

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 31st July 2019

1.0 Present

Josephine Deacon
Alex Bruce
Jim Dougherty
Diana Hamilton
William Hamilton
Wilma McCubbin
Iris Robertson
Ken Robertson

In Attendance:-

Euan Anderson (Director)

2.0 Apologies

2.1 Apologies were received from Christine Devine.

3.0 Declaration of Interest

3.1 It was noted that 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 26th June 2019

4.1 It was noted that Audrey Laird attended the Committee Meeting of Wednesday 26th June 2019, but her name had not been included in the list of attendees.

Incorporating the amendment to include Audrey Laird in the list of attendees, William Hamilton proposed the minutes of the Management Committee Meeting of 26th June 2019 as being a true record of the Meeting. Josephine Deacon seconded the motion and it was passed unanimously by Committee.

5.0 Matters arising from Committee Meeting of Wednesday 26th June 2019

5.1 Re item 5.2:- 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.

Action

The Management Committee will be kept informed of progress.	Dir
5.2 Re item 5.3:- 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.	FM & Dir
5.3 Re item 5.4:- 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.	FM & Dir
5.4 Re item 5.5:- the Finance Manager has completed the thirty year financial projections and forwarded 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).	
Tom Mitchell has verbally confirmed to the Finance Manager that the projections appear satisfactory and that he would expect credit for the £650,000 loan to be confirmed by mid-September.	
Committee will be kept informed of progress.	FM
5.5 Re item 5.6:- the Director will oversee 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.	Dir
5.6 Re item 5.7:- the Rent Assimilation exercise will be completed for initiation on 1 st April 2020, and our Rent Policy will be updated accordingly.	FM & Dir
5.7 Re item 5.8:- our Value for Money Strategy will be developed in 2019/20.	Dir
5.8 Re item 5.9:- the Financial Indicators will be discussed and presented to Management Committee at its Meeting of 28 th August 2019.	FM
5.9 Re item 5.11:- the Association is awaiting a response form the Asylum and Refugee Service's caseworker regarding this matter. The Committee will be kept informed.	HM
5.10 Re item 5.12:- the mobile phone app is finished development. The Maintenance Manager will discuss its launch with the developer.	
The Management Committee will be kept informed of developments.	MM
5.11 Re item 5.13:- the Director will update the Policy Bank with the Financial Regulations accordingly.	Dir
5.12 Re item 5.15:- the paper 'Allocations Policy Review: Report on Consultation Process' has been published on our website.	

- 5.13 Re item 5.16:- the Management Committee met in the Birgidale Complex at 9.30am on Friday 28th June to consider the adoption of the Business Plan.
- 5.14 Re item 5.17:- Police Scotland has abandoned its proposal for the local RSLs funding the hire a car for Operation Venetic because the anticipated cost of fuel made it unsustainable.
- 5.15 Re item 5.18:- a copy of our Rules and her membership certificate were sent to Ms M McKendrick.
- 5.16 Re item 5.22:- the letters to tenants regarding rent assimilation will be posted out next week.
- 5.17 Re item 5.23:- the reminder letters were posted.
- 5.18 Re item 6.3:- Diana Hamilton, Wilma McCubbin and the Director will attend the SFHA's 'Governance Conference' being held on 6th & 7th September 2019 in the Radison Blu Hotel Glasgow.
- 5.19 Re item 6.5:- membership certificates and a copy of our Rules were posted to all the new members.
- 5.20 Re item 6.6:- the Housing Manager arranged for the Silver Service Agreement to be signed.
- 5.21 Re item 8.2:- the issue regarding the claim against Abate is discussed in the paper 'Development Report on Windlaw Lodge Project – July 2019', which will be covered under agenda item 15.0.
- 5.22 Re item 8.6:- the matter was determined at the Committee Meeting of Friday 28th June 2019.
- 5.23 Re item 8.8:- the Director and Tom Atkinson (of Atkinson Partnerships) opened the submissions.
- 5.24 Re item 8.12:- the Director submitted the Association's completed Strategy & Development Funding Plan to DRS.
- 5.25 Re item 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) work with Committee to establish a Learning and Development Plan for each Committee Member.
- 5.26 Re item 10.3:- this matter will be discussed under agenda item 16.0.
- 5.27 Re item 10.7:- the Maintenance Manager notified Designer Software of the Committee's decision and accepted the quotation on behalf of the Association.
- 5.28 Re item 12.2:- this will be discussed under agenda item 17.0.

