

THE NEW HOUSING ASSOCIATION LTD

**Minutes of Management Committee held at 6.15pm
on Tuesday 23 October at 83 Green Street**

Present: Yvonne McShea, Colin Porteous, Margaret Vass, Caroline Shepherd, Pat Bradley, Barry Dalgliesh, Charlotte Levy, Jimmy McLellan, Ann Scott, George Alexander, Aileen Christie

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

1. APOLOGIES

Apologies were received from Anne McIver, Janice Hamilton, John Jackson and Janice Shields

NOTED

2. DECLARATIONS OF INTEREST AND SCHEDULE 7, HOUSING (SCOTLAND) ACT 2001 – PAYMENTS TO STAFF AND COMMITTEE MEMBERS

Margaret Vass declared an interest in Item 11 in relation to Holmbyre LHO.

NOTED

3. MINUTES OF MEETING HELD ON 21ST AUGUST 2007

The minutes of the meeting held on 21 August 2007 were accepted as a true record subject to a correction on Page 4, Item 13 Applications for Membership. Janice Shields left the room at this point of the discussion, and this was not recorded in the minute.

A query was raised about the date noted in the minutes of a visit to a waste recycling centre in South Street. This is to be checked.

The minutes were proposed by Charlotte Levy and seconded by Ann Scott.

4. MATTERS ARISING FROM MEETING HELD ON 21 AUGUST 2007

Charlotte Levy, Jimmy McLellan and Yvonne McShea represented Thenew at the G8 annual review. Charlotte outlined how they looked at the G8 group from a committee member point of view.

5. MINUTES OF MEETING HELD ON 11 SEPTEMBER 2007

The minutes of the meeting held on 11 September 2007, immediately after the AGM, were accepted as a true record.

The minutes were proposed by George Alexander and seconded by Margaret Vass.

6. MATTERS ARISING FROM MEETING OF 11 SEPTEMBER 2007

6.1 Approved Calendar of meetings.

George Alexander brought to committee's attention that the Wider role Sub-Committee and LHO Sub-Committee were both meeting at the same time and same date. Staff will re-arrange alternative dates nearer the time..

6.2 Item 8.3 - SFHA

Glen Oaks Housing Association asked if Thenew would second their proposal on the City of Glasgow Board, previously proposed by Ardenglen Housing Association. This was noted.

AGREED

7. THENEW'S MEMBERSHIP POST ANNUAL GENERAL MEETING

Charlie advised committee that the 27th AGM of the Association was held in September. A quorum of 19 members was easily achieved out of a membership of 185. Forty nine members attended the meeting. Membership is less than 10% of our residents and our customers seem to feel there is no advantage in being a member. In other words more than 90% feel no benefit in membership.

As a result of changing the rules in September 2005, if a member fails to attend five annual general meetings in a row or does not submit apologies, their share and membership is ended. Committee were requested to cancel 30 shares listed. As a result of this membership now stands at 155.

Charlie informed committee that five people had expressed an interest in learning more about Thenew and possibly playing a more active role. He had made contact with them and outlined their backgrounds for committee

William McQuillan currently works for Falkirk District Council. His current role is in Business Development, although he previously worked in housing. He is very keen to participate as it will enable him to keep his knowledge of housing current.

The other interested people, John Graham, Cathy Martin, Fiona Patton and Annie Logan who were invited in to meet the Chair and Vice Chair before the Management Committee meeting took place. John, Cathy and Annie turned up to the meeting. All three are tenants and very interested in joining. The meeting gave them a chance to ask questions and also to learn about the work of the committee.

Fiona Patton did not attend and Charlie will contact her.

There are two places available for co-option but if any of the interested people leave the co-opted places could not be refilled.

It was suggested that the 4 people interested should be invited along as observers to the next Management Committee meeting, and for the duration of meeting up to the next AGM. They would also be able to join a sub-committee.

At this point, 6.35pm, Willie Redmond joined the meeting and apologised for being late.

AGENDA ITEM 3

Committee were asked if they were in agreement for Charlie to invite William, John, Cathy and Annie along to the Management Committee as observers, sub-committee as observers or both.

AGREED

Charlotte noted low membership and asked if we ask tenants if they wish to become members when they sign up. Aileen commented that when tenants are being signed up they have a lot of information to take in and becoming a member is not top of their list. Brian confirmed that it is part of the signing up process and could be introduced once more as part of the settling in visit.

Yvonne asked if staff could think of ways of increasing membership with maybe an article in the newsletter. Charlie informed committee that the Christmas Newsletter had already gone to the printers, so would need to wait until the Easter edition.

Committee agreed to implement rule 12.2 and cancel membership shares of 30 people listed and noted content of report.

AGREED

8. LEARNING AND DEVELOPMENT PLANS AND OUTCOMES FROM TRAINING DAY ON SATURDAY 18 AUGUST 2007

An Away Day for Thenew Committee was held on Saturday 18 August at SHARE. There were three objectives for the day.

1. to produce learning and development plans for the committee
2. make a decision on the vice chair
3. draft job descriptions for the Management Committee

Committee agreed that the Away Day had been very successful.

Approximately half of the committee were able to attend. Olwyn at SHARE has requested that the Committee members who were not present at the Away Day contact her directly and she will set aside 20-30 minutes to speak to them individually.

It was noted that committee members have similar training needs and could attend a collective training session. It was decided that Thenew should source collective training where possible.

AGREED

9. INTERNAL MANAGEMENT PLAN, 2007/2010 – HALF YEARLY REVIEW

A presentation was given on the Internal Management Plan. Charlie, Brian and Beth outlined the 15 main objectives and gave an update on where Thenew is with each one.

