

THE NEW HOUSING ASSOCIATION LTD

Minutes of the Management Committee meeting held on Tuesday 22 May 2007 at 6.15pm within 83 Green Street, Glasgow, G40 2TG

Present: Charlotte Levy, Jimmy McLellan, Barry Dalgleish, John Jackson, Aileen Christie, Margaret Vass, Caroline Shepherd, Yvonne McShea, Willie Redmond, Colin Porteous, Ann Scott, Ann Wishart, Stuart Hashagen, Christine Brolly

Attending: Charles Turner, Brian Gannon, Beth Reilly, John Russell, Sheena Fergusson

1. APOLOGIES

Apologies were received from George Alexander, Janice Hamilton, Anne McIver.

NOTED

The Secretary advised the Committee that he had just, that day, received an e-mail from Ed Chappell to say he was standing down from the Management Committee and Development Sub-Committee with immediate effect due to family commitments.

DECIDED

Janice Hamilton and Janice Shields were due to attend the meeting. Janice Hamilton was due to be co-opted onto the Management Committee and Janice Shields to come along as an observer. However at this point neither were in attendance so a decision was made to deal with this at the next meeting.

REMIT TO NEXT MEETING

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

Margaret Vass declared she was an employee of GHA, and her interest lay in Thenew's management of GHA housing services through the Local Housing Organisation.

NOTED

3. MINUTES OF MEETING HELD ON 27 MARCH 2007

Colin Porteous raised a query on page 2, item 6 of the minutes. The minutes state "...to demonstrate a 15% energy saving..." but do not say what it is compared with. This query still needs to be answered by politicians, not Thenew, and it was noted that this was not specified and could not be answered.

Minutes of meeting held on 27 March 2007 were proposed by Margaret Vass and seconded by Willie Redmond.

DECIDED

4. MATTERS ARISING

4.1 Internal Management Plan, (IMP), summary

IMP Summary submitted to committee for information.

It was noted that the second sentence on page 2 of the summary does not make sense and the date of the contract was queried.

The first item on page 3 regarding high quality affordable housing made no mention of carbon neutrality. There had been lengthy talks about carbon neutrality and it was felt that it should be mentioned in the summary.

Committee were advised that the three-page summary could not capture everything in the full document, and both Colin and Willie requested a copy of the full 70 page Internal Management Plan. It was also stressed that a full copy could be made to all Committee members on request.

NOTED

At this point in the meeting Janice Shields arrived. She was asked to leave the room. The Secretary took the Committee back to the letter of 15th May, giving notice of this meeting, which included information about Janice Shields. He also advised that both the Chair and Vice Chair had seen a full copy of Janice's CV, and the Secretary met Janice on April 4th 2007. It was unanimously agreed that Janice be invited to join the Management Committee as an observer with a view to being elected to the Management Committee after the AGM. Committee agreed and invited her back in as an observer. Charlotte welcomed Janice and introductions were made.

DECIDED

4.2 SFHA Affiliation Fees

At the Committee's instruction, following on from the discussion at the last meeting, the Secretary wrote to the SFHA with committee concerns regarding services received from them and value for money. The response from the SFHA was tabled at the meeting. It was tabled as it had come in after the papers for this meeting had been sent out.

5. COMMUNITIES SCOTLAND ANNUAL PERFORMANCE STATISTICAL RETURN, (APSR).

Charlie gave a presentation on all the information contained within the APSR. The presentation highlighted areas for improvement and areas of good performance.

The Committee noted that the biggest worry is arrears and that issues in some of our areas need to be addressed. This is at present being done.

The Committee were also very concerned about the level of factoring arrears. Brian and John advised the committee that the primary reason for the arrears and non issue of a factoring invoice was the initial problems with the IT system. However the problems with IT were now almost resolved. The vast majority of the arrear noted in the APSR had transferred from Bridgton & Dalmarnock Housing Association. Over the past few years this debt had been pursued however a large proportion of the debt cannot be recovered and may have to be written off.

Concern was voiced by committee that owners were being issued with an invoice for the full year. Brian informed committee that this issue had been discussed at the owners' forum and they were consulted on whether they would prefer an annual bill or two bills issued over a set period. The owners' forum had decided on an annual bill. It was noted that Thenew would not insist on 28-day payment period for the annual bill in this instance.

Committee asked that a note go into the APSR regarding transferred debt from Bridgeton and Dalmarnock Housing Association.

The Management Committee delegated authority to the Management Team to make any additional changes to the APSR if there are any, should errors be known when the form is transmitted electronically. It was noted that the Chair intended to 'submit' the form electronically on 31st May 2007.

DECIDED

6. VARIOUS AD HOC REPORTS

Committee approved the reports presented.

NOTED

7. POLICY REVIEW

7.1 **Anti-Social Behaviour Policy** approved by the Management Committee.

DECIDED

7.2 **Tenant and Resident Satisfaction and Survey Plan**

An error was noted on Page 7 – Netherholm is noted twice. Brian was able to confirm that Netherholm 100% was wrong and should be deleted.