Dir

Dir

- 5.29 Re item 15.2:- the Director will oversee the development of a Severance Payment Policy, and a Scheme of Delegation Policy to comply with the new 'Notifiable Events' requirements.

Dir

The Director will oversee the review of the Association's policy for responding to a complaint about the Director and/or a Committee Member, and ensure that training on Notifiable Events is included in Committee Members' 'Learning & Development Plans'.

Dir

- 5.30 Re item 15.3:- the Maintenance Manager oversaw arrangements for the 'skip weekend'.

6.0 Minutes of Management Committee Meeting of 28th June 2019

- 6.1 It was noted that the first sentence of item 5.1 should have read:-

"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 1.5m² to 0.5m²."

instead of:-

"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 <insert>m² to <insert>m²."

- 6.2 Incorporating the above amendment, Wilma McCubbin proposed the minutes of the Management Committee Meeting of 28th June 2019 as being a true record of the Meeting. Jim Dougherty seconded the motion and it was passed unanimously by Committee.

7.0 Matters arising from the Minutes of Management Committee Meeting of 28th June 2019

- 7.1 Re item 4.11:- the Director updated the Policy Bank, and is overseeing the completion of the incomplete sections of the Plan.
- 7.2 Re item 4.12:- it was agreed that the six month review of the Business Plan will be undertaken in January 2020. The Director will oversee preparations.
- 7.3 Re item 5.1:- the Director informed the Architect of the solution approved by the Management Committee.
- 7.4 Re item 5.2:- the Director informed Tom Atkinson (of Atkinson Partnerships) of the Committee's decision.

Dir

Dir

8.0 Minutes of Management Committee Meeting of 17th July 2019

- 8.1 Iris Robertson proposed the minutes of the Management Committee Meeting of 17th July 2019 as being a true record of the Meeting. Ken Robertson seconded the motion and it was passed unanimously by Committee.

9.0 Matters arising from the Minutes of Management Committee Meeting of 17th July 2019

- 9.1 Re item 5.1:- the Corporate Services Officer booked day delegate places for Diana Hamilton, Wilma McCubbin, and the Director to attend the SFHA's Governance Conference on 6th and 7th September.
- 9.2 Re item 5.2:- the Finance Officer has made bookings for Wild Cabaret on the evening of Friday 20th December 2019 for the Committee and Staff's 'Christmas night out'.

10.0 Minutes of Management Committee Meeting of 24th July 2019

- 10.1 Alex Bruce proposed the minutes of the Management Committee Meeting of 17th July 2019 as being a true record of the Meeting. Wilma McCubbin seconded the motion and it was passed unanimously by Committee.

11.0 Matters arising from the Minutes of Management Committee Meeting of 24th July 2019

- 11.1 There were no matters arising.

12.0 Correspondence

- 12.1 From Glasgow and West of Scotland Forum of Housing Associations (GWSF):- their paper 'Regulation Update; 26 July 2019' was circulated to all Committee Members prior to the Meeting.

Committee noted its content.

13.0 Reports from Sub-Committees

- 13.1 The paper 'Report from Sub-Committee Meetings – July 2019' was circulated to all Committee Members prior to the Meeting.
- 14.2 The content of the paper was discussed and noted.

14.0 Housing Management Report

- 14.1 The paper 'Rent Arrears – Decree Case (July 2019)' was circulated to all Committee Members prior to the Meeting.
- 14.2 The content of the paper was discussed.

14.3 After due consideration, Iris Robertson proposed the recommendation for Committee approval. Diana Hamilton seconded the motion and it was unanimously approved by the Committee.

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

HM

15.0 Development Report

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

15.2 Committee discussed the content of the paper.

The following was agreed/noted:-

1. <redacted due to commercial sensitivity>.
2. The Maintenance Manager has provided the Council with a site plan of the Viewglen Court development with the site boundary highlighted in red. Committee shall be kept informed of progress.
3. The Engineer expects Roads Construction Consent to be issued shortly. Committee will be kept informed of progress.

