

THE NEW HOUSING ASSOCIATION LTD

**Minutes of the Management Committee meeting held on Tuesday
27 March 2007 at 6.15pm within 83 Green Street, Glasgow, G40 2TG**

Present: George Alexander, Christine Brolly, Barry Dalgleish, Charlotte Levy (Chairperson), Sandra Nolan, Ann Mclver, Colin Porteous, Willie Redmond, Ann Scott, Margaret Vass and Ann Wishart

Attending: Charles Turner, Brian Gannon, Beth Reilly, John Russell and Ray Macleod

1. APOLOGIES

Apologies were received from Aileen Christie, John Jackson, Jimmy McLellan, Yvonne McShea and Caroline Shepherd.

NOTED

Stuart Hashagen requested a leave of absence due to other commitments, indicated that he would be in attendance at the next meeting and intended to stand down from the Management Committee at this year's AGM. However, he would wish to continue if possible as a co-optee to the Wider Role Sub-Committee at that time. The Management Committee agreed to Stuart's leave of absence and co-option would be considered at the appropriate time.

DECIDED

It was also noted that this was the third meeting missed by Ed Chappell, and the Secretary was asked to bring this to Ed's attention.

Barry Dalgleish left the meeting at this point.

2. RESIGNATION AND POSSIBLE CO-OPTION TO THE MANAGEMENT COMMITTEE

Charles Turner reported that Corneils McHarg had resigned from the Management Committee and proposed that a local resident Barry Dalgleish be co-opted on to the Committee with a view of Barry being elected at the next AGM, (East End tenants category). He also reported that Janice Hamilton, a tenant in Cranhill, had expressed interest in the Management Committee with a view to being elected and proposed Janice be invited to attend meetings as an observer. The Management Committee approved Barry's co-option and Janice's attendance as an observer.

DECIDED

Barry Dalgleish returned to the meeting.

3. DECLARATION OF INTERESTS AND SCHEDULE 7, HOUSING (SCOTLAND) ACT 2001 – PAYMENTS TO STAFF AND COMMITTEE MEMBERS

Margaret Vass declared her interest in connection with agenda items 8.1 and 8.2 concerning Holmyre LHO. She also advised that her job within Glasgow Housing Association had changed and she may have to declare interest in other issues, for example second stage transfer. Charles Turner reported that the association had received notification of Margaret's job change and had discussed the implications with Margaret. It was noted that neither Charles nor Margaret felt that there was a general conflict of interest, but other specific declarations or conflicts would be dealt with as and when this may be required.

NOTED**4. MINUTES OF THE MEETING HELD ON 23 JANUARY 2007**

The minutes of the Management Committee meeting held on 23 January 2007 were approved as a correct and accurate record of the meeting. Proposed by Colin Porteous and seconded by Ann Scott.

DECIDED**5. MATTERS ARISING**

Agenda Item 9 Regulatory Code of Governance - In relation to succession planning, Charles Turner advised the Management Committee that no one to date had indicated an interest in the responsibility of becoming Vice-Chair after the AGM scheduled for September 2007. He also indicated the need to find a suitable replacement in the General category following Stuart Hashagen's intimation to stand down. It was agreed that committee members may contact him with any names and contact details as soon as possible, and that we approach EVH to establish if there was a suitable person on their register.

NOTED**6. INTERNAL MANAGEMENT PLAN 2007 TO 2010**

Charles Turner and the Management Team gave a detailed presentation on the Internal Management Plan for 2007 to 2010. The process had begun in November 2006 with planning events for staff and committee. The presentation highlighted the following:

- the things that will happen;
- how we react to and respond to the outside world;
- the things that we need to work hard in order to achieve;
- our strategic, (longer-term) objectives
- our operational objectives, (to March 2008).
- finances and budget.

Following the presentation Colin Porteous asked what measure the 'Sustainable Home' had been compared with. Charles Turner explained that that all new build developments over 500 square metres would require to demonstrate a 15% energy saving reduction prior to planning permission being granted. This was equivalent to a housing development of 5 units or more and had been an initiative announced within the recent Government Budget and further details were awaited.

The Management Committee approved the Internal Management Plan, Budget for 2007/2008, the 2007/2008 budget and outline 5-year budgets. They also noted that decisions for other issues, specifically the strategy for assumed demolition and new build in Bridgeton, renovation in Calton and 30-year financial modelling would be subject to further detailed reports with the Management Committee at a future date, but certainly prior to the AGM.

APPROVED**7. POLICY REVIEW****7.1 Financial Regulations**

John Russell explained that the regulations were required to ensure the correct management of the Association's finances. The Finance and Staffing Sub-Committee considered the regulations in detail and recommended them for approve. John Russell advised of one correction to increase the credit limit of Charles Turner's company credit card to £10,000 in the event of an emergency.

The Management Committee approved the policy subject to the change in the credit limit.

DECIDED

7.2 Remit of the Development Sub-Committee

Beth Reilly reported that the remit of the Development Sub-Committee had been changed to include and reflect the organisational change of planned maintenance and major repairs being accountable to the Head of Development and Technical Services. Colin Porteous requested that the terminology be clarified between planned and cyclical maintenance and the policy to be consistent. The Management Committee approved the remit subject to changes to be more consistent with the terminology of planned or cyclical maintenance.

DECIDED

7.3 Remit of the Housing Management Sub-Committee

Brian Gannon explained that the remit had been amended to remove and reflect the organisational change concerning planned maintenance and major repairs being accountable to the Head of Development and Technical Services. The Management Committee approved the remit.

