

**COMMITTEE  
MINUTES**

<b>MINUTES OF</b>	:	Management Committee Meeting
<b>TIME &amp; DATE HELD:</b>	:	2nd March 2010
<b>DATE APPROVED</b>	:	6th April 2010

  

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

**1. Minutes for Information**

- Housing Management Committee Meeting - 17th November 2009
- Wider Role Committee Meeting - 26th November 2009
- Management Committee Meeting - 8th December 2009
- Technical Services Committee Meeting - 15th December 2009

The above minutes were noted for information by the Management Committee.

**2. Minutes for Approval**

- Corporate Services Committee Meeting - 26th January 2010

Committee noted that the above minute was sent in error and would be submitted for approval to the next Corporate Services Committee meeting.

- Management Committee Meeting - 2nd February 2010

The above minutes were passed as a correct record on a motion by Ms. Scoffield and seconded by Mrs. McAllister.

- Management Committee Meeting (**P&C**) - 2nd February 2010

A committee member raised a query on whether the committee had agreed on one allocation or two allocations. After discussion the Director agreed that he would investigate this query and committee further agreed to hold this minute over until the next Management Committee meeting.

**3. SGM Rule Change**

The Director introduced this report and committee recalled that they had previously agreed to hold a Special General Meeting on 18th March to propose the Rule Change which would allow the Association to continue to operate with a Management committee of up to 18 members.

Committee noted and agreed the following documents which were attached to report:

- Agenda
- Notice of Meeting
- Proxy Form
- Briefing Note

The Director advised Committee that the quorum for the SGM was 32 and in order to conduct business, it was proposed that we organise a raffle/prize draw to encourage attendance. Committee agreed to this proposal.

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

**4. Draft Budget 2010/11**

The Finance Manager presented the Draft Budget for 2010/2011.

The papers attached to the report included:

- Cashflow Statement 2010/2011
- Statement of Capital Major Repairs
- Statement of Development Projects
- Summary Income and Expenditure Account
- Statement of Operating Costs

Committee noted that the Draft Budget Papers had been presented and approved at the Corporate Services Committee meeting on 23rd February for presentation to the Management Committee.

Committee further noted the Draft Budget will form the basis of the Association's 30 Year Business Plan, which is required by Royal Bank of Scotland in early March.

After consideration of the report and accompanying papers, the Management Committee approved the Budget for the financial year 2010/2011.

The Management Committee also agreed that the approved Budget, which will form the basis of the Association's 30-Year Business Plan for 2010/2011, be circulated to Royal Bank of Scotland and the Regulator as soon as it was available.

**5. 30 Year Business Plan**

At the outset the Finance Manager apologised to committee that the 30-Year Business Plan was not available for presentation.

The Finance Manager reported to committee that in accordance with the loan agreement a revised 30-year Business Plan is required by the Association for Royal Bank of Scotland. Committee noted that the current 30 year Business Plan was prepared at the time of the stock transfer and in addition to meeting the requirements of the Regulator to demonstrate the viability of our business, it was also a key component in our lending arrangements with RBS.

A new 30 year plan, with the financial year 2010/11 as year 1, is currently being prepared and is using the draft budget for the coming year as its base point.

Committee noted that in broad terms it does not substantially depart from previous plans. Committee further noted the key elements contained within the report.

After a brief discussion Committee agreed to refer the Plan to the Corporate Services Committee for final approval and submission prior to the end of March.

#### **6. Schedule 7 Allocation**

At the outset of this Agenda item Morag Allan declared an interest and duly left the meeting.

The Director presented this report and asked committee to consider an allocation under Schedule 7 of the Housing (Scotland) Act 2001. Details of the proposed allocation were attached to the report.

Committee considered the contents of the report which is the subject of a private and confidential minute.

Following consideration of this agenda item, Committee agreed that the Director prepare a standard format for reporting on Schedule 7 issues and report to the next Management Committee meeting.

#### **7. IMP 2010/11 Quarterly Report**

The Performance and Development Manager introduced this report which summarised the findings of the quarterly review of the Internal Management Plan for the period 1st October 2009 to 31st December 2009.

The Committee considered the performance table which was attached to the report. Committee noted the Association's performance over the quarter and noted that the Association had achieved the majority of set targets, meeting or exceeding the targets in 14 of the 20 measures.

The main area of concern remained with arrears and the amount of housing benefit received, over which the Association has no control. As previously indicated staff would propose an adjustment to the quarterly target to reflect this issue.

In conclusion the Performance and Development Manager reported that the majority of indicators had been maintained or indeed improved in the quarter. This suggested that there had been a relatively smooth transition of the transfer stock and staff into the systems of Shettleston Housing Association in this first nine months.

Committee noted the contents of the report and the performance to target over the three month period.

**8. IMP 2010**

The Performance and Development Manager presented this report with regard to the discussion and recommendation made at the Internal Management Planning Event on 5th February 2010.

The purpose of the report was to:

- Advise and update the Committee on issues discussed at the Planning Away Day.
- Seek endorsement of the full Management Committee on the recommendations made by those members attending the Planning Day, thereby allowing the preparation of the Internal Management Plan to proceed.

