

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 21st August 2019

1.0 Present

Josephine Deacon
Alex Bruce
Jim Dougherty
William Hamilton
Audrey Laird
Iris Robertson
Ken Robertson

In Attendance:-

Euan Anderson (Director)

2.0 Apologies

- 2.1 Apologies were received from Christine Devine, Diana Hamilton, Wilma McCubbin, and Iris Robertson.

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.

4.0 Minutes of Committee Meeting of Wednesday 31st July 2019

- 4.1 It was noted that Audrey Laird had attended the Management Committee Meeting of 31st July 2019 but had been omitted in error from the members listed as attending in the minute record.
- 4.2 Correcting for Audrey Laird's attendance, Ken Robertson proposed the minutes of the Management Committee Meeting of 31st July 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 31st July 2019

- 5.1 Re item 5.1:- Collette Scotston (human resources consultant) has completed drafts of all Job Descriptions except for the Housing Manager, Maintenance Manager and Finance Manager; she is working on these at the moment. Line Managers have been asked to provide the Director with their comments on the proposed Job Descriptions by Tuesday 27th August. Thereafter the Director will provide feedback to Collette Scotston.

Action

<p>It was unanimously agreed that the Senior Staff team take responsibility for finalising the job descriptions for all posts except that of the Director, and that the Office Bearers meet to approve the Director's job description.</p>	
<p>The Office Bearers will meet with the Director at to consider the Director's Job Description.</p>	OBG
<p>The Management Committee will be kept informed of progress in relation to the other job descriptions.</p>	Dir
<p>5.2 Re item 5.2:- 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>	FM & Dir
<p>5.3 Re item 5.3:- 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>	FM & Dir
<p>5.4 Re item 5.4:- 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).</p>	FM
<p>The Finance Manager will update Committee at next week's Management Committee Meeting.</p>	FM
<p>5.5 Re item 5.5:- 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.</p>	Dir
<p>5.6 Re item 5.6:- the Rent Assimilation exercise will be completed for implementation on 1st April 2020, and our Rent Policy will be updated accordingly.</p>	FM & Dir
<p>5.7 Re item 5.7:- our Value for Money Strategy will be developed in 2019/20.</p>	Dir
<p>5.8 Re item 5.8:- the Financial Indicators will be discussed and presented to Management Committee at its Meeting of 28th August 2019.</p>	FM
<p>5.9 Re item 5.9:- the Association is awaiting a response form the Asylum and Refugee Service's caseworker regarding this matter. The Committee will be kept informed.</p>	HM
<p>5.10 Re item 5.10:- the mobile phone app is finished development. The app is in Google Play, but we are having difficulty getting it in to Apple's App Store.</p>	

	The Management Committee will be kept informed of developments.	MM
5.11	Re item 5.11:- the Director will update the Policy Bank with the Financial Regulations accordingly.	Dir
5.12	Re item 5.16:- the 'Rent Policy Consultation' newsletter (regarding rent assimilation) was posted to tenants on Monday 19 th August. Tenants have until 4pm on Friday 6 th September to respond.	
	The outcome of the consultation will be reported on at the next Management Committee Meeting.	Dir
5.13	Re item 5.25:- 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.	Dir
5.14	Re item 5.29:- 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
5.15	Re item 7.1:- the Director updated the Policy Bank, and is overseeing the completion of the incomplete sections of the Plan.	Dir
5.16	Re item 7.2:- it was agreed that the six month review of the Business Plan will be undertaken in January 2020. The Director will oversee preparations.	Dir
5.17	Re item 14.3:- the Director stated that the eviction is due to take place on 30 th August 2019. Committee will be kept informed of developments.	HM
5.18	Re item 15.2:-	
	1. The Director will contact the Quantity Surveyor (upon his return from holiday) to ascertain whether or not more detailed information can be provided to better evidence our claim against Abate.	Dir
	2. The Maintenance Manager has provided the Council with a site plan of the Viewglen Court development with the site boundary highlighted in red; we expect their confirmation that they will adopt Viewglen Court soon. Committee shall be kept informed of progress.	MM
	3. An update regarding Roads Construction Consent is covered under agenda item 9.0.	
5.19	Re item 15.3:- the planting schedule for the amenity space will be covered under agenda item 9.0.	

