

**COMMITTEE  
MINUTES**

<b>MINUTES OF</b>	:	Management Committee Meeting
<b>TIME &amp; DATE HELD</b>	:	6th October 2009
<b>DATE APPROVED</b>	:	3rd November 2009

<b>COMMITTEE PRESENT</b>	:	Mrs. McAllister, Mrs. Thomas, Ms. Scoffield, Mrs. Pryce, Mr. Hastie, Mrs. Hain, Mr. Dick, Ms. Johnston, Mr. Tominey, Mr. Quinn, Ms. Sangster, Mrs. Allan.
<b>APOLOGIES</b>	:	Mr. McDonald, Mrs. Boyle, Mrs. Finnen, Mr. McWhinnie, Mrs. Brown.
<b>STAFF PRESENT</b>	:	Chris Cunningham, Margaret Paton, Mary Hunstone.
<b>IN ATTENDANCE</b>	:	None

At the outset of the meeting the Chairperson Mary Thomas thanked Mr. Frank Quinn for his term of office as Secretary of the Association.

Mrs. Thomas also welcomed Mr. Hastie as the new Secretary of the Association.

**1. Minutes for Information**

- Internal Audit Committee Meeting - 23rd April 2008
- Wider Role Committee Meeting - 26th February 2009
- Health & Safety Committee Meeting - 28th May 2009
- Technical Services Committee Meeting - 9th June 2009
- Housing Management Committee Meeting - 16th June 2009
- Management Committee Meeting - 7th July 2009
- Housing Management Committee Meeting - 18th August 2009
- Finance and Staffing Committee Meeting - 25th August 2009

**2. Minutes for Approval**

- Transfer Committee Meeting - 19th August 2009  
The above minutes were passed as a correct record on a motion by Mr. Hastie and seconded by Mrs. Hain.
- Management Committee Meeting - 1st September 2009  
The above minutes were passed as a correct record on a motion by Mr. Hastie and seconded by Mrs. McAllister.
- Management Committee Meeting (P&C) - 1st September 2009  
The above minutes were passed as a correct record on a motion by Mr. Hastie and seconded by Mrs. McAllister.

- Management Committee Meeting - 17th September 2009  
The above minutes were passed as a correct record on a motion by Ms. Scofield and seconded by Mr. Hastie.

### 3. AGM Meeting and Committee Membership

The Director introduced this report. Committee noted that the AGM had taken place on 17th September 2009 and was attended by 32 members. As the quorum was 32 the meeting proceeded and the business was conducted without interruption.

Committee considered the report from the Director in relation to committee membership following the AGM. Committee noted the up to date position and discussed and agreed a number of matters following the AGM.

There are now 17 members of committee. Committee noted that immediately following the AGM a brief meeting of the management committee had been held at which the Office Bearers were elected. They were:

**Chairperson** : Mary Thomas  
**Secretary** : John Hastie  
**Vice-Chair** : Annie McAllister

Committee briefly discussed sub-committee membership and agreed that due to the forthcoming change in the overall committee structure, all continuing members i.e. those elected before 2009, continue with their existing sub-committees. It was further agreed that the three new members choose which sub-committees they wish to serve on for the next few months.

Committee members noted that following the September Management meeting, the LHO committee had been suspended pending completion of the Structure Review.

Committee were reminded that under the Standing Orders all committee members should sign the Code of Conduct and that this should be returned to the Association's offices as soon as possible.

Committee were further reminded that all members should sign a Declaration of Interest setting out any external interests that may have an impact on their work with the Association. This should also be returned to the Association's offices as soon as possible.

The Director also reminded committee that each year it has been our practice to arrange for an induction for new committee members immediately following the AGM. Committee agreed to the proposal contained within the report that new committee members, and all those existing members who want to avail themselves the opportunity to refresh their memories, attend at 5.00pm on the following dates:

Tuesday 27th October 2009

Tuesday 3rd November 2009

Committee noted all of the above and the contents of the report.

#### **4. Committee Restructuring I : Key Committees**

The Director introduced this report to seek agreement from the Committee on the core question of the new committees that will operate as a result of the review of the committee structure.

Committee recalled that at their last meeting, they considered in detail the report from the Consultant which in essence set out a potential new committee structure based around three main sub-committees:

- **Operations Committee** - involving both Housing Management and Maintenance.
- **Development/Wider Role** - including Springboig Modernisation.
- **Corporate Services** - bringing together Finance and Staffing, Internal Audit and Health and Safety.

