

**COMMITTEE  
MINUTES**

<b>MINUTES OF</b>	:	Management Committee Meeting
<b>TIME &amp; DATE HELD</b>	:	3rd May 2011
<b>DATE APPROVED</b>	:	7th June 2011

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

At the outset of the meeting the Director reported to committee that one of the Association's Management Committee members, John Hastie, had requested a leave of absence for one month for personal reasons from his duties on committee.

Committee considered the request from John Hastie and agreed to his leave of absence.

**1. Minutes for Information**

- Special Management Committee Meeting - 22nd February 2011
- Corporate Services Committee Meeting - 22nd February 2011
- Management Committee Meeting - 1st March 2011
- Management Committee Meeting (Private and Confidential) - 1st March 2011
- Operations Committee Meeting - 15th March 2011

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

**2. Minutes for Approval**

- Management Committee Meeting - 5th April 2011

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

**3. Committee Membership**

The Director introduced this report to advise committee on changes to membership.

Committee noted Frank Quinn's resignation from the Management Committee.

It was noted that this would reduce the Management Committee's numbers to 14 which is four short of the maximum possible number of 18. The Management Committee further noted that the Association's Standing Orders only allowed for co-options where they are required for the ongoing functioning of the Committee. Given this it was proposed that the Committee take no further action. Committee agreed to this proposal.

Committee also noted that notice of vacancies on the Management Committee will go out at the end of July for the AGM in mid September and following the May Management Committee meeting there will be only three further meetings of the Management Committee prior to the AGM itself.

#### **4. IMP Quarterly Report**

Committee considered the report from the Performance and Development Manager in relation to the key performance indicators for the period 1st January 2011 to 31st March 2011. Committee noted that the Association had met or exceeded the targets in 13 of the 20 measures.

This is a decrease of one in terms of the number of targets met in the previous quarter. It was noted that the majority of indicators had been maintained or indeed improved in the quarter.

Committee noted the details of the performance to target over the three month period.

#### **5. Verification of APSR**

The Director introduced this report to bring committee up to date with progress on issues relating to the last Annual Performance and Statistical Return.

Committee recalled that at the March committee meeting a report was considered in relation to the verification visit which took place in October last year. At that meeting Committee had approved a response to the Regulator's letter regarding the verification visit and this was duly submitted prior to the end of March. Committee further recalled that the Association's response was a detailed one which raised a number of issues and concerns.

The Director reported that he had now received a further response from the Regulator dated 7th April and a copy of this letter was attached to the report for committee members' information. Committee noted that the final paragraph raised the option of further discussions with the Regulator on a number of the issues we had raised and a meeting with the Regulator was being arranged. It was hoped that this would take place prior to the end of May.

Committee further recalled that one aspect of the verification process which gave cause for considerable concern lay with our computer system and the extent to which the Regulator is able to interrogate the system to identify the correct workings for figures which subsequently appear in the APSR. This has been pursued with the computer software supplier (IBS) and staff were hopeful that we would be able to arrive at a better understanding of the issues such that we could explore matters further with the Regulator at the meeting referred to above.

Committee further noted it is unlikely that these matters would reach a complete conclusion before the APSR was due to be submitted for the financial year just concluded, and under these circumstances it was intended that the Association would submit figures on the most robust basis possible, secure in the knowledge that it had pursued the issues raised by the Regulator as quickly and as thoroughly as possible.

The Director further reported to committee that the APSR was due to be submitted on 1st June which is prior to the next Management Committee meeting. The Management Committee agreed that Mary Thomas as

Chair of the Association authorise it's submission on behalf of the Association.

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

## **6. Lending to EEH**

The Director presented this report to bring committee up to date with proposals to both acquire a portfolio of private rented properties and fund this through the Association borrowing additional money from Royal Bank of Scotland

Committee recalled at the last meeting it was noted that discussions with the seller, David Wright, had appeared to stall with a significant gap between his expectations and the valuation received by East End Housing from DTZ.

The Director reported that over the last few weeks there had been no further progress and it would appear that the acquisition of the portfolio was now unlikely to take place.

In relation to additional borrowing from Royal Bank of Scotland, it was agreed at the last meeting that this should proceed as it would allow the Association to on-lend to East End Housing for piecemeal acquisitions over the course of the coming 2/3 years. It is intended that this will continue and that further discussions will be held with Royal Bank of Scotland to bring matters to a satisfactory conclusion.

Committee noted all of the above and the contents of the report and the lack of progress with the portfolio acquisition and further noted the continuing discussions with Royal Bank of Scotland.

## **7. EEHARF**

The Director introduced this report primarily for information and to advise committee on further developments within EEHARF, The East End HA's Regeneration Forum.

