

THE NEW HOUSING ASSOCIATION LTD

**Minutes of the Management Committee meeting held on Tuesday 25
March 2008 at 6.15pm in 83 Green Street, Glasgow, G40 2TG**

Present: Yvonne McShea (Chairperson), Pat Bradley, Aileen Christie, Barry Dalglish, Janice Hamilton, Charlotte Levy, Anne McIver, Jim McLellan, Colin Porteous, Willie Redmond, Caroline Shepherd and Margaret Vass

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

1. APOLOGIES

Apologies were received from George Alexander, John Jackson and Ann Scott.

NOTED

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

Margaret Vass indicated her interests in matters relating to GHA contained within the Internal Management Plan.

NOTED

3. MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2008

The minutes of the meeting held on 12 February 2008 were approved. Caroline Shepherd proposed and Aileen Christie seconded the minutes as an accurate and correct record.

APPROVED

4. MATTERS ARISING FROM THE MEETING ON 12 FEBRUARY 2008

There were no matters arising.

NOTED

5. INTERNAL MANAGEMENT PLAN (IMP) 2008 TO 2011

Charles Turner described the format of the presentation and drew attention to the IMP being circulated in advance so committee members could be better prepared with questions and able to make a decision. Charlie commented that the Management Team had found the preparation of the plan easier by starting the process earlier with involvement of committee and staff in December.

The presentation focussed on 3 main agreed assumptions:

- new office premises on London Road, to replace existing offices at Green Street, Bridgeton and Castlemilk.
- external cladding for Calton properties;
- decisions required later in the year with regards to the Bridgeton stock.

For each of the 17 operational objectives Charlie gave an explanation of how and why each objective had been identified. He then described the purpose and the other supporting information contained in the plan.

John Russell highlighted the financial implications and Budget which was included in the Plan.

The Management Committee were invited to ask questions and comment on the contents of the IMP. The following comments were made and discussed:

Raising our profile

Magaret Vass referred to the 5th strategic objective and suggested there should be more detail in the operational objectives to enhance the profile of the Association. This was endorsed by other members who considered we should be 'shouting from the rooftops' our abilities.

New offices

Barry Dalgleish asked if there would be staff cuts once the new offices were operational. John Russell responded that the new offices would be a challenge and efficiencies assuming a reduction of £90k could be made. Brian Gannon expected a turnover of staff between now and then, therefore, naturally absorbing changes. John Russell confirmed that it was early days and there was no fixed plan at the moment.

High quality affordable housing

Colin Porteous commented on the 1st strategic objective and suggested that the wording should be more specific to include reference to our properties becoming or achieving low carbon/carbon neutral status. He also suggested an operational objective to reflect this and at very least an action plan for taking low carbon/carbon neutral housing forward. Margaret Vass asked how this would or could affect the long term budget and other members wanted to know how this could be funded. Charles Turner stated that at the moment only developments of new build housing could be expected to achieve a low carbon status. Colin disagreed and considered that our existing stock should be included. Beth Reilly indicated that at the moment it was unclear what the implications were and at what cost to the Association being carbon neutral would have. She also advised that government policy and guidance from our regulators was expected, but it was unknown when this would happen.

The Management Committee had a lengthy discussion concerning achieving a standard of carbon neutral/low carbon housing and rewording or adding to the strategic and operational objectives to reflect this. Staff expressed concern over whether we would be over committing ourselves to standards that cannot be delivered. Staff also advised that because government policy and regulator guidance is not available at the moment they cannot quantify or demonstrate what the implications or the cost involved would be.

Margaret Vass had to leave the meeting prior to the conclusion of the discussion.

In order to conclude the discussion Yvonne McShea asked for a show of hands from committee members in favour of rewording the 1st strategic objective to incorporate wording reflecting low carbon/carbon neutral housing. 7 out of 11 committee members were in favour of rewording, and the motion was therefore carried. She also asked for a show of hands in favour of rewording the operational objectives. 9 out of 11 were in favour of rewording the operational objectives and the motion was also carried.

DECIDED

Staff were instructed to reword the strategic and operational objectives in Internal Management Plan appropriately.

REMIT TO STAFF

Yvonne McShea took the opportunity on behalf of the Management Committee to thank staff for all their hard work in preparing and producing the Internal Management Plan.

6. POLICY REVIEW

6.1 Code of Conduct for Committee Members

Charles Turner advised that the policy had been updated to re-inforce decision making and the protocol for publicly supporting decisions made. The Management Committee approved the policy.

DECIDED

6.2 Policy on Equal Opportunities

6.3 Equal Opportunities in Employment

Charles Turner reported the policies had been updated to reflect current legislation and were temporary as a full review of all our equal opportunities policies was ongoing. The Management Committee approved the policies.

DECIDED

6.4 Business Continuity Plan

Charles Turner explained that the Internal Auditor had highlighted the need for a plan to be in place should there be an emergency situation at any of our offices. The plan also included the testing of procedures. The Management Committee approved the plan.

DECIDED

7. SUB-COMMITTEE MINUTES

7.1 Development Sub-Committee Meeting, 6 February 2008

7.2 Housing Management Sub-Committee Meeting, 17 March 2008

The minutes of the sub-committees had been circulated for information and noting only.

NOTED

8. CORRESPONDENCE

The Management Committee approved the renewal of annual membership to Energy Action Scotland at a cost of £94.00 including VAT, and noted the new publications received.

DECIDED

9. DISPOSALS

The Management Committee noted the report circulated.

NOTED

10. EXECUTION OF DEEDS AND CONTRACTS

The Management Committee noted the contents of the report circulated and approved the Clydesdale Bank's Facilities Agreement as follows:

“There was produced to the meeting a facility letter (the “Facility Letter”) from Clydesdale Bank PLC (the “Bank”) dated 25 March 2008 which sets out the terms and conditions on which the Bank is prepared to make available overdraft and other facilities (the “Facilities”) to the Company.

After due and careful consideration of the terms of the Facility Letter and of all the relevant circumstances, IT WAS RESOLVED that:

1. *the utilising by the Company of up to the full amount of the Facilities on the terms and conditions set out in the Facility Letter is for the benefit of, and in the best commercial interests of, the Company for the purpose of carrying on its business and that the terms and conditions of such Facility Letter are approved and accepted; and*
2. *the Facility Letter be executed on behalf of the Company by the two Directors or the Director and the Company Secretary specified below who are also authorised to sign on behalf of the Company all such other documents, agreements, certificates, notices, communications or confirmations, including amendments, variations, renewals and extensions, as may be required in connection with the Facilities or the Facility Letter (Yvonne McShea, Chairperson and Charles Turner, Secretary).”*

DECIDED

11. APPLICATIONS FOR MEMBERSHIP

There were no membership applications.

NOTED

12. SHARE CONFERENCE, 14 TO 16 MARCH 2008

Charlotte Levy reported the Conference had been very interesting and she enjoyed a number of workshops.

NOTED

13. ANY OTHER BUSINESS

Charles Turner reminded the Management Committee of John Hissitt’s retirement on Friday 28 March 2008 which would be preceded by the Committee and Staff Briefing Session. The Committee were encouraged to attend the briefing as representatives from SFHA would be attending. Aileen Christie gave her apologies in advance.

14. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 20th May 2008 at 6.15 pm.

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

Signature: _____
 Yvonne McShea
 Chairperson

Date: _____