While committee had approved this in principle as a working assumption, it had not formally agreed that this would be the new system. Therefore Committee needed to reach a conclusion on this key question.

Committee considered the contents of the report and the key issues and agreed to the new committees as follows:

- That an Operations Committee be established to combine the current work of the Housing Management and Maintenance functions, including Major Repairs.
- That a Development/Wider Role Committee be established to deal with Wider Role activities, new build projects and the Springboig Modernisation programme.
- That a Corporate Services Committee be established to take forward the work of the current Finance and Staffing Committee including Internal Audit and Health and Safety.
- That the final details of the Committee remits be developed as part of the structure review.

#### **5. Committee Restructuring II**

The Director introduced this report to address a number of detailed issues relating to the new committee structure. Committee had agreed the core of this as set out in paragraph 4 of this minute i.e. that there are three main sub-committees.

Committee noted that it had already agreed to retain the calendar monthly cycle with Management meetings at the beginning of each month with the exception of January and August. Committee noted a possible timetable but agreed that this could be held over until the final stage of the process.

There then followed a discussion on membership of the various committees. It was noted that on the basis of the new structure and membership of two sub committees, the minimum number of committee meetings expected of a member during the year would vary between 23 and 26.

In order to achieve attendance at two sub-committees, the three committees would need to offer at least 12 places on each. Any reduction in the number of places or members on one committee would need to be balanced by an increase on another committee in order to ensure that all members were attending two committees.

Finally, it was noted that in the past, the Chair and Secretary are members of all three of the core sub-committees. Following discussion it was agreed that this was unreasonable and that in the new system the burden is lessened. It was agreed that final details of this be set out in the revised Standing Orders, to be agreed.

Committee discussed all of the above and further agreed that the timetable for all of this, in terms of Management Committee meetings was agreed as follows:

- November: Decisions on Core responsibilities and delegated Authority for Management Committee, Sub Committees and staff
- December: Formal approval of new structure and agreement on Committee membership. Revisions to Standing Orders to incorporate all aspects of the new system.
- January: Start of new Committees

## **6. Committee Training**

The Performance and Compliance Manager introduced this report to agree and formalise a Committee Training Plan for the next 12 months.

Committee noted that a Training Needs Assessment (TNA) had been carried out in October 2006. During 2008/09 there had been a substantial change and development in the organisation. The focus had now moved from achieving SST to integrating the stock and staff into Shettleston Housing Association, consequently the focus for training for committee will reflect the revised priorities of the organisation.

Committee noted the proposal contained within the report that the priorities for training focus on the Business objectives of achieving:

- Good Governance
- Good Customer Service
- Improved Arrears Control
- Excellent Void Control and Management

Committee considered the contents of the report and agreed that:

- Training should focus on the top four business objectives contained within the report.
- There should be a range of training opportunities available to all Committee members, including attendance at Conferences, SHARE courses, TPAS courses, induction and in-house training.
- In-house training will be co-ordinated with times for Committee meetings and will focus on business objectives.

- The Committee plan will be co-ordinated with the staff plan to form an organisational plan.
- There will be ongoing assessment of the quality of training provided over the range of opportunities.
- There will be an assessment of Committee Training needs undertaken in conjunction with the review of the Committee structure and implementation of new sub committee remits.

#### **7. Vesalius Street Opening**

The Director presented this report to seek committee's agreement to a provisional arrangement for the opening of the Vesalius Street New Build Scheme.

Committee noted that following a discussion with Margaret Paton, the Director had approached the office of Alex Neil, Minister of Communities with regard to officiating at an opening for the Vesalius Street Scheme. Friday 11th December had been identified as the date when an opening could take place given the likely completion of the scheme and the availability of the Minister outwith the Parliamentary timetable.

Alex Neil had confirmed that he is available on the first half of the morning on that date.

Committee noted the contents of the report and formally agreed to an opening of the Vesalius Street New build Scheme and further agreed to invite the Minister to officiate at the opening on the 11th December 2009.

#### **8. Office Modernisation : Progress Report**

The Director presented this report to provide committee with an update on the progress of the office modernisation.

The Director reported that it had become clear over the last month that time was becoming a more pressing issue for the contractor. The contractor's most recent progress report suggested that the completion date would run into the middle of December and this had raised serious questions about the completion of the scheme prior to Christmas.