Committee recalled that at the last meeting it was reported that the employment of the EEHARF Co-ordinator Sean Connor had been brought to a conclusion at the end of March under terms satisfactory to everyone involved. Committee also recalled that while it had been agreed that there was insufficient work to proceed with the overall EEHARF project as it currently stood, there were elements of work which had been successfully pursued by Sean Connor and EEHARF, albeit not sufficient to warrant continued employment of a full time member of staff.

Committee noted that there had been further discussions in relation to these specific issues and it had been agreed to use Sean Connor's services on the basis of two days per week to provide support for the East End Youth Initiative weekend diversionary programme, which has been the most successful aspect of EEHARF's work over recent years.

Committee noted that the Youth Initiative programme is a project that has enabled young people from the most disadvantaged communities in the East End to take up a greater number of quality and wide ranging services from a variety of organisations. The project has brought together key organisations and partners to enhance the profile of young people in our areas and to enable them to feel valued as members of their communities.

Details of the work and services that would be involved in this programme were attached to the report for committee members information.

Committee also noted this work will be fully funded with money from Glasgow Community Planning (GCC), GHA and the Scottish Government and will not involve a direct contribution from the EEHARF Associations in any way. Sean Connor will continue to provide co-ordinating services but will do so on a consultancy basis rather than as a full time employee.

Committee further noted that these arrangements will allow one of the more successful aspects of the EEHARF programme to be continued while not involving the EEHARF Associations in any direct financial or employment issues or risks. It further allows the EEHARF Associations to continue to discuss ways of working together in the future without the complication of existing staff and all of the issues relating to that.

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

## **8. Adaptations Funding**

The Director presented this report to bring committee up to date with changes to the funding of adaptations which would directly impact on the Association's spending over the coming years.

Many members were aware that the Association carries out adaptations to its properties where these have been approved by Social Work and where they will be eligible for funding from Glasgow City Council. The purpose of these adaptations is to make changes to the houses of older, infirm or disabled tenants such that they can continue with independent living for a significantly longer period of time than would otherwise be the case.

Traditionally such adaptations have fallen into two categories:

- The installation of wet floor and/or level access showers which allow for ease of use and Social Work carers to assist the less ambulant with cleaning.
- Ramps and handrails which allow less ambulant tenants easier access to their homes without other/external assistance.

Committee noted it has been the norm for funding for this to be provided by Government via the Council, but at the end of March this year the Government brought in new regulations, taking effect from 1st April, whereby Housing Associations will have to fund the first £1,000 of any adaptation.

Committee further noted that in addition, the administration fee of 10% of the works cost has been removed.

These changes will have significant implications for the Association's funding of adaptations which can best be illustrated by reference to the most recent financial year. Figures provided by the Maintenance Manager showed that between January 2009 and October 2010 the Association made a series of claims for adaptation works amounting to some £157,053, with an additional administration fee of £14,276.

Applying the new rules to these amounts would produce a significantly different funding picture. Out of the original £157,053 the Government would now have paid £87,835 and the Association would have been liable for £69,218. In addition, we would not have received the £14,276 administration fee.

In effect the new arrangements would have resulted in a 44% cut in our funding for adaptation works.

In looking ahead committee noted that we had initially been advised that a grant of £50,000 for adaptation work from Glasgow City Council would be made this year. If this arrangement stood it would mean that the Association was expected to provide adaptation works to a value of approximately £90,000, or alternatively we may find that the grant amount is reduced by approximately half. In either event it was reasonable to expect that the Association would need to find somewhere between £40,000 and £70,000 for the coming year in order to ensure that the same level of adaptations activity could continue.

Committee noted that the issue of adaptations funding was the subject of considerable comment at the housing election hustings held on 7th April and there appeared to be a commitment from a number of the political parties, including the present Government, that the issue would be considered again following the elections. It was thought that while some softening of these new arrangements might occur, it is unlikely that we would see a full return to the old regime of adaptations being fully funded by Government.

Committee noted all of the above and the contents of the report for information and further noted that staff would keep Committee advised of further developments.

On the basis of the arrangements as they now stood, Committee considered the inclusion of an adaptations amount within the terms of the current budget and agreed to the proposed allowance of £50,000 to be included within the budget for these purposes.

## **9. Complaints**

Committee noted that there had been no new complaints raised over the last month.

**10. Membership Applications**

Committee received the report from the Director and considered the following membership application:

- Ms Karen Bourke, 25 Glenalmond Street, Shettleston Glasgow G32 7UG

Committee noted that the applications had been confirmed within our existing procedures.

Committee approved the above membership.

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

**SIGNED:** .....

**DATE:** .....