

NORTH VIEW Housing Association

North View is a registered Scottish charity – charity registration number SC032963

Minutes of the Management Committee Meeting held in the Office of North View Housing Association at 29A Stravanan Road, Castlemilk, GLASGOW at 6.15pm on Wednesday 26th June 2019

- | | | |
|------------|--|--|
| 1.0 | Present
Josephine Deacon
Alex Bruce
Christine Devine
Jim Dougherty
Diana Hamilton
William Hamilton
Wilma McCubbin
Iris Robertson
Ken Robertson | In Attendance:-
Euan Anderson (Director)
Alison Main (Housing Manager)
Jean Price (Finance Manager) |
|------------|--|--|

2.0 Apologies

- 2.1 There were apologies from Mary McEwan.

3.0 Declaration of Interest

- 3.1 It was noted that Christine Devine is Secretary of the Management Committee of the Birgidale Complex, Chair of Castlemilk Community Council and a Committee Member of Castlemilk Timebank; Audrey Laird is a member of the Management Committee of the Birgidale Complex; and a member of Castlemilk Community Council; and that Iris Robertson is a member of Castlemilk Community Council, and a member of the Management Committee of the Birgidale Complex.

4.0 Minutes of Committee Meeting of Wednesday 29th May 2019

- 4.1 Diana Hamilton proposed the minutes of the Management Committee Meeting of 29th May 2019 as being a true record of the Meeting. William Hamilton seconded the motion and it was passed unanimously by Committee.

5.0 Matters arising from Committee Meeting of Wednesday 29th May 2019

- 5.1 Re item 4.6:- Committee’s decision was implemented; the matter is covered in the paper ‘Development Report on the Windlaw Lodge Project – June 2019’ which will be discussed under agenda item 8.0.

Action

<p>5.2 Re item 6.1:- Collette Scotston (human resources consultant) has completed drafts of some Job Descriptions and is working on the remainder. We expect the exercise to be completed by the end of August.</p>	<p>Dir</p>
<p>The Management Committee will be kept informed of progress.</p>	
<p>5.3 Re item 6.2:- the Director and Finance Manager are continuing to carry out work to ensure that (for each flat size) the ground floor flats have the highest rent, the rent for mid floor flats are less expensive (than the ground floor flats), and the top floor flats have the lowest rent.</p>	<p>FM & Dir</p>
<p>5.4 Re item 6.3:- the Director and Finance Manager are continuing to review the new build rent policy with a view to bringing our rents more in line with those of other Castlemilk RSL's.</p>	
<p>5.5 Re item 6.5:- upon completion of the thirty year projections, the Finance Manager will forward them to Tom Mitchell of the Royal Bank of Scotland (RBS), and Paul McNeil (the consultant assisting the Association to raise private finance for the Windlaw Lodge project).</p>	<p>FM</p>
<p>The RBS will use our financial projections to appraise our request for a £650,000 loan.</p>	
<p>5.6 Re item 6.7:- The Director noted that he will oversee the carrying out of an options appraisal to determine how best to replace the Finance Manager upon her retirement. It is anticipated that the Finance Manager's retirement date will be summer 2020.</p>	<p>Dir</p>
<p>5.7 Re item 6.8:- the Rent Assimilation exercise will be completed for initiation on 1st April 2020, and our Rent Policy will be updated accordingly.</p>	
<p>5.8 Re item 6.9:- our Value for Money Strategy will be developed in 2019/20.</p>	<p>Dir</p>
<p>5.9 Re item 6.10:- the Financial Indicators will be discussed and presented to Management Committee in due course.</p>	
<p>5.10 Re item 6.11:- the 'Committee Chats' have been completed and the matter will be discussed under agenda item 9.0.</p>	<p>FM</p>
<p>5.11 Re item 6.13:- the Association is awaiting a response form the Asylum and Refugee Service's caseworker regarding this matter. The Committee will be kept informed.</p>	
<p>5.12 Re item 6.14:- the mobile phone app is finished development. The Maintenance Manager will discuss its launch with the developer, but hopefully we will be able to announce it in our Summer Newsletter.</p>	<p>HM</p>
<p>The Management Committee will be kept informed of developments.</p>	

- | | | |
|------|---|------------|
| 5.13 | Re item 6.15:- the Director will update the Policy Bank with the Financial Regulations accordingly. | Dir |
| 5.14 | Re item 6.20:- the eviction took place. | |
| 5.15 | Re item 6.21:- The 'Allocations Policy Review: Report on Consultation Process' is still to be published on our website. | HM |
| 5.16 | Re item 6.23:- The Management Committee will meet in the Birgidale Complex at 9.30am on Friday 28 th June to consider the adoption of the Business Plan. | MC |
| 5.17 | Re item 7.2:- we have informed Police Scotland that we will contribute £450 towards their cost of hiring a car for Operation Venetic. Police Scotland stated that they are awaiting a response from other RSLs before determining if they will hire the vehicle.

Committee will be kept informed of developments. | Dir |
| 5.18 | Re item 7.3:- <redact name> certificate will be sealed after the meeting.