DECIDED

7.4 Remit of the Audit Sub-Committee

Charles Turner reported that the remit had been updated to include recommendations from the recent internal audit. The Management Committee approved the remit.

DECIDED

7.5 Policy on Compliance with CDM Regulations

Beth Reilly advised that the policy had been amended to reflect changes in regulations. The Management Committee approved the policy

DECIDED

7.6 Re-active Repairs Policy

Brian Gannon advised the policy had been reviewed and the only change was the introduction of an appointment system for routine repairs. George Alexander asked who was responsible for repairs when the emergency services entered property in error and suggested reference to this issue is included in the policy. The Management Committee approved the policy subject to a paragraph being included to reflect responsibility when property is entered in error by the emergency services.

DECIDED

7.7 Review of Policies on Ex-Gratia Payments and Writing-off Housing Management Debts and Credits

Brian Gannon advised that there had only been minor changes to both these policies. The Management Committee approved the policies.

DECIDED

7.8 Review of Policies - Housing Support Service

Brian Gannon explained that the Housing Support Service had several policies and rather bringing each individual report to the meeting a report outlining the changes had been presented to the Housing Management Sub-Committee. With the exception of the policy on Medication Prompting/Reminding, these were approved. The Management Committee approved the policies and noted that the policy on Medication Prompting/Reminding would be presented at a later date.

DECIDED

8. SUB-COMMITTEE MINUTES

- 8.1 Holmbyre LHO Sub-Committee 28 November 2006**
- 8.2 Wider Role Sub-Committee 11 December 2006**
- 8.3 Holmbyre LHO Sub-Committee 30 January 2007**
- 8.4 Development Sub-Committee 14 February 2007**
- 8.5 Housing Management Sub-Committee 21 February 2007**
- 8.6 Audit Sub-Committee 28 February 2007**

The Sub-Committee minutes were for information and noting.

However, a decision was recommended for approval from the Development Sub-Committee on 14 February 2007 in relation to suspending the Right to Buy for a number of specific properties in Bridgeton, subject to consent from Communities Scotland, as a result of the association's desire to demolish certain 'inter-war' properties in Bridgeton and begin a redevelopment programme, that would take at the very least, perhaps up to seven years. A list of the properties affected was tabled. The Management Committee approved the proposed suspension of the Right to Buy and the proposal to commence a demolition and redevelopment programme for the properties listed on the tabled report, which were our Bridgeton 'inter-war' tenements and the sand-stone tenement at Finnart Street.

DECIDED

9. CORRESPONDENCE

Charles Turner outlined the correspondence contained in the report and advised that we had received and invoice inviting renewal of our membership to SHARE at a cost of £4,000. The Management Committee agreed to the renewal

DECIDED

He highlighted the correspondence received from the Scottish Federation of Housing Association, in particular, the invite to continue our annual membership at a cost of £15,219.41. Following discussion of this item and a vote of hands (6 for renewing our membership and 2 against), the Management Committee agreed to membership for another year, pending the outcome of SFHA's structural review. The Management Committee also asked for a letter to be sent with the renewal to reflect their decision and concern over value for money.

DECIDED

The Management Committee also approved the renewal of annual membership to Energy Action Scotland at a cost of £88.12 and to Glasgow and West of Scotland Forum of Housing Associations at a cost of £2,750. They also noted the remainder of the report.

DECIDED

10. RECORD OF DISPOSALS

The only disposals since the last meeting had been two Right to Buy Sales for information.

NOTED

11. MEMBERSHIP

The Management Committee approved the 5 new members listed in the report and 2 new members verbally notified on the night.

DECIDED

12. SHARE CONFERENCE 16 TO 18 MARCH 2007

Charlotte Levy and George Alexander gave a summary of the event. In particular, Charlotte attended a workshop on the implications of the legislation in relation to sex offenders. George brought back literature on workshops he attended.

NOTED

13. ANY OTHER BUSINESS

13.1 Charles Turner advised that the next meeting of the Finance and Staffing Sub-Committee had changed from Wednesday 16th May to Tuesday 15th May 2007.

NOTED

13.2 Following the arson attack and fire in Green Street, Charles Turner advised staff and committee to be aware of their safety and not leave the building on their own after evening meetings. Committee members were asked to wait on staff, if alone, whilst they secured the building and gates.

NOTED

13.3 John Russell asked for delegated authority to be given to the Chairperson, Charlotte Levy, and Development Sub-Committee Convenor, Ann Scott, to sign and witness a standard security for Cranhill Phases 5 and 6. It had been recognised that the standard security would be ready outwith any planned meetings. The Management Committee approved delegated authority.

The undernoted minute was recorded for the purpose of the standard security documentation.

After due consideration of all the circumstances and on being satisfied that it is for the benefit of the Association and in the interests of the Association for the purpose of carrying on its business to create Standard Securities (the "Standard Securities") over the Association's heritable property consisting of subjects **38 units at Phase 5 and 36 units at Phase 6 Cranhill, Glasgow** to secure all the liabilities therein mentioned to the Royal Bank of Scotland plc ("the Bank") and that in the Bank's standard form.

IT WAS RESOLVED that the Standard Security be subscribed on behalf of the Association by Charlotte Levy and Ann Scott (authorised signatories) and that it be duly registered in the books of the Association.

DECIDED

14. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 22 May 2007 at 6.15pm.

The meeting closed at 20.10pm.

I certify that the above minute has been approved as a true record and accurate record of the proceedings.

Signature: _____ Date: _____
 Charlotte Levy
 Chairperson