

West of Scotland Housing Association Limited

Minutes of the Management Committee Meeting held on
Wednesday 27th January 2010 at 5.45pm in 252 Keppochhill Road, Glasgow

Present: Tony Williams (Chair), Douglas Brown, Clare Newton, Annette Weaver, Rab Morrow, Ian McGibbon, Siobhan White, Colin Menabney, Katie McLeod, Ena Hutchison and John Loran

In Attendance: Duncan McNaught, Matt Millar, Colin Turnbull, Carron Garmory, Elinor Taggart and Marie Campbell

1. Apologies

1.1 No apologies were recorded.

2. Committee Matters

2.1 **Resignations** – With regret, due to personal circumstances, Committee noted that both Mark Akers and Andrew Martin have now resigned from the Management Committee. Committee requested that a letter be sent to both members thanking them for all their support and assistance. In particular, Committee requested that Andrew Martin be thanked for his term(s) as Chair and for the invaluable input his knowledge and expertise provided to the Association.

2.2 **Deputy Chair** – Clare Newton nominated Katie McLeod as Deputy Chair, seconded by John Loran. There being no other nominations, Katie McLeod was duly declared as Deputy Chair.

2.3 **Procedures at Meetings** – It was agreed that upon receipt of Committee papers, any items which members intend to raise under A.O.C.B. should be notified to Marie Campbell by the Monday before the meeting. This will ensure that appropriate time is given by staff to consider the points raised and where possible, deal with same outwith the meeting.

3. Disclosure of Interest(s)

3.1 **Employers in Voluntary Housing (EVH)** – Clare Newton declared her interest as a Board Member of EVH.

4. Proposed New Logo and Colours
 - 4.1 Committee considered the new logo and colours produced by Messrs Graven Images. Overall, Committee provided positive feedback with regard to the proposal, however, requested that the “For Living” line be moved in order that it does not flow with the name. In addition, Committee requested that the rolling out of the new logo, to coincide with the opening of the London Road office, should be rolled out simultaneously across the organisation. It was agreed that costings should be obtained for same.
 - 4.1.1 In addition, with regard to the launch of the new logo and office opening, it was agreed that consideration should be given to employing a consultant to undertake this work to ensure maximum impact.
5. Training on Schedule 7
 - 5.1 Duncan McNaught took those present through the requirements of Schedule 7, highlighting the Association’s requirements and obligations in respect of the legislation. It was also noted that there is an intention to replace Schedule 7 with an Ethical Code of Conduct, however, this may take a couple of years to be introduced. Committee thanked Duncan for a very interesting and informative session.
6. Minutes of the Management Committee Meeting held on 9th December 2009
 - 6.1 The Minutes were adopted. Proposed by Ena Hutchieson and seconded by Katie McLeod.
 - 6.2 **Minute 3.2 – Committee Vacancies** – With regard to the vacancies in the general category, it was noted that one candidate has indicated his acceptance although may wish to wait until April to join Committee. In addition, two other potential new members have been interviewed and one of those is being recommended, subject to a meeting with Tony Williams, to attend a future Committee meeting. It was agreed that the other potential candidate, should be advised that we will not be taking the interest further. With regard to the Glasgow category, It was noted that a couple of potential members from the Tenant Advisory Group will be approached. In addition, it was agreed that any tenants interested in participating from the Fernhill area, should initially be invited to join the Tenant Advisory Group.

- 6.3 **Minute 3.5 – Irvine Housing Association** – It was noted that Irvine Housing Association have indicated that a response providing feedback should be forthcoming in the near future.
7. Committee Briefing Dated 20th January 2010
- 7.1 **Matt Millar – Director of Property Investment** – Committee noted that the vacancy which will arise as a result of Matt’s retirement, is currently being considered.
- 7.2 **Culling of Shareholding Membership** – It was noted that the deadline for responses has now passed resulting in the balance of membership now reduced substantially.
- 7.3 **Severe Weather** – Thanks were conveyed to all staff who assisted during the recent severe weather. In the meantime, concern was expressed regarding the apparent lack of prioritisation North Lanarkshire Council provided to Hill Road Sheltered Housing during the severe weather, e.g. the roads were insufficiently gritted. It was agreed that a letter will be sent to North Lanarkshire Council on behalf of tenants at Hill Road.
- 7.4 **Proposed Housing (Scotland) Bill** – It was noted that should a response be required at this stage, further detail will be brought back to Committee. In relation to the query raised regarding the use of the term “social housing”, it was noted that no decision has yet been taken.
- 7.5 **Sequestrations – Bankruptcy** – It was noted that a trend is developing whereby individuals in financial difficulty are taking the necessary steps to have themselves sequestrated/declared bankrupt, thus any rent arrears incurred prior to the date of same can no longer be pursued. It was noted that the situation is being monitored and if deemed necessary, the extent of the problem will be reported to the SFHA and Scottish Ministers. It was also noted that there will be a fuller report to a future meeting of the Committee on the implications for the Association and the individual tenants involved.
- 7.6 **Wider Role Funding** – The proposed bids for 2010-2011 were approved.
8. Budgets and Rent Setting for 2010/11
- 8.1 **Feedback from Tenants** – It was noted that no responses were received from the tenant consultation exercise. Committee approved the rent and service charge increases as detailed in the report, in particular noting and approving:

8.1.1 **Service Charges** – An overall charge of less than 3% will be levied in the vast majority of cases. Committee also noted the cases where the increase may exceed this.

