

West of Scotland Housing Association Limited

**Minutes of the Management Committee Meeting held on
Wednesday 24th February 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 Kate Robinson (Observer)

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

1. Introductions

1.1 **Kate Robinson** – Committee welcomed Kate as an observer and potential Committee member to the meeting.

2. Apologies

2.1 John Loran

3. Disclosure of Interest(s)

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

3.2 **Enable (Item 7.2)** – Colin Menabney declared an interest as a senior employee with Messrs Enable.

3.3 **Care Commission Complaint (Item 7.5)** – Douglas Brown declared an interest as he has a relative who is a senior official in the Hamilton Office of the Care Commission.

4. Minutes of the Management Committee Meeting held on 27th January 2010

4.1 The Minutes were adopted. Proposed by Katie McLeod and seconded by Siobhan White.

4.2 **Minute 6.2 – Committee Vacancies** – There are three vacancies in the general category with two candidates potentially filling spaces, Kate Robinson and Jim Hayton. With regard to the third vacancy, it was noted that a suitable candidate, Austin Hardie, has been identified and is enthusiastic to take up a position. It was agreed that Duncan/Tony should meet with Mr Hardie and all being well, invite him to attend the next meeting as an observer.

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4.2.1 **Glasgow Constituency** – It was noted that two members of the Tenant Advisory Group have indicated an interest in joining the Management Committee. It was agreed that Duncan should meet with both candidates in the first instance.

4.4.2 **Tenant Advisory Group (TAG)** – It was noted that two tenants from Fernhill have agreed to attend the next TAG meeting.

4.3 **Minute 6.3 – Irvine Housing Association** – Business Confidential.

4.4 **Minute 9.1.1 - Eviction Case No.** – It was noted that tenant has now agreed to an arrangement to pay the arrears.

4.5 **Minute 9.1.2 - Eviction Case No.** - It was noted that tenant has now agreed to an arrangement to pay the arrears.

4.6 **Minute 9.1.3 - Eviction Case No.** – A date is to be set for the eviction to proceed.

4.7 **Minute 9.1.4 - Eviction Case No.** - It was noted that tenant has now agreed to an arrangement to pay the arrears.

5. Committee Briefing dated 18th February 2010

The Briefing was noted and in particular:

5.1.1 **Disclosure Checks** – Committee approved the provision of basic disclosure checks on new recruits for the following posts: Senior Housing Officer, Housing Officer, Senior Technical Officer, Technical Officer Welfare Rights Officer and Welfare Rights Assistant. Committee requested that a report is provided at a later date as to why retrospective checks should not be undertaken.

5.1.2 **Verification Visit by The Scottish Housing Regulator** - It was noted that Mark Gibson from The Scottish Housing Regulator undertook the verification work on 15th February 2010 and has verbally advised that the Housing Services figures will be verified. The Technical Services figures are, however, subject to some further information being sought. A formal letter/report on the findings will be provided to Tony Williams.

5.1.3 **Purchase of Development Site – Landbanking** – Although previously agreed, Committee reaffirmed their agreement to purchase the site in Rutherglen at the reduced cost of £350,000. It was noted that it is likely to be a couple of years before the site is able to be funded/developed.

5.1.4 **Mystery Shopping** – It was noted that the Tenant Advisory Group has agreed to introduce mystery shopping amongst a number of organisations, including ourselves, to gauge the level of service being provided.

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6. Corporate Strategy 2010 to 2012

6.1 Committee, subject to the insertion after “comparable” at Goal No.2 of “with sector norms”, agreed the revised goals and noted the projects arising therefrom. It was agreed that the Corporate Strategy should now be developed for submission to the Scottish Housing Regulator, immediately following the Management Committee meeting scheduled for 31st March, at which members will be asked to finally approve the document.

7. Items for Approval

7.1 **Development Report** – The report and register was noted and in particular:

7.1.1 **Camlachie Phases 7, 7D and 8** – It was noted that the risk is high due to contract delays, however, a further meeting with the contractor is scheduled to agree the final account and it is considered that the risk will be fairly minimal.

7.1.2 **David Street Phase A** – Business Confidential.

7.1.3 **David Street Phase B** – It was noted that a draft missive has now been agreed with the church, however, this excludes the hall and will result in a reduction of 8 units on the site. A meeting has been arranged with DRS to discuss the costs.

7.1.4 **Old Union Street, Airdrie** - The Frail Elderly unit has now been transferred to Bield Housing Association and the final account has been agreed with the developer. A HAG claim will be submitted to our funders by the end of the month for consideration of additional funds as a result of poor ground conditions.

7.1.5 **Cash Planning Target** – It was noted that the target of £6.2M has been exceeded with a spend of £6.7M to date.

7.1.6 **Commonwealth Games Village** – It was agreed to set up a working group with delegated authority to consider and agree any proposals/opportunities arising as a result of the Commonwealth Games 2014. Tony Williams, Colin Menabney, Katie McLeod and Clare Newton agreed to form the working group.