- 5.20 Re item 15.5:- the Director notified the Design Team of the Committee's decision, and tenders have been issued.
- 5.21 Re item 16.2:- the Director stated that the Maintenance Manager is overseeing an implementation programme to facilitate HomeMaster 'going live' from 1st December 2019.
- 5.22 Re item 17.2:- this will be covered under agenda item 11.0.
- 5.23 Re item 19.5:- the Director stated that the Corporate Services Officer is aiming to have uploaded all 'evidence attachments' to our Risk Management software system by Thursday 29th August 2019.

Committee will be kept informed of progress.

- 5.24 Re item 19.6:- it was agreed that a date for Committee to meet to consider our Assurance Statement and supporting evidence be set at next week's Committee Meeting.

CSO

Dir

6.0 Correspondence

- 6.1 From EVH:- its 'Brief Monthly Report to member organisations' for July/August 2019 was circulated to all Committee Members prior to the Meeting.

7.0 Reports from Sub-Committees

- 7.1 The paper 'Reports from Sub-Committee Meeting – August 2019', was circulated to all Committee Members in advance of the Meeting.
- 7.2 Committee noted the content of the paper.

8.0 Housing Management Report

- 8.1 The paper 'Rent Arrears – Decree Case (August 2019)' was circulated to all Committee Members prior to the Meeting.
- 8.2 The content of the paper was discussed. Jim Dougherty proposed the recommendation for adoption. Alex Bruce seconded the motion and it was passed unanimously by Committee.

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

HM

9.0 Development Report

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

Viewglen Court

- 9.2 The Director stated that the Association has received an invoice from the Council to the sum of £2,512.42, and that the Maintenance Manager is seeking their clarification as to what it is for as there is no mention of what it relates to on the invoice; we believe it may relate to their involvement in the process to adopt Viewglen Court.

Committee shall be kept informed of progress.

MM

Scottish Water

- 9.3 The Director explained the difficulties that the contractor has had when carrying out their CCTV survey on the (Scottish Water) adopted foul drain that we propose to connect into from the Windlaw Lodge Project. It was noted that the CCTV survey is incomplete because the pipe appeared to take a near 90° vertical bend (going 'upstream') and the operator could not get the camera to follow that bend. We have also been unable to locate the 'termination manhole' shown on Scottish Water's records.
- 9.4 The Director stated that the Maintenance Manager subsequently became involved and has tried to locate the manhole, but found it a Buchan trap in the vicinity of where the 'termination manhole' should have been; we believe that the Buchan Trap is actually the 'termination manhole'.
- 9.5 The Maintenance Manager arranged for a CCTV survey of the pipe going downstream (from the Buchan Trap) but that too is incomplete because the equipment could not cope with the near 90° downward turn.
- 9.6 The Maintenance Manager and Engineer do not believe that the drain is fit for purpose and both think that Scottish Water will want it upgraded and two dropped manholes introduced over its length.
- 9.7 We have asked the Engineer liaise with Scottish Water on the matter and to arrange for a digital topographical survey to be carried out over the length of the new pipe (to facilitate the accuracy of the Engineer's drawings and proposals and our Quantity Surveyor's billing of the work involved).
- 9.8 Given how close we are to issuing tenders for the project, the recommendation from the Design Team is that we go ahead with the tender issue as planned and procure these drainage works under a separately tendered contract. The consultants will be due fees for this work, but it was noted that the fee levels incurred should be less than what the Contractor could charge should we add in the work to their Contract post site start.

9.9 The Director stated he spoke to Eddie Warde (of DRS) about the matter this morning and that Eddie was supportive of our proposal to get the tender issued and deal with the drain under a separately tendered contract.