1. The new repairs term contract began on 1 September 2007. Improvements are being made to the service with the introduction of an appointments system. Pre-inspections will no longer be carried out by Thenew. A line will be raised for repair with PME.
2. IT Modules. No date yet to go live with reporting services. There are still some issues to be resolved with Planned Maintenance and therefore Purchase Order Processing module has been delayed.

3. Rainbow House, Monteith Row, Phoenix House. Discussions are ongoing, Sites have been identified and funding is in the GPT.
4. Financial Inclusion Post Cranhill. Outline of work to date will go to the Housing Management Sub Committee in November and Wider Role sub in December.
5. Scanning Documents. This will not be achievable in December but work is ongoing and nearing the point where we will tender for a suitable system.
6. Areas of Weakness from Customer Satisfaction Survey. A plan has been approved by Committee to address issues raised
7. Review of IT Strategy. This will not be achieved by December as there has been a change of personnel in IT.
8. Working with other agencies. Reports have gone to the Housing Management and Wider Role Sub-Committees identifying key agencies and what links Thenew has with them.
9. Business Plan. Will be presented to Management Committee in November.
10. Interwar tenements. Plans submitted. Uneconomical stock will be demolished and retained stock will be refurbished.
11. 80 Houses in Rumford Street. Application has been submitted to GCC and still waiting for a response.
12. Second stage funding for transfer of GHA tenants in Castlemilk. Funding has been secured.
13. Performance Audit. There are now 4 grades instead of 5. There is also some self assessment. Ongoing assessment of performance through work of Performance and Participation Manager and Internal Auditor.
14. New Offices. Will not be able to achieve target as land not yet owned by Thenew..
15. G8. We have compared well with other members in some areas and not so well in others.

There was some discussion on the problems with the IT system. Committee were informed of the areas that were working well and the areas that were not working so well and why. The main problem has been the size of the organisation and the complexities of our planned maintenance system. Committee were informed that Aareon were working with Thenew staff to overcome the problems we were experiencing.

Committee asked that staff be congratulated on achieving so many objectives this year.

10. INTERNAL MANAGEMENT PLAN 2008/2011

Preparation of internal management plan has already started. Committee were advised that the next step is to involve the staff and ask them to think where they hope the association will be. This process will start on Wednesday 24 October and finish in February.

As previously discussed with committee the rent increase process will start earlier this year than in previous years.

Charlie drew Committee's attention to Section 5 regarding sustainability. Committee need to reflect on this and how they want to approach this. Charlie proposed that some time be spent on the content of Section 17 regarding risks and aspects of risks. It was proposed that The new managers and the management committee spend some time together on 12 December to progress the internal management plan.

It was proposed that an event could be organised to coincide with the bus trip to see housing stock and new developments or an event could be held on a Saturday morning before Christmas. After some discussion it was agreed that extending the day on 12 December would be best.

Colin added that he would be happy to lead a discussion on energy efficient housing. Once a venue has been agreed Charlie will write to Committee.

AGREED

11. HOLMBYRE LOCAL HOUSING ORGANISATION – BUSINESS CASE SUBMISSION FOR TRANSFER OF 157 PROPERTIES

Report noted.

NOTED

12. POLICY REVIEW

12.1 Health and Safety Policy - Approved

12.2 Policy of staff appraisals – Approved subject to changing 'appraisals' to 'review' throughout the document

12.3 Policy on medication – Approved

12.4 Factoring policy – Approved.

A discussion was held regarding the factoring service. Committee agreed that the policy was good but there were concerns about the costs to the association. This issue is to be referred to the next Finance and Staffing Sub-Committee. The half yearly accounts will be available then and staff should be able to see what the cost of the factoring service is to the association.

12.5 Policy on use of Leases, Agreements- Approved

12.6 Policy on CDM regulations- Approved

**13. SUB-COMMITTEE MINUTES
(13.1 to 13.8)**

The committee noted the various sub-committee minutes.

NOTED

14 EXECUTION OF DEEDS AND CONTRACTS

None

15. APPLICATION FOR MEMBERSHIP

One application for membership had been received on behalf of Craig Stewart, 78 London Road, 1/1. This was approved.

APPROVED

16. CORRESPONDENCE

9.1 Donation to St Alphonsus Church. Decision not to make a donation

AGREED

9.2 Updates from SFHA

NOTED

9.3 Committee were asked to give their names to Charlie if they wished to represent Thenew at Cruden's office event.

Committee were asked to indicate if they were interested in attending any of the seminars listed at 9.4 -9.7.

9.4 SFHA and Glenoaks seminar on 22 November.

9.5 Glasgow and West of Scotland Forum seminar on 6 November 2007.

Charlie is attending this course. George Alexander asked if he had been booked on this course. –answer?

9.6 Activate Course

9.7 Empowering communities workshop on 29 October 2007- Yvonne McShea, Ann Scott and George Alexander are all interested in attending this course.

9.8 Note list of new publications received.- Committee noted the publications

9.9 Information had been received regarding a staff and committee briefing session to be held on 30 October. Yvonne McShea and Willie Redmond are both interested in attending. Caroline Shepherd would like to receive the papers for this.

17. DISPOSALS

Committee noted the disposals made.

18 ANY OTHER BUSINESS

There was no other business

19. DATE OF NEXT MEETING

The next meeting of the management committee will take place on 27 November at 6.15pm.

The meeting finished at 8.10pm.

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

Signature: _____
Yvonne McShea
Chairperson

Date: _____