8.1.2 **Rent Increase** – An overall rent increase of 0.5%.

8.2 **Budgets** – Committee noted the assumptions made as follows:

- Proposed rental increase of 0.5%
- Inflation costs at 1.6%
- Salary Increase of 1%
- Interest Rate average 5.22%

8.2.1 In considering the assumptions made and the volatility of the current financial market/interest rates, it was noted that a number of “hedging” arrangements have now been set in place to minimise risk, e.g. the balancing out of fixed rates versus variable rates.

8.2.2 Committee approved the budgets. Proposed by Katie McLeod and seconded by Clare Newton.

9. Items for approval

9.1 **Eviction Reports:**

9.1.1 **Eviction Case No**– In noting the circumstances involved in the case and all efforts undertaken to resolve same, Committee regrettably agreed to proceed with eviction proceedings in the event that the latest agreement to maintain payments is not adhered to. It was noted that all necessary agencies should be advised.

9.1.2 **Eviction Case No** - In noting the circumstances involved in the case and all efforts undertaken to resolve same, Committee regrettably agreed to proceed with eviction proceedings in the event that the latest agreement to maintain payments is not adhered to. It was noted that all necessary agencies should be advised.

9.1.3 **Eviction Case No** - In noting the circumstances involved in the case and all efforts undertaken to resolve same, Committee regrettably agreed to proceed with eviction proceedings in the event that the latest agreement to maintain payments is not adhered to. It was noted that all necessary agencies should be advised.

9.1.4 **Eviction Case No** - In noting the circumstances involved in the case and all efforts undertaken to resolve same, Committee regrettably agreed to proceed with eviction proceedings in the event that the latest agreement to maintain payments is not adhered to. It was noted that all necessary agencies should be advised.

9.2 **Former Tenant Write Offs** – It was agreed to write off the following arrears and transfer the credit to the suspense account:

| Tenancy Ref. | Balance | Arrear or credit. |
|--------------------------------|----------------|--------------------------|
| | £796.89 | Arrear |
| | £519.99 | Arrear |
| | £725.18 | Arrear |
| | £1,024.15 | Arrear |
| | £1,770.12 | Arrear |
| | £1,649.11 | Arrear |
| | £1,382.66 | Arrear |
| | £1,062.56 | Arrear |
| | £1,274.65 | Arrear |
| | £541.69 | Arrear |
| Total to be written off | £10,747 | |
| | £1,223.01 | Credit |

10. Items for Noting and Information

10.1 **Equality & Diversity Annual Report** – Committee noted the report for 2008/09 and the updated strategy for 2010/11.

10.2 **Audit Committee Minutes: 25.11.09** – The Minutes were noted.

11. Formal Resolutions, Documents Signed, Section 66 Consents and Company Secretarial Matters

11.1 **Formal Resolutions:** None recorded

11.2 **Documents Signed:**

- **Contract:** Molly Weir Garden – Land Engineering (Scotland) Ltd / Armour Construction Consultants

Minutes: Management Committee

Date: 27th January 2010

Page 5 of 6

- **Offer:** Wider Role Grant: Govan Employment Initiative (Wise Group)
- **Bank Mandate:** Co-op Bank
- **Bank Mandate:** Royal Bank of Scotland
- **Bank Mandate:** Clydesdale Bank Plc
- **Renunciation:** Lease with Ayrshire & Arran Health Board re. Afton Lodge, Ayr

11.3 **Section 66 Consents:** None Recorded

11.4 **Company Secretarial Matters:**

11.4.1 **Schedule 7 – Business Confidential**

12. A.O.C.B.

12.1 **Pension Scheme** – Committee noted that a working group is being set up to consider the future of the scheme, Committee Members were encouraged to considering volunteering to join the group.

12.2 **Nomination to the SFHA Pension Scheme – Board of Trustees** – It was agreed to nominate Duncan McNaught to the Board of Trustees.

12.3 There being no further business, the meeting closed at 8pm with a vote of thanks to the Chair.

13. Date and Time of Next Meeting

13.1 **Wednesday 24th February 2010 at 5.45pm.**