by Office Bearers.
Members **APPROVED** the proposed changes to approval limits and naming conventions within the Financial Regulations (subject to the insertion of Experion checks for interim staff).
- 15** **OLDER PEOPLE AND YOUNGER PEOPLE'S SUPPORTED HOUSING SERVICE REVIEWS**
Members **NOTED** the current position regarding the Young People's Service.
Members **APPROVED** the recommendation that Loreburn move forward with an implementation plan to progress the Later Living service.
Members **APPROVED** the proposal to consider a permanent officer and that this proposal should be presented to People and Culture.
- 17** **PERFORMANCE REPORT Q3**
Members **NOTED** progress in respect of KPIs for Quarter 3.
- 18** **RISK REGISTER**
Members **NOTED** the content of the report
- 19** **INNOVATION UPDATE REPORT**
Members **NOTED** the update provided by the Improvement and Innovation Team with regards to the Polar Loop (CM2000).
The Convener extended Management Committee's congratulations to Moira and her team on the huge amount of interest that CM2000 has garnered.
- 20** **Universal Credit Update Report**
Members **NOTED** the current position relating to Universal Credit.
- 21** **LEARNING AND DEVELOPMENT UPDATE**
Members **NOTED** the Learning and Development Update.
- 22** **MINUTE ACTION LOG**
Members **NOTED** the Minute Action Log.
- 23** **ANY OTHER BUSINESS**
- 23.1** The Convener advised that there will be a short confidential session to follow.

- 23.2 | The Convener extended an official welcome to Rachel and advised that Tracy will be in touch regarding an Induction.
CLOSE OF MEETING 20:27
- 24.1 | Wednesday 20th February 2019 (Strategic Away Day Followed by Urgent Items Only Meeting)