It was also noted that a more detailed survey is to be carried out in Saltmarket. This policy was approved with changes.

DECIDED

7.3 **IT and Electronic Communications Policy**

This is a more comprehensive policy to embrace all new technology now in the organisation. All staff have been issued with an 'IT consent form' and failure to sign it will mean that all IT privileges will be withdrawn. It was also noted that the following staff currently have 'remote access': -

Management Team, (4)
IT staff, (2)
Development Project
Officer

Community Regeneration
Manager

and were in the process of responding to a request from the Performance and Participation Manager.

DECIDED

7.4 **Dignity at Work**

Typing error on page 2 noted, and with this amendment Committee approved the policy.

DECIDED

7.5 **Training and Development Policy**

Committee approved policy.

DECIDED

8. SUB-COMMITTEE MINUTES

All sub-committee minutes were noted.

NOTED

9. PREPARATION FOR ANNUAL GENERAL MEETING (AGM)

Proposal to hold the AGM on Tuesday 11 September, if this meeting is not quorate a meeting can be held the following Tuesday on 18 September. The meeting to be held at 83 Green Street with refreshments at the end of the meeting. The newly elected Management Committee to hang back for a short Committee meeting to elect office bearers and to decide sub-committees.

DECIDED

Ann Scott, Ann Wishart, Charlotte Levy and Ann McIvor all need to stand down at the AGM but can be re-elected.

DECIDED

The Secretary asked for committee approval for completion of Annual Report by Indigo Design, which was last tendered in 2006. Committee approved.

DECIDED

10. SUCCESSION PLANNING, ROLES AND RESPONSIBILITIES AND INDIVIDUAL LEARNING PLANS

Charlie spoke about the discussion at Management Committee meeting in January 2007 regarding Charlotte standing down as Chairperson at the AGM and Yvonne taking over the chair. Discussions still need to be held on Depute Chair.

Discussions had also been held on roles and responsibilities for committee members with a proposal for committee members to have "job descriptions".

It had been decided that a half day away day be held to discuss these issues further. Charlie has looked into this and SHARE have agreed to facilitate and host an "away-day" on Saturday 18 August 2007. The Committee are happy to participate in this, although Ann Scott tendered her apologies for the day.

DECIDED

11. CORRESPONDENCE

Letter received from Mike and Sue Thornley Architects regarding transfer of business to MAST Architect LLP. They have asked if work can be assigned to this new company. Committee agreed to this.

DECIDED

Information on two conferences was received. Committee put forward a proposal that due to costs of conferences the Management Committee should be more selective about attendance. Only relevant committee members should attend. Committee agreed.

DECIDED

12. DISPOSALS

Already reported on earlier under agenda item number 6.

13 EXECUTION OF DEEDS AND CONTRACTS

Nothing to report

14. APPLICATIONS FOR MEMBERSHIP

Nothing to report

15. ITEMS REFERRED FROM FINANCE AND STAFFING SUB-COMMITTEE MEETING OF 15 MAY 2007

The Finance and Staffing Sub-Committee due to be held on 15 May was not quorate. The Management Committee was asked to note and approve two reports.

15.1 Review of costs charged to owner-occupiers

Committee approved the recommendation in the report to revise approach to recharging close electricity costs to factored properties as outlined in the report. Committee approved consultation with the Owners Forum on introduction of a standard charge for routine and clerk of works landscaping costs.

DECIDED

15.2 Offer of Employment to a Close Relative of a Member of Staff and Schedule 7 of the Housing (Scotland) Act 2001

After a detailed discussion, with particular reference to exemption two, (granting a contract of employment to a former employee, or to a close relative of an existing employee, or to a close relative of a person who has been an employee or governing body member within the last twelve months), the Management Committee were made aware that an RSL may grant a contract of employment to a former employee or to a close relative of an existing or former employee or to a close relative of a former governing body member within the twelve month exclusion period providing that:

- a) There was a full and fair process for competitive recruitment; and
- b) In the case of a close relative of an employee or former employee, that employee or former employee has no involvement or influence over the selection process; and
- c) There is no direct or indirect line management responsibility involving an existing member of staff and a close relative.

The Secretary confirmed, that the association's management structure omits direct and indirect involvement by the close relative. The Management Committee asked Communities Scotland's view, the guidance note and legal opinion is carefully checked prior to this matter progressing. Should this appointment progress, then there should be an entry in the Schedule 7 register.

NOTED

16. ANY OTHER BUSINESS

Development Sub-Committee have been given approval to acquire land at the Monteith Hotel. However a site investigation is needed. Committee approved McLay Collier carrying out this work.

DECIDED

Committee asked if a new supplier for sandwiches could be found. Previous Sub-Committee had also complained.

REMIT TO STAFF

17. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 21 August 2007 at 6.15pm.

The meeting closed at 20.05pm.

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

Signature: _____ Date: _____

Charlotte Levy
Chairperson