

# NORTH VIEW Housing Association

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

## Minutes of the Management Committee Meeting held in the Birgidale Complex at 10 Stravanan Street, Castlemilk, GLASGOW at 9.30am on Friday 28<sup>th</sup> June 2019

<b>1.0 Present</b> Christine Devine Jim Dougherty Audrey Laird Wilma McCubbin Iris Robertson	In Attendance:- Euan Anderson (Director) Alison Main (Housing Manager) Adrian Tester (Maintenance Manager) Jim Harvey (JH Consulting)	
<b>2.0 Apologies</b>		<b>Action</b>
2.1 There were apologies from Alex Bruce, Josephine Deacon, Diana Hamilton, William Hamilton, Mary McEwan, and Ken Robertson.		
<b>3.0 Procedure</b>		
3.1 Vice Chairperson, Iris Robertson, chaired the Meeting in the absence of Chairperson, Josephine Deacon.		
3.2 It was agreed that the Standing Orders be set aside to allow the Meeting to last longer than two hours.		
<b>4.0 Business Plan</b>		
<b>Draft</b>		
4.1 The draft of the Business Plan was circulated to all Committee Members in advance of the Meeting. It was noted that the draft covers the period from 2018/19 to 2021/22.		
4.2 The following sections of the draft were noted as being incomplete:- the table on page 62, a section of narrative on page 63, Chapter 10, and Appendices 8, 9 and 10. It was agreed that Committee consider approving the content of the rest of the draft Business Plan on the understanding that these areas be completed over the next few months.		
<b>Presentation</b>		
4.3 Jim Harvey gave a powerpoint presentation to illustrate the ideas and concepts behind the draft Plan and demonstrate how it relates to the outcome of the Committee's initial Business Planning event (held on 7 <sup>th</sup> December 2018).		
<b>Strategy</b>		
4.4 The Management Committee noted the new 'Mission Statement', the 'Values' and 'Strategic Objectives' contained in the draft Plan.		

4.5 Jim Harvey distributed the paper ‘Strategic Objectives and “Measures of Success”’. Jim explained that an assessment of our performance against the ‘Measures of Success’ for each Strategic Objective will enable us to determine if we have met that (individual) Strategic Objective.

4.6 Jim discussed the content of the ‘Measures of Success’ set for each Strategic Objective. Committee confirmed its acceptance of all the ‘Measures of Success’.

**Actions**

4.7 Jim Harvey distributed the paper ‘Proposed Actions for the first year of the Business Plan’.

4.8 Committee discussed the content of this paper.

**Context**

4.9 Committee noted that the draft successfully captures the current ‘operating environment’ affecting Association.

**Approval**

4.10 After further discussion and due consideration, Jim Dougherty proposed the draft Business Plan for approval; Wilma McCubbin seconded the motion and it was unanimously approved by Committee.

4.11 The Director will update the Policy Bank accordingly, and oversee the completion of the incomplete sections of the Plan.

**Dir**

**Review**

4.12 It was agreed that the Association carry out a six month review of the Plan, and that an annual formal review be undertaken.

The Director will oversee this element of work.

**Dir**

**5.0 Windlaw Lodge**

5.1 With regard to the discussion at the last Management Committee Meeting about Building Control’s requirement for the smoke ventilation in the close to the corner block of flats, the Director stated that, by using a mechanical ventilation system, the Architect has managed to reduce the area of the vertical stack from 1.5m<sup>2</sup> to 0.5m<sup>2</sup>. We have had to forego some of the floor area of a store (within flats) in order to accommodate the stack. However we have managed to regain the ‘lost area’ by repositioning the wall between the Store and adjacent Hall this ensuring that the square metre requirement for storage (in each flat) is met.

This solution was approved by the Management Committee. The Director will inform the Architect of the Committee’s decision.

**Dir**

5.2 The Director stated that the four Contractors who have submitted information for Stage 1 of the procurement process are <redacted due to commercial sensitivity>.

Tom Atkinson of Atkinson Partnership has completed his assessment of the information that each has submitted and has confirmed that <redacted due to commercial sensitivity> meet all the required criteria, but the others haven't. It was agreed that Tom contact the other three Contractors to request information from them (regarding the criteria that they haven't demonstrated as meeting in their submission) and that all the Contractors who respond by evidencing compliance with the criteria be included (along with <redacted>) in Stage 2 of the procurement process.

The Director will inform Tom Atkinson of the Committee's decision.

**Dir**

**6.0 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 Association's Office at 6.15pm on Wednesday 17<sup>th</sup> July 2019.

16.2 The Meeting finished at 11.50am.

\_\_\_\_\_ Signed (Chairperson) \_\_\_\_\_ Date