Committee noted that it was proposed that the Internal Management Plan is finalised on the basis of the above agreements. Committee noted the plan will incorporate the following:

- A clear statement of our strategic objectives over the course of 2010-2013
- A review of last year's plan including both our main achievements and those issues which remain outstanding at the end of the year.
- A summary of the key issues which the Association is seeking to deal with in the coming year.
- Key performance targets for the coming year
- The key actions required to meet the operational objectives for the coming year.

The Performance and Development Manager highlighted that 2009 had been a good year for the Association, in terms of achieving or exceeding Key Performance targets set in the Internal Management Plan of 2009/10.

Committee considered the contents of the report and all of the above and agreed to:

- Endorse the existing overall aims for inclusion in the IMP 2010-2013 and further agreed that there should be a review of the timescales for completing emergency repairs.
- Endorse the nine existing Strategic Objectives within the IMP 2010-2013.
- Incorporate the key elements of the strategy as highlighted in the report and delegated authority to the Performance and Development Manager on the issue of the final IMP.

**9. Office Opening**

The Director introduced this report to bring committee up to date with the arrangements for the formal opening of our new offices.

The Director informed committee that Nicola Sturgeon, the Deputy First Minister, had now confirmed that she will officiate at the opening of Helen McGregor House on Friday 26th March 2010. Staff would now proceed to make the appropriate arrangements.

Committee considered and agreed the following matters:

- The invitation be circulated in the week 8-12th March.
- The invitation is extended to cover all of Glasgow's Housing Associations.
- Nicola Sturgeon, Deputy First Minister be invited to unveil a plaque which would commemorate the event.

Committee further noted that the Director had proposed a timetable to the Deputy First Minister's office, based on her speaking at 11.30 am, and he is awaiting confirmation of that.

Committee considered all of the above and the contents of the report and authorised staff to proceed as set out.

#### **10. Office Opening Hours**

The Director introduced this report to raise with committee the issue of the Association's opening hours which will form part of the tenants' survey that will take place in the new financial year.

Committee were aware that this had been discussed at the Internal Management Plan Away Day and since then senior staff had given further consideration to it.

The background to the issue is the continuing change in the nature of service provision in the modern world and in particular the potential for housing organisations to extend their opening and contact arrangements for tenants and other service users.

Senior staff had discussed this further and would now like to explore the potential for more extended hours. This could take the form of extended hours or even an extension in the number of hours that we are available by phone.

To assess the potential for this it was proposed that we seek tenant opinion as part of the large tenant satisfaction survey that will be carried out from April of this year. In that survey tenants could be asked a series of questions relating to extended hours including:

- Earlier opening e.g. from 8/8.30am
- Later closing e.g. until 6/6.30pm
- Saturday opening
- Extended phone contact hours, particularly in relation to mornings and evenings

Should there be some evidence of tenant support for any of the above it was proposed that we conduct a pilot for a period of approximately 3 months, probably in the September to December period, with a view to more permanent changes in the following financial year.

Committee considered all of the above and the contents of the report and approved the issue for inclusion in the tenants' survey to be carried out from April this year.

**11. Freedom of Information Appeal**

The Director introduced this report and informed committee that the Association has been approached by the Director of Blochairn Housing Co-op with regard to a request for support in relation to the release of information on the housing of sex offenders.

Committee noted the background to this issue ie the murder of a young boy in 2004 in the Royston area by a known sex offender who was living close to his victim. Since then Blochairn Housing Co-op, followed by Craigdale and Dunbritton Housing Associations, had expressed concerns that some of Scotland's poorest communities have carried a greater burden in the rehousing of sex offenders when released from prison. The concern is that the homeless route is most commonly used to rehouse sex offenders and by definition this involves areas with the highest turnover and highest number of void properties. Invariably the poorest communities end up housing many vulnerable people.

Blochairn asked the police for statistical information to find out the level of rehousing but it is understood that the police refused to release these statistics as they argued that it would be possible to identify an individual. The three Associations made a case to the Information Commissioner who subsequently rejected that appeal and the three Associations were now seeking a ruling at the Court of Session.

The Court of Session inevitably involves the potential for costs being awarded against the losing party and therefore the three Associations were seeking the support of other Associations and a contribution of up to £1,000 towards the appeal fund was requested.

Committee considered and discussed this issue at length and agreed that they did not think it appropriate that housing associations obtain and/or hold such information. As a consequence, Committee agreed that it did not wish to contribute to the appeal fund or support the campaign.

**12. SST Revisions To Transfer Value**

The Director presented this report to bring committee up to date with progress on this issue.

Committee noted detailed discussions continue to make progress with GHA in relation to revised valuations. Committee further noted that GHA has continued to make clear its commitment to include retrospective valuations for those Associations such as Shettleston and it is hoped and expected that this will be completed and resolved before the end of the financial year.

**13. Legal Services Procurement**

The Director presented this report to bring committee up to date with the arrangements for procuring legal services for the coming three years.

Committee recalled that the initial round of expressions of interest had reduced the numbers involved.

Committee noted that invitations to tender had been circulated on 17th February with a return date of Friday 12th March. References are currently being taken up and we will be in a position to assess the tenders once they are returned in the second half of March.

The Director will report further as necessary.

**14. Complaints**

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

**15. Membership Applications**

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

**16. AOB**

There were no further items of business.

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

**SIGNED:** .....

**DATE:** .....