Dir

MM

Dir

15.3 The Director gave a presentation to the Committee on the proposed landscaping to the amenity space. It was noted that the planners may require a more substantial planting arrangement than our proposals and that the Quantity Surveyor will allow a sum of money in the Bills of Quantities to cover this. Committee will be kept informed of developments.

Dir

15.4 After consideration, Jim Dougherty proposed that tenders be issued whether or not one, two, or all of the following approvals are in place:- Building Warrant, Roads Construction, and Scottish Water fresh water. Audrey Laird seconded the motion and it was unanimously approved by Committee.

15.5 The Director will notify the Design Team of the Committee's decision.

15.6 The Director stated that the Finance Manager has forwarded the 30 year financial projections to Paul McNeil. Paul will look over the projections and liaise with Jean.

15.7 The Director stated that, based on projections that the Finance Manager has provided, Tom Mitchell (of Royal Bank of Scotland) is taking a proposal to his Credit Committee to lend us the £2m we need to part fund the Windlaw Lodge Project; it was noted that the Association is under no obligation to accept RBS's offer.

16.0 Computer system

16.1 The paper 'Report on proposed transfer of Housing systems to HomeMaster – July 2019' was circulated to all Committee Members prior to the Meeting.

<entry redacted due to commercial sensitivity>

16.2 <entry redacted due to commercial sensitivity>

After lengthy discussion and due consideration, Alex Bruce proposed that the Association reject both of Castleton's proposals and serve notice to terminate our contract with Castleton. Diana Hamilton seconded the motion and it was approved unanimously by Committee.

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

MM

17.0 Internal Audit

17.1 The Director stated that the Association has received draft reports from the Internal Auditor's audit visit in June. The Maintenance Manager is currently in discussion with the Internal Auditor regarding the content of one of the reports. Once the matter is resolved, the Internal Auditor will finalise the reports and issue them to the Association.

17.2 The Director stated that the Internal Auditor had given all three draft reports (for arrears; value for money, rents and service charges; void management) a 'substantial' level of assurance rating.

A copy of the reports will be issued to Committee upon receipt of same.

Dir

17.3 The Director stated that the Internal Auditor has agreed to our request to amend the audit programme, as a result the next audit will be held in August 2109; the topics to be covered Regulatory Standards Self Assessment, and Governanace.

18.0 Health & Safety

18.1 There were no matters to discuss.

19.0 Performance Management

Performance Proforma

19.1 The paper 'Performance Management Proforma to 30th June 2019 – July 2019' was circulated to all Committee Members prior to the Meeting.

19.2 The Director stated that the Maintenance Manager will be carrying out property condition surveys for the next few Fridays in order to bring the number of surveys up to target.

Assurance Statement

19.3 The Director stated that the Corporate Services Officer has established Risk Registers (on our Risk Management Software system) covering the three aspects that the Assurance Statement applies to (i.e. Regulatory Standards, the Scottish Social Housing Charter, and legislation which is relevant to our operation and activities).

The Corporate Services Officer will shortly start to 'attach' documents to each entry in the three risk registers to help demonstrate our compliance with each entry.

19.4 The Director stated that the attachments are in accordance with suggestions that Jim Harvey made previously, and the Scottish Housing Network's 'self-assessment toolkit'. The Director stated that the SFHA has (today) issued its own 'self-assessment toolkit', and that the Corporate Services Officer will also use the content of that to inform the evidence she will gather to demonstrate compliance.

19.5 The Director stated that he and the Corporate Services Officer are aiming to have all the attachments uploaded to the Risk Management Software system in time for August's internal audit (of our Governance and Self-Assessment activities).

Committee will be kept informed of progress.

Dir

19.6 It was agreed that a date for Committee to meet to discuss the Assurance Statement and consider the supporting evidence be set at next month's Committee Meeting.

Dir

20.0 Any other competent business

20.1 The Director stated that the Scottish Government has now made available interest free loans (for housing associations) to cover the cost of upgrading the smoke and heat detectors in our properties. It was noted that we have included these costs in our budget forecasts, and agreed that we will not apply for such a loan.

21.0 Date and Time of next Meeting

21.1 The next Meeting of the Management Committee will be held in the Association's Office at 6.15pm on Wednesday 21st August 2019.

Signed (Chairperson)

Date