The Director will oversee the issue of the Certificate and Rules. | Dir |
| 5.19 | Re item 9.3:- risk assessments were prepared for the Castlemilk Fun Day and the day trip to Blackpool. | |
| 5.20 | Re item 14.5:- the Office Bearers Group approved the Association's ARC submission for 2018/19 (on Committee's behalf) at its meeting of 11am on Thursday 30 th May 2019. | |
| 5.21 | Re item 14.6:- issues regarding the Association's housing computer software package will be discussed under agenda item 10.0. | |
| 5.22 | Re item 14.7:- the letters to tenants regarding rent assimilation have not been sent. The matter will be highlighted in the Summer Newsletter and the letters posted by the end of July. | Dir |
| 5.23 | Re item 14.8:- the AGM notification letters were posted to members. Reminder letters will be sent out next week, as will letters to members who have missed the last four AGMs that their membership will lapse if they do not attend or submit their apologies at this AGM.

The Corporate Services Officer will oversee the issue of these letters. | CSO |

6.0 Correspondence

- 6.1 From EVH:- their 'Brief Monthly Report to member organisations' was circulated to Committee Members in advance of the Meeting. Committee noted the content of the Report.
- 6.2 From the SHARE:- notice of their two day 'Governing Body exchange' being held on the 4th & 5th September 2019 in the Seamill Hydro Hotel.

It was noted that cost is £370 per person.

- 6.3 From the SFHA:- notice that their 'Governance Conference' will be held on 6th & 7th September 2019 in the Radison Blu Hotel Glasgow.

The cost for a two day (non residential) delegate is £549.

Any Committee Member wishing to attend one of these events should let the Director know as soon as possible.

CM

- 6.4 From Ardenglen HA:- the Director stated that, on Friday 14th June, North View received a request from Ardenglen for support for a funding application that they were making for a 'Community Pantry'.

- 6.5 Applications for membership of the Association:- the Director stated that we have received ten applications for membership of the Association. Applications were received from:- <names and addresses redacted>.

The Director stated that he knew of no reason why the application from any of them should be refused.

Alex Bruce proposed that Committee approve all the applications. Josephine Deacon seconded the motion and it was unanimously approved by Committee.

The Director will oversee the process of informing all applicants of the Committee's decision and the issuing of their Share Certificate and a copy of our Rules.

Dir

- 6.6 From Glasgow City Council:- the proposed renewal of the Association's 'Silver Service Agreement'.

The Housing Manager explained how the Council's team work with us to address anti-social behaviour complaints, and how much the Housing Management team value their input.

The cost of the renewal was £6,081.23, but the Finance Manager confirmed that this cost has been included in the Association's budget for 2019/20.

After discussion and due consideration Audrey Laird proposed that the Association renew the 'Silver Service Agreement' for 2019/20. Ken Robertson seconded the motion and Committee unanimously approved the motion.

The Housing Manager will oversee implementation of the Committee's decision.

HM

7.0 Reports from Sub-Committees

- 7.1 The paper 'Reports from Sub-Committee Meetings – June 2019' was circulated to all Committee Members prior to the Meeting.

Committee noted the content of the paper.

8.0 Development Report

The Windlaw Lodge Project

- 8.1 The paper 'Development Report on the Windlaw Lodge Project – June 2019' was circulated to all Committee Members prior to the Meeting.

- 8.2 <entry redacted on grounds of commercial sensitivity>.

Dir

- 8.3 The Director informed Committee that the Architect has to address an issue raised by Building Control with regard to the common stair for the four storey block.

- 8.4 The Director stated that because the finished floor level of the top floor flats is more than 7.8m above the adjacent finished ground level (it is 8.1m above adjacent fgl), we have to provide a protected, a smoke ventilator, and a dry riser in the common close area.

- 8.5 The Director used pdf drawings to illustrate the effect of the design change.

The Director stated that the Architect is going to investigate the option of installing a mechanical smoke ventilator (to reduce the area required for smoke ventilation), and that he had asked the Architect to look at the possibility of making the stair a return stair (rather than a straight stair), so that the area required for smoke ventilation could be 'moved' to the common close and therefore not result in the loss of storage in three of the flats. The Architect has also suggested that Building Control may accept the omission of these requirements if we fit a sprinkler system in the flats, or if we obtain a favourable risk assessment analysis from a fire specialist.

- 8.6 The matter will be discussed at the next Design Team Meeting (being held on 27th June 2019). Committee agreed that storage could not be lost from any of the flats (to accommodate the smoke ventilator), and that the Design Team proceed with the most economically practical solution.

Committee will be updated on progress at its Business Plan morning on Friday 28th June 2019.

Dir

- 8.7 The Director stated that Tom Atkinson of Atkinson Partnerships has informed him that four Contractors have made submissions for 'Stage 1' of our procurement process.

Tom Atkinson has not yet opened the submissions (so he doesn't know which contractors they are from).

