

West of Scotland Housing Association Limited

Minutes of the Management Committee Meeting held on Wednesday 31st March 2010 at 5.45pm in 252 Keppochhill Road, Glasgow

Present: Tony Williams (Chair), Douglas Brown, Clare Newton, Annette Weaver, Rab Morrow, Ian McGibbon, Colin Menabney, Ena Hutchison, John Loran, Kate Robinson and Jim Hayton

In Attendance: Duncan McNaught, Carron Garmory, Matt Millar, Colin Turnbull, Michael Gallagher and Marie Campbell

1. Introductions

1.1 Committee welcomed Jim Hayton to his first meeting of the Management Committee, filling a casual vacancy.

2. Apologies

2.1 Katie McLeod and Siobhan White

3. Disclosure of Interest(s)

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

4. Minutes of the Management Committee Meeting held on 24th February 2010

4.1 It was agreed that the Minute should be amended at Item 10 "AOCB" to reflect the agreement to request Kate Robinson fill a casual vacancy on the Management Committee under Rule 41. Subject to this amendment, the Minutes were adopted. Proposed by Douglas Brown and seconded by Rab Morrow.

4.2 **Minute 4.2 – Committee Vacancies** – It was noted that Duncan and Tony are due to meet with a potential candidate for the remaining vacancy in the general category. In addition, it was noted that no progress has been made to date with regard to approaching the two individuals interested in filling the vacancy in the Glasgow constituency.

4.3 **Minute 5.1.2 – Verification Visit by the Scottish Housing Regulator** – It was noted that the Regulator has advised that the Annual Performance & Statistical Return has been partially verified as some minor errors/anomalies in the information provided has been identified. It was noted that the points highlighted, mainly due to the way information is provided by our computer systems, will be taken on board for the 2010 APSR with a sample check undertaken by staff prior to submission. It was further noted that a response to the Regulator's letter is being drafted.

- 4.4 **Minute 7.1.6 – Commonwealth Games Village** – It was noted that the working group has now been established and is considering proposals for social rented and mid market units. It was noted that if the Association's involvement/proposals do proceed, a number of Camlachie Area Committee Members have expressed an interest in becoming involved in joining any group(s) formed to take matters forward.
- 4.5 **Minute 7.1.7 – Business Confidential**
- 4.6 **Minute 7.3.5 – Gas Main – Cumbernauld** – It was noted that a letter is being sent to all owners seeking permission to proceed with the installation of the gas main.
- 4.7 **Minute 5.1.3 – Purchase of Development Site in Rutherglen** – It was noted that an offer has been submitted and accepted, subject to site investigations.
- 4.8 **Minute 7.5 – Supporting People** – It was noted that Glasgow City Council have confirmed Messrs Beild as the care provider with existing Sheltered Housing Officers transferring under TUPE. In addition, it was also noted that, excluding Witch Road, Kilmarnock, staff have been round to all sheltered housing complexes to advise tenants of the strategy.
5. Committee Briefing dated 24th Mar 2010
- The Briefing was noted and in particular:
- 5.1 **Recruitment of Director of Property Investment** – It was noted that 3 candidates were shortlisted for a second interview which took place earlier in the day. It was noted that the results will be announced on 1st April 2010.
- 5.2 **Thomson Court, Kilmarnock** – Committee noted that the Management Agreement for the development will require to be amended to reflect the change to the tenancies therein to learning disabled adults only.
- 5.3 **Customer Satisfaction Plan** – Committee noted the Plan and in particular that the results of ongoing surveys to gauge satisfaction will be provided in due course.
6. Corporate Strategy 2010 to 2013
- 6.1 Committee considered the draft strategy and made the following observations:
- 6.1.2 **Planning Cycle** – It was agreed that this should be change to reflect the start of the current cycle in June 2010.
- 6.1.3 **Strapline “For Living”** - It was agreed to request a quote for the strapline to be revisited with costs/proposals for change to be brought back to Committee.

6.2 Subject to the above, it was agreed to delegate authority to Duncan to complete the Strategy with a final copy to be submitted to Committee Members allowing seven days to comment thereon. Thereafter, subject to feedback, the Corporate Strategy 2010 to 2013 will be deemed approved for submission to the Scottish Housing Regulator.

7. Items for Approval

7.1 **Redesignation of Management Committee** – Committee considered a paper outlining a case for the redesignation of the Management Committee to “Board of Trustees”. Considerable discussion ensued with divided opinion amongst Members with regard to the proposal. In order to take matters forward, it was agreed by a vote of 6 to 4, to defer discussions until the Committee Strategy day proposed for June 2010.

7.2 **Housing Services Quarterly Report** – Committee noted the performance results for the period to end December 2009 and in particular that overall performance is moving in the right direction although there are areas of improvement required, eg. voids.

7.3 **Write Off Former Tenant Arrears** – Committee approved the write offs as detailed below:

Date Tenancy End	Arrear
30/6/05	£2,377.06
1/8/08	£2,119.65
4/7/09	£569.44
4/11/09	£1,495.61
1/11/07	£2,306.59
9/6/06	£2,616.17
19/3/07	£1,021.08
3/7/07	£1,337.54
25/10/07	£2,645.55
	16,488.69

7.4 **Proposed Consultation Exercise – Camlachie** – Committee approved the proposed part funding of £10k in respect of a consultation exercise and Masterplan for Camlachie.

