

## West of Scotland Housing Association Limited

### Minutes of the Management Committee Meeting held on Wednesday 28<sup>th</sup> April 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, Katie McLeod, Kate Robinson and Siobhan White

**In Attendance:** Duncan McNaught, Carron Garmory, Colin Turnbull, Elinor Taggart, Marie Campbell, Austin Hardie and Elaine Davidson (Observer)

1. Introductions
  - 1.1 Committee welcomed Austin Hardie and Elaine Davidson to their first meeting of the Management Committee
2. Apologies
  - 2.1 Jim Hayton and 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.
4. Minutes of the Management Committee Meeting held on 31<sup>st</sup> March 2010
  - 4.1 The Minutes were adopted. Proposed by Rab Morrow and seconded by Ena Hutchison. Committee were reminded that once approved, subject to deletion of any business confidential items, the Minutes will be placed on the Association's website.
  - 4.2 **Minute 4.2 – Committee Vacancies** – It was noted that candidates have been identified to fill all general category vacancies. With regard to the Glasgow category, it was noted that Elaine Davidson and May Meechan of the Tenant Advisory Group have both expressed an interest in the vacancy.
  - 4.3 **Minute 4.4 – Commonwealth Games Village** – It was noted that the Association has agreed to accept 100 units for social rent and 50 units for equity sharing, upon completion of the Games in 2015.

5. Committee Briefing dated 21<sup>st</sup> April 2010

The Briefing was noted and in particular:

- 5.1 **Matt Millar, Director of Property Investment** – It was noted that Matt Millar has now formally retired and Elinor Taggart will be appointed as Director of Property Investment. It was further noted that the position of Development Manager is now vacant and it was agreed to delegate authority to the Corporate Management Team with a view to reviewing and recruiting for this post as necessary.
- 5.2 **Team Brief** – Committee advised that they are content to receive copies with the Committee Briefing.
- 5.3 **Subsistence Allowance** – It was noted that the overnight allowance for Committee Members has been increased from £30.53 to £31.20 with effect from 1<sup>st</sup> April 2010.
- 5.4 **SFHA Committee Conference** – Concern was expressed over the cost of the event, however, given the cost of accommodation, quality and content of the conference and the fact that Committee are giving their time voluntarily, it was agreed that the cost is not prohibitive.
- 5.5 **Name for New Office in London Road** – It was agreed to ask the Governance Working Group to consider the possible naming of the new office.
- 5.6 **Business Confidential**

6. Logo Strapline “For Living” and Rebranding Costs

- 6.1 Committee approved in principle to proceed with the estimated additional costs as outlined in relation to the rolling out of the new logo, office opening, etc. In addition, Committee agreed to delete the “For Living” strapline from the logo with a review as and when it is deemed necessary.

7. Items for Approval

- 7.1 **Schedule 7 Policy & Practice** – Committee approved the Schedule 7 Policy & Procedure in relation to Control of Payments & Benefits.
- 7.2 **Retrospective Disclosure Checks** – Committee noted the reasons why retrospective checks on existing staff are not undertaken and agreed with same. Committee requested that staff check re. any obligation by staff to disclose any new convictions.

7.3 **Former Tenant Arrears** – It was agreed to write off the following;

<b>Arrear</b>
£1,234.64
£1,162.55
£841.44
<b>£3238.63</b>

7.4 **Annual Review of leases** - Committee noted the properties currently leased and the actions being taken to manage leases. It was agreed to lease a vacant flat in Low Waters Road to South Lanarkshire Council. In addition, it was agreed that nominal rents should be charged for any offices in our sheltered complexes that we may lease to other providers.

7.5 **Cowlairs Area Plan Progress Report and Update on Cowlairs Development Trust** – Whilst noting the content of the report and the recommendation to write up the successes in Cowlairs with a view to going for an award, Committee also noted the current problems with the non attendance at recent Trust meetings by local members. In addition, it was noted that the bid to the Lottery Fund in respect of the community hall has been turned down. In considering the current situation, it was agreed to delay any award application with a view to the Corporate Management Team and the Cowlairs Development Trust members taking stock of the current situation and considering future options.