8.8 Committee authorised the Director and Tom Atkinson to (digitally) open the submissions tomorrow, assess each submission against required criteria, and prepare a report for Committee to consider at its Business Planning Day on Friday.

The Director will oversee the implementation of the Committee's decision.

Dir

8.9 Committee noted the content of the rest of the paper.

Strategy & Development Funding Plan 2020/21 – 24/25

8.10 A copy of our draft 'Strategy & Development Funding Plan 2020/21 – 24/25' was circulated to all Committee Members in advance of the Meeting.

8.11 The Housing Manager explained the purpose of the paper, and discussed its content.

8.12 After discussion, and due consideration Iris Robertson proposed the draft for Committee approval. Josephine Deacon seconded the motion and it was unanimously approved by Committee.

The Housing Manager will submit the Plan to DRS (Development and Regeneration Services).

HM

9.0 Committee Chats

9.1 The paper 'Report on Committee Chats' was circulated to all Committee Members prior to the Meeting.

9.2 Committee discussed the content of the paper.

9.3 Committee agreed that the two Committee Members with over nine year's continuous service who were standing for re-election at the AGM, have demonstrated their continued effectiveness as a Committee Member.

9.4 The Director will i) meet Linda Ewart to discuss her developing with Committee an alternative approach to the Committee Chats for next year, and ii) post AGM, work with Committee to establish a Learning and Development Plan for each Committee Member.

Dir

10.0 Computer System

10.1 The paper 'Housing Software System Proposal – June 2019' was circulated to all Committee Members prior to the Meeting.

10.2 The Housing Manager and Finance Manager discussed the content of the paper at length.

10.3 <entry redacted on grounds of commercial sensitivity>

MM

- 10.4 <entry redacted on grounds of commercial sensitivity>
- 10.5 <entry redacted on grounds of commercial sensitivity>
- 10.6 <entry redacted on grounds of commercial sensitivity>
- 10.7 <entry redacted on grounds of commercial sensitivity>

MM

11.0 Area Meetings

- 11.1 The paper 'Report on Area Meetings held in April, May & June – June 2019' was circulated to all Committee Members prior to the Meeting.
- 11.2 The Housing Manager discussed the report, and Committee noted its content.

12.0 Internal Audit

- 12.1 The first internal audit was held on Monday 17th June and Tuesday 18th June. The topics covered were 'rent arrears', 'value for money, rents and service charges', and 'void management'.

The Association has not yet received the Internal Auditor's report from the visit. It is hoped that it will be received by 10th July, so that it can be discussed at the inaugural meeting of the Risk & Audit Sub-Committee.

- 12.2 The next internal audit is due in July; they are scheduled to look at 'Regulatory Standards Self-Assessment', 'Governance', and 'Financial Management'. The Director will contact the Internal Auditor to arrange a date for this audit.

Dir

13.0 Health & Safety

- 13.1 The Health & Safety Administrator will oversee the preparation of Risk Assessments for our Fun Day and trip to M&Ds (in advance of both events).

14.0 Performance Management

- 14.1 The 'Performance Management Pro-forma to 31st May 2019 – June 2019' was circulated to all Committee Members in advance of the Meeting.

Committee noted the content of the pro-forma.

15.0 Any other competent business

Notifiable Events

- 15.1 Regulatory guidance issued last February now requires us to lodge the renewal of our £250,000 Overdraft Facility (with the Bank of Scotland) as a Notifiable Event, each time we renew the facility.

Committee agreed to the renewal of the facility.

The Director stated that as the facility is due for renewal by 30th June, it was lodged as a Notifiable Event on 19th June 2019.

- 15.2 The Director stated that he attended a training course on the 'new' Notifiable Event regime yesterday, and that the Association need to develop a Severance Payment Policy, and a Scheme of Delegation Policy to comply with the new requirements.

The Director stated that associations were advised to develop their process for responding to a complaint about the Director and/or a Committee Member further than the process set out in our Complaints Policy.

The Director will oversee the development of these policies and ensure that training on Notifiable Events is included in Committee Members' 'Learning & Development Plans'.

Dir

Skips

- 15.3 It was unanimously agreed that the Association proceed with a Skip weekend this year, and that it be held from Friday 19th July to Monday 22nd July, and the skips be sited in the same place as they were last year.

The Maintenance Manager will oversee arrangements.

MM

M&Ds trip

- 15.4 This year's annual trip to M&D's will be held on 9th August.

- 15.5 It was agreed that three coaches be reserved and that places be available for the children, grandchildren, of tenants/owners who do not owe us £100 or more (for rent arrears, rechargeable repairs etc.).

Staff and their related children are invited to attend also, upon obtaining their line manager's permission.

Bookings will be taken from Tuesday 16th June (the day after the Fair Monday holiday).

16.0 Date and time of next Meeting

- 16.1 The next Meeting of the Management Committee of North View Housing Association will be held in the Birgidale Complex at 9.30am on Friday 28th June 2019. The purpose of the Meeting is to consider the draft of the Association's Business Plan.

- 16.2 The Meeting finished at 7.20pm.

Signed (Chairperson)

Date