7.5 **Renewal of Contract with Glasgow Community Safety Services (GCSS)** – Committee noted that the service provided by Messrs GCSS has been very valuable in dealing with anti social cases. Accordingly, Committee approved a two year extension of the Gold service agreement with Glasgow Community Safety Services with the provision that the service will be reviewed after one year.

7.6 **Progress Report on Common Housing Registers (CHRs) in Lanarkshire** - Committee noted the progress to date in the participation of the common housing registers in North and South Lanarkshire. In addition, Committee agreed some variation to the allocation procedure as follows:

- to allocate our quota of transfer allocations within both North and South Lanarkshire CHRs.
- to remove low health and harassment points awards to applicants within South Lanarkshire CHR to allow for merging of housing lists. Applicants will be written to explaining reason for this change.
- to allocate to a shortlist of WOSHA transfer applicants alternately when letting from the SLC CHR transfer list.

7.6.1 Committee asked that their thanks be conveyed to all staff involved in the success of the CHRs to date.

7.7 **Review of West of Scotland Housing Association's approach to the National Accommodation Strategy for Sex Offenders (NASSO)** - Committee noted the information within the report and agreed as follows:

- to maintain a neutral stance at present and to defer any decision to align or provide a contribution to GWSF in its discussion with GCC on a MAPPA Information Sharing Protocol in Glasgow
- to delegate discussions on protocol agreements in the local authority areas which still have protocols to put in place.
- for staff to do a further individual risk assessment on any high risk Registered Sex Offenders (RSOs) referred to WOSHA as part of any protocol agreement before agreeing to rehousing.
- to any decision on housing a high risk RSO being brought back to a Director or the Chief Executive for approval.

7.8 **Design Brief** – Committee approved the revised Design Brief.

7.9 **Sustainability Policy** – Committee approved the revised Sustainability Policy, noting that a working group has been set up to progress any action points.

8. Items for Noting and Information

8.1 **Minutes of the Audit Committee Meeting held on 24.2.10** – The Minutes were noted.

8.2 **Cowlairs Area Plan** – It was agreed that a written summary of success to date in Cowlairs should be circulated by post to Committee. It was noted that where appropriate, the Association will ensure recognition of achievements in Cowlairs is highlighted, e.g. perhaps by way of going for an award.

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

9.1 **Formal Resolutions:**

9.1.1 It is hereby resolved to request Section 66 Consent from the regulator for the following properties to be assigned as security to the Prudential Trust Co Ltd in respect of future loan facilities:

- 14 units at Turnberry Crescent, Coatbridge
- 12 units at Beechwood Road, Cumbernauld
- 18 units at Limekiln Wynd Mossblown
- 16 units at The Ward, Strathaven

9.2 **Documents Signed:**

- Disposition: 6 Frazer Street, Camlachie
- Disposition: 5A North Street, Strathaven
- Disposition: 11 Johnstone Dive, Mossblown
- Disposition: Plot 56, 21 Annan Avenue, Hamilton
- Disposition: Plot 57, 23 Annan Avenue, Hamilton
- Collateral Warranty: Bakery Site, Ayr – Robertson Homes & Hannah Reed
- Collateral Warranty: Camlachie 9 (office) – CCG & Anderson Bell Christie
- Collateral Warranty: Camlachie Phase 9 – CCG & Scott Bennett Associates
- Minute of Variation of Lease: GAMH – re. sub let of SABTG
- Service Agreement: Balshagray Drive - Enable
- Offer of Grant: Camlachie 9B New Build – Tender
- Building Contract: Camlachie 9 (office) – CCG
- Share Certificates: GL084, GL085 and GL086
- HAG Claim/Payment: Turriff Street - £65,721

9.3 **Section 66 Consents:**

Address/Description of Land/Property	Category of Disposal	Date of Approval of Section 66 Consent
Flat at 1/1 15 Laurel Place, Thornwood, Glasgow	Open Market Sale	14.9.09
Flat at 2/1 274 Maxwell Road, Glasgow	Open Market Sale	9.10.09

9.4 **Company Secretarial Matters:**

9.4.1 Committee approved 3 applications for membership:

9.4.2 Committee approved the transfer of membership in respect of one Glasgow Category and cancellation of the existing membership in the Lanarkshire Category.

9.4.3 **Seven Day Rule – Schedule 7 Allocation** – It was confirmed, as per the Seven Day Rule Memo dated 2nd March 2010, to allocate a flat to a relative of Tony Reynolds, Senior Technical Officer, noting that all procedures in terms of our allocations policy, etc., have been adhered to.

10. A.O.C.B

10.1 **Committee Strategy Day – June 2010** - It was agreed that Marie should circulate possible dates for Committee consideration alongside views on whether an overnight or one full day event is most appropriate.

10.2 **Opening Event – Somerset Gardens, Ayr - 23rd April 2010** – Committee noted that Alex Neil MSP will be performing the opening.

10.3 **Eviction Report** - In noting the circumstances involved in the case and all efforts undertaken to resolve same, Committee regrettably agreed to proceed with eviction proceedings.

10.4 **Matt Millar** – Committee noted that this would be Matt's final meeting and thanked him for all his valuable assistance over the years. It was confirmed that two events for Matt's retrial have been arranged, namely lunch on 22nd April and evening drinks on 23rd April 2010.

10.5 There being no further business, the meeting closed at 8.00pm with a vote of thanks to the Chair.

11. Date and Time of Next Meeting

11.1 Wednesday 28th April 2010 at 5.45pm