At the most recent site meeting the Association had made clear to the contractor and the consultant architects that we have programmed to return to the office on 4th December. The entire design and construction team have been left to clearly understand that this date was not negotiable and that the contractor must ensure that appropriate resources have been put in place to deliver a completed scheme by the due date.

Committee noted all of the above and the contents of the report.

#### **9. Second Stage Transfer : Continuing Issues**

The Director presented this report to bring committee up to date with matters relating to the valuation of Second Stage Transfer as it affects Shettleston Housing Association.

The Director reported that the long standing debate over the Mazars report, commissioned by the Glasgow Forum with the support of this Association, which sought to challenge assumptions that GHA had been working on in terms of arriving at what they described as a financially neutral valuation. Since then the Glasgow Forum have continued to pursue the issues and following discussions with the Minister for Communities, Alex Neil have proposed that the valuation process be referred to independent adjudication.

While this is of direct relevance to future transfer Associations, it remains of relevance to Shettleston to the extent that the Association may be able to claim that its original valuation should be subject to revision.

The Director further reported that the Glasgow Forum were in the process of developing a case which could go forward on the principle of adjudication and have sought to illustrate this case by reference to some case studies of individual Associations. One such case study is Shettleston, and our consultant, Paul McNeil has been working with Mazars on the adjudication proposal.

Committee considered all of the above and the contents of the report and agreed to lend its support to the adjudication process as it is being developed by the Glasgow Forum.

**10. Membership Applications**

Committee noted that there were no membership applications for consideration this month.

**11. Complaints**

Committee noted that there had been no new complaints received by the Association over the course of September.

**12. AOB**

**12.1. East End Housing Development Company**

The purpose of this report was to bring to the committee's attention a vacancy on the Board of the East End Development Company.

Frank Quinn, one of the Management Committee's nominees had submitted his resignation from the board of East End Housing and a copy of his letter was attached for committee members' information.

Committee was asked to identify a new board member to replace Mr Quinn. Following a brief discussion, Ms Scoffield nominated Mr Hastie and this was seconded by Ms Johnston. Mr John Hastie was declared duly nominated.

**12.2. RBS Bankline Application Form**

The Director introduced this report to seek the committee's approval to apply to become users of RBS's Bankline Pay and Advice Direct System.

As the Association's bank signatories were aware, the Association's contractors and suppliers receive payment of their invoices electronically through RBS's Royline Trade Payments system. With effect from 31st October 2009, the Royline Trade Payments system would no longer be available.

In place of the present system, RBS had introduced Bankline Pay & Advice Direct and require us to apply to use it.

Committee was asked to approve:-

- The Bankline Pay & Advice Direct Application Form and Appendix B
- Bankline Pay & Advice Direct Customer Terms and Conditions
- The Business Customer Agreement for the Trust Assured Service
- That two of the Office-Bearers are authorised to sign the Application Form
- That Jim Hempsey and Chris Cunningham be nominated as the BACS Primary Security Contacts
- That Jim Hempsey and Chris Cunningham be nominated as Administrators for Bankline Pay and Advice Direct

After a brief discussion committee noted the contents of the report and agreed to all of the above and to become users of RBS's Bankline Pay and Advice Direct System.

**12.3 Glasgow and West Of Scotland Forum Annual Conference**

The Director circulated a paper on the Glasgow and West of Scotland Forum's Annual Conference and the following committee members agreed to attend:

*John Hastie  
Mary Hain  
Nan Sangster*

*Mary Thomas  
Morag Allan*

*Annie McAllister  
James Dick*

**12.4 Request for Contribution to Consultants Costs: SST and Adjudication**

The Director circulated a paper from the Glasgow and West of Scotland Forum requesting that the Association contribute £1,500 towards the cost of funding consultants to undertake the following work:

- Prepare a statement and case for the Adjudication of differences between SST purchasers and GHA including 4/5 detailed illustrative examples.
- Negotiate with the Government and GHA over the terms and conditions of Adjudication.
- Proceed to Adjudication with test cases.

Committee briefly discussed all of the above and the contents of the paper and agreed to the contribution of £1,500 towards the cost of funding consultants to undertake the above work.

**Minutes prepared by Mary Hunstone, Office Manager**

**SIGNED:** .....

**DATE:** .....