9.10 It was agreed that we proceed in this manner.

Tenders

9.11 The Director stated that the tenders should be uploaded to Public Contract Scotland's website either by tonight or tomorrow. The tender return dates were noted as 12noon on Monday 23rd September 2019 for the quality tender, and 12noon on Monday 7th October 2019 for the priced return.

10.0 Freedom of Information

10.1 The Director stated that, on 2nd August, the SFHA and GWSF launched their joint updated 'Open All Hours' document. The Director explained that the document covers housing associations' duties in relation to the Freedom of Information Act being extended and that the list of information that associations' have to publish on their website has been agreed with the Scottish Information Commissioner.

10.2 The Director explained the requirements of the paper at length, tabled a draft 'Guide to Information' at the Meeting, and explained the approach to publishing information on the website that he suggested following.

The Director stated that he has a meeting arranged with Information Law Solutions on Friday 30th August, to discuss i) this approach, ii) the content of the draft Guide to Information Policy, and iii) our general progress in respect of compliance the Requirements of Freedom of Information.

Committee will be kept informed of the outcome of that Meeting.

Dir

10.3 The Director will contact the Association's website provider to discuss what development work requires to be carried out to our website to enable it to contain the information that we require it to hold.

Committee will be kept informed of progress.

Dir

11.0 Internal Audit

11.1 The Director stated that the Association has received final internal audit reports for Rent Arrears, and Rent Setting and Service Charges, and is awaiting the issue of the final report (on 'Void Management'). The three final reports will be forwarded to Committee Members upon receipt of the last final report.

The Director will contact the Internal Auditor regarding the issue of the final version of the 'Void Management' report.

Dir

11.2 It was noted that the Internal Auditor's second diet of audit visits will be held over the two days of Thursday 29th August and Friday 30th August 2019. The Director stated that he will consider our 'Governance' and 'Regulatory Standards Self-Assessment' processes.

Committee will be kept informed of the outcome of the visit.

Dir

12.0 Health & Safety

12.1 The Director stated that one of our tradesteam had an accident on 5th August 2019, which resulted in him missing seven days of work. Accordingly, on 13th August 2019, the Health & Safety Administrator reported the incident to the Health and Safety Executive (in compliance the requirements of the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013').

The Director stated that the employee returned to work on 19th August 2019.

12.2 The Director state that the matter could be construed as a 'Notifiable Event' because of the involvement of the HSE. The Director will use the Regulator's portal to register the matter as a Notifiable Event.

Dir

13.0 Performance Management

Performance pro-forma

13.1 The paper 'Performance Management proforma to 31st July 2019 – August 2019' was circulated to all Committee Members prior to the Meeting.

Committee discussed the content of the paper and noted the reasons for the increase in the average re-let times for empty properties.

Policies

13.2 The Director stated that it had been his intention to present reviews of the Gas Management Policy, the Asbestos Management Policy, and the Asbestos Management Plan at tonight's Meeting, but our meeting records (and the Director's personal notes) show that these policies were reviewed at the Management Committee Meeting of 25th July 2018, but that their approval was not included in the minutes of that Meeting.

The Director stated that his records show that Diana Hamilton proposed the Gas Management Policy for adoption and Christine Devine had seconded the motion; that Josephine Deacon had proposed the Asbestos Management Policy and the Asbestos Management Plan for adoption and Iris Robertson had seconded the motion.

After discussion, it was unanimously agreed that these documents had been approved at the Management Committee Meeting of 25th July 2019. The Director will update the Policy Bank accordingly.

Dir

14.0 Any Other Competent Business

14.1 Concerns were expressed about the bins on the Windlaw Strip not being emptied. The Director will inform one of the Housing Officer for her to progress addressing the matter.

Committee will be kept informed of progress.

Dir

15.0 Date and Time of next Meeting

15.1 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 28th August 2019.

15.2 The Meeting finished at 7.15pm.

_____ Signed (Chairperson) _____ Date