8. Items for Noting and Information

8.1 **Implementation of Customer Satisfaction Plan** – Committee noted the ongoing progress in assessing customer satisfaction. It was noted that a quarterly update report will be brought to Committee including the result of the mystery shopping exercise.

8.2 **Housing Challenges – April 2010** – Committee were advised that a Green Paper is due to be published on 24<sup>th</sup> May 2010 and noted the challenges that this will bring. It was agreed that this information will inform the Committee Strategy Day.

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

9.1 **Formal Resolutions:**

9.1.1 It is hereby resolved by the Management Committee to approve the sale of flat 2/1 274 Maxwell Road, Glasgow for the sum of no less than £120,000, the committee being satisfied that the disposal is in line with our charitable objects, is in the best interests of the charity and makes appropriate use of charitable funds

9.1.2 It is hereby resolved by the Management Committee to agree the following signatories in respect of current accounts, deposit accounts, loan facilities and HAG facilities:

**Current/Cheque Accounts:-**

**Two Signatories are required, one of whom must be a Director of the Association**

	<u>Current Incumbent</u>
Chief Executive	Duncan McNaught
Director of Finance & Corporate Services	Carron Garmory
Director of Housing Services	Colin Turnbull
Director of Property Investment	Elinor Taggart
Organisational Development Officer	Lynne Fitzpatrick
Housing Services Manager	Brendan McGeever
Property Services Manager	Mary Fyfe
ICT Manager	Mark McGregor
Internal Audit, Risk & Performance Co-ordinator	Peter Latham

**Deposit Accounts:-**

**Either:-**

	<u>Current Incumbent</u>
Chief Executive	Duncan McNaught
And	
Director of Finance & Corporate Services	Carron Garmory

**Or**

Chief Executive or Director of Finance & Corporate Services and any one of the following:-

Director of Housing Services	Colin Turnbull
Director of Property Investment	Elinor Taggart

## **Loan Facilities**

**One Signatory is required – which must be either of the following:**

Chief Executive	Duncan McNaught
<u>or</u>	
Director of Finance & Corporate Services	Carron Garmory

## **HAG Offers**

Chief Executive (Acceptance of Offers)	Duncan McNaught
Director of Finance & Corporate Services (Acceptance of Offers)	Carron Garmory
Internal Audit, Risk & Performance Co-ordinator (Acceptance of Offers)	Peter Latham
Director of Property Investment (Submissions and draw down of monies only)	Elinor Taggart
Development Manager (Submissions and draw down of monies only)	currently vacant
Property Services Manager (Submissions and draw down of monies only)	Mary Fyfe

### **9.2 Documents Signed:**

Disposition:	12 Frazer Street, Camlachie
Disposition:	8 Annsfield Road, Hamilton
Disposition:	2 Frazer Street, Camlachie
Lease:	Key H.A. re. 14 Frazer Street, Camlachie Scheme Agreement &
HAG Offer:	Bakery Site, Seaforth Road, Ayr
Share Certificates:	A046 – Alexander McGregor G057 – Jim Hayton G058 – Kate Robinson GL087 – M. Campbell

### **9.3 Section 66 Consents: None Recorded**

- 9.4 **Company Secretarial Matters:** None Recorded
10. A.O.C.B.
- 10.1 **Brandon Homes** – It was noted that the Association’s lawyers are writing to the liquidators requesting notification of their intentions with a closing date sent for a response therefrom.
- 10.2 **Campbell Construction Group (CCG) – Factory Visit** – It was noted that Messrs CCG are offering a tour of their factory alongside a tour of the Games Village site. Further details will follow in due course.
- 10.3 **New Offices in London Road** – It was noted that a possible tour of the new offices may be arranged towards the end of May. In addition, it was noted that a grant of £25k has been secured in relation to the installation of an air source heat pump.
- 10.4 **Austin Hardie** - It was unanimously agreed to invite Austin Hardie to fill a casual vacancy as a Member of the Management Committee (General Category).
- 10.5 **Committee Strategy Day** – The date for this event was confirmed as Friday 18<sup>th</sup> June 2010. Further details to follow.
- 10.6 There being no further business, the meeting closed at 8pm with a vote of thanks to the Chair.
11. Date and Time of Next Meeting
- 11.1 26<sup>th</sup> May 2010 at 5.45pm