7.1.7 **Brandon Homes** – Business Confidential.

- 7.2 **Reprovisioning of Accommodation in Balshagray Avenue on behalf of Messrs Enable** – Colin Menabney left the meeting at this point and did not participate in discussions. Committee approved the proposal to enter into a Service Agreement with Enable to undertake a feasibility study for the reprovision of the Balshagray project and to appoint the Design team at the cost of £6,000 plus VAT and third party costs, subject to Harper MacLeod providing satisfactory advice on the Section 7 issue.
- 7.3 **Technical Services Quarterly Report** – Committee noted the report and approved the following:
- 7.3.1 Continuation of framework agreement for one year with CCG
 - 7.3.2 Continuation of appointment of Ewing Somerville Partnership for Quantity Surveying and CDM co-ordinator to March 2011
 - 7.3.3 Major repair programme for 2010/11
 - 7.3.4 Cyclical programme for 2010/11
 - 7.3.5 **Gas Main – Hillcrest Avenue, Cumbernauld** – It was noted that a problem has arisen with regard to the common land at Hillcrest Avenue, ie. it is owned by all owners and, therefore, all owners approval will require to be sought to install the proposed gas main.
- 7.4 **2010/11 Membership of the Scottish Federation of Housing Associations (SFHA)** – It was agreed to continue with membership of the SFHA for the year 2010/11 and review at the end of the year.
- 7.5 **Progress with Supporting People and response to complaint to Care Commission** – Committee noted the progress on implementing the Association's strategy of withdrawing from the direct provision of housing support. In addition, it was noted that the Care Commission, in regard to a complaint received, have advised that they believe tenants should have been consulted on the proposal to withdraw/transfer the sheltered housing support provision. Discussion ensued and it was agreed as follows:
- 7.5.1 To extend the period of provision of support until September 2010, to allow negotiations with the various councils to continue.
 - 7.5.2 To meet with all sheltered housing tenants to advise of the proposed strategy. In addition, it was agreed that tenants should be advised on the councils' responsibility regarding the care of vulnerable tenants.

7.6 **Phase 2 of the Housing Services Restructuring Project** – Committee noted the review of Phase 1 of the restructuring and the proposed implementation of Phase 2 when the new office opens. Committee further approved the proposed amendments to the staffing structure as outlined in the report.

7.7 **Cowlairs Area Plan** – It was agreed to carry this item forward to the March 2010 meeting.

8. Items for Noting and Information

8.1 **Financial Update to End December 2009** – The report was noted.

8.2 **Report from the Audit Committee Meeting held on 24th February 2010** – Committee noted the discussions held at the meeting, including scrutiny of the financial update to end December 2009.

8.3 **Consultation on the Competency Framework** – The work undertaken to date was noted and it was agreed to delegate to officers to proceed with the implementation of the framework. It was noted that a review will be undertaken in circa 18 months.

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

9.1 **Formal Resolutions:** None recorded

9.2 **Documents Signed:**

- Disposition: Flat 1/1, 15 Laurel Place (outright sale – dispersed unit)
- Deed of Variation: Funding of Gas Pipeline Construction, Hillcrest Avenue, Cumbernauld

9.3 **SECTION 66 CONSENTS:** None Recorded

9.4 **COMPANY SECRETARIAL MATTERS:**

9.4.1 **Shareholding Membership – Enforcement of Rule 12.2.2** - Committee approved the withdrawal of membership as follows noting that the numbers may vary slightly as a couple of addresses have been queried.

Category	Total No. of Members to be withdrawn	Total Current Membership February 2010
Ayrshire	4	25
Lanarkshire	3	7
Glasgow	36	23
Barrowfield	143	127
General	8	21
		203*

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9.4.2 **Shareholding Membership – Applications** – Committee approved
3shareholding membership applications

10. A.O.C.B.
- 10.1 **Tenant Conference and Annual General Meeting 2010** – It is proposed to hold the Tenant Conference and AGM on the same day, however, the venue proposed (Whitehill Neighbourhood Centre) is only available on Tuesday 14th September. It was agreed to proceed to organise the conference and AGM for Tuesday 14th September 2010. In the event that the AGM is inquorate, the venue should also be booked for Tuesday 21st September 2010.
- 10.2 **Matt Millar – Retirement Events** – It was noted that a lunch will be held in Cowlairs on 22nd April and an evening dinner on 23rd April (venue to be confirmed).
- 10.3 **Vacant Property in Camlachie** – It was agreed to delegate authority to officers to negotiate with Key Housing Association to lease a suitable property in Camlachie for the provision of supported adult accommodation.
- 10.4 **Customer Services Team** – Thanks were conveyed to the Customer Services Team for the work put in to deal with the level of calls received in January 2010, as a result of the severe weather.
- 10.5 **Kate Robinson** – It was unanimously agreed to request Kate Robinson to fill a casual vacancy as a Member of the Management Committee.
- 10.6 There being no further business, the meeting closed at 8.00pm with a vote of thanks to the Chair.