

# 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 29<sup>th</sup> January 2020**

- 1.0 Present**
- Josephine Deacon  
Alex Bruce  
Christine Devine  
Jim Dougherty  
William Hamilton  
Audrey Laird  
Wilma McCubbin  
Ken Robertson
- In Attendance:-  
Euan Anderson (Housing Manager)  
Jean Price (Finance Manager)

**2.0 Apologies**

- 2.1 Apologies were received from Diana Hamilton and Iris Robertson.

**3.0 Declaration of Interest**

- 3.1 It was noted that Christine Devine is Secretary of the Management Committee of the Birgidale Complex; 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 Management Committee Meeting of 27<sup>th</sup> November 2019**

- 4.1 Audrey Laird proposed the minutes of the Management Committee Meeting of 27<sup>th</sup> November 2019 to be a true record of that Meeting. Christine Devine seconded the motion and it was passed unanimously by Committee.

**5.0 Matters arising from Minutes of Management Committee Meeting of 27<sup>th</sup> November 2019**

- 5.1 Re item 5.2:- all members of staff should be signed up to their new Job Description by the end of February 2020.
- 5.2 Re item 5.4:- Arneil Johnston will now lead on the rent assimilation exercise.
- 5.3 Re item 5.7:- our Value for Money Strategy will be developed in 2019/20.

<b>Action</b>
<b>Dir</b>
<b>Dir</b>

5.4	Re item 5.8:- the occupant has now signed the tenancy agreement for the property.	
5.5	Re item 5.9:- all information about our App has been sent to Apple, but still isn't available in Apple's App Store. The Maintenance Manager will try to establish when it will be available.	
	The Management Committee will be kept informed of developments.	<b>MM</b>
5.6	Re item 5.11:- the Director will oversee the development of a Scheme of Delegation Policy to comply with the new 'Notifiable Events' requirements.	<b>Dir</b>
5.12	Re item 5.12:- the Director contacted Jim Harvey. Jim suggested that the options appraisal would be strengthened by Paul McNeill supplementing the process with a financial assessment of the options. The Director is meeting with Jim Harvey and Paul McNeill next week to discuss the matter.	
	Committee shall be kept informed of progress.	<b>Dir</b>
5.13	Re item 5.14:- as the tenant has adhered to the repayment arrangement that was established the case was sisted when it returned to court on 22 <sup>nd</sup> January 2020.	
5.14	Re item 5.17:- Committee Members have to consider the criteria for payments from the 'Mary McEwan Trust' for discussion at the Management Committee Meeting of Wednesday 26 <sup>th</sup> February 2020.	<b>MC</b>
5.15	Re item 5.19:- the Director will work with the Audit & Risk Sub-Committee to develop a process to oversee the management of the 'digital evidence bank' for self-assessment.	<b>Dir</b>
5.16	Re item 5.22:- information about Freedom of Information was included in the Winter Newsletter.	
5.17	Re item 5.25:- the Finance Manager will contact the Police regarding a company's failure to reimburse a £600 payment that we made.	
	Committee will be kept informed of developments.	<b>FM</b>
5.18	Re item 7.2:- the Finance Manager met staff members on 11 <sup>th</sup> December 2019 and discussed with them the proposed changes to the pension scheme.	
5.19	Re item 11.2:- this matter will be discussed under agenda item 14.0.	
5.20	Re item 11.3:- this matter will be discussed under agenda item 14.0.	
5.21	Re item 11.6:- this matter will be discussed under agenda item 14.0.	
5.22	Re item 11.10:- this matter will be discussed under agenda item 14.0.	

- 5.23 Re item 11.12:- the Engagement Letter has been signed and returned to Allia.
- 5.24 Re item 11.13:- this matter will be discussed under agenda item 14.0.
- 5.25 Re item 12.5:- the Director and Finance Manager met with Gillian Houston (of Arneil Johnston) on Wednesday 4<sup>th</sup> December 2019.
- 5.26 Re item 13.0:- the Director met with our Internal Auditor, Philip Morrice (of Alexander Sloan) to discuss our proposed response to the recommendations that they have made in the five Internal Audit Reports issued since 1<sup>st</sup> April 2019. The Director agreed the content with the Internal Auditor and the revised Response Plan has been presented to the Audit & Risk Sub-Committee and to senior members of staff to 'action'.
- 5.27 Re item 16.1: the Director stated that the Association Investors in People has confirmed our retention of their Silver Standard after they completed the first of their three year rolling assessments. The next assessment will take place on 10<sup>th</sup> November 2020.

**6.0 Minutes of Management Committee Meeting of 11<sup>th</sup> December 2019**

- 6.1 William Hamilton proposed the minutes of the Management Committee Meeting of 11<sup>th</sup> December 2019 to be a true record of that Meeting. Ken Robertson seconded the motion and it was passed unanimously by Committee.

**7.0 Matters arising from Minutes of Management Committee Meeting of 11<sup>th</sup> December 2019**

- 7.1 Re item 5.4:- the Rent Consultation Newsletter was issued to tenants.
- 7.2 Re item 6.3:- the Policy Register has yet to be updated with the amended Ant-Social Behaviour Policy. **Dir**
- 7.3 Re item 6.5:- with regard to case ref no 1433/1373, the Association's solicitor will initiate proceedings to progress the streamlined eviction process.

With regard to case reference number 19/269, the Association will discuss the supporting arrangements for the tenant and the Association's solicitor will initiate proceedings to covert the tenant from a Scottish Secure Tenancy to a Short Scottish Secure Tenancy.

Committee will be kept informed of progress. **HM**

- 7.4 Re item 7.3:- the Director prepared the draft response and liaised with the solicitor on it before it was posted.
- 7.5 Re item 7.4:- this matter will be discussed under agenda item 14.0.

7.6	Re item 7.7:- the Director shall oversee the completion of the Extract of the Minute and its issue to Allia.	
7.7	Re item 7.9:- the Association's Strategy and Development Funding Plan was submitted to Glasgow City Council by the due date.	
7.8	Re item 10.1:- Committee will continue to monitor performance in light of our level of rent arrears increasing.	<b>MC</b>
7.9	Re item 11.3:- the Finance Manager informed Arneil Johnson of the Committee's decision.	
7.10	Re item 11.4:- tenants were informed of the decision and delay to the implementation period via the Rent Consultation Newsletter.	<b>Dir</b>
<b>8.0</b>	<b>Correspondence</b>	
8.1	There was no correspondence.	
<b>9.0</b>	<b>Reports from Sub-Committees</b>	
9.1	The paper 'Report from Sub-Committee Meetings – January 2020' was circulated to all Committee Members prior to the Meeting.	
9.2	Committee noted the content of the paper.	
<b>10.0</b>	<b>Budget for 2020/21</b>	
10.1	The Finance Manager tabled the papers 'Rent increase options for December Meeting', 'Revenue differences between January and December reports to Committee', 'Cashflow differences between January and December reports to Committee', 'Business Plan Revenue Projections', 'Business Plan Cashflow Projections', and 'Report on proposed Budget for 2020/21, and Five Year Financial Projections – January 2020' at the Meeting.	
10.2	The Finance Manager explained the purpose and content of the information contained within the papers.	
10.3	It was noted that the Association has not received any feedback from tenants to the rent consultation.	
10.4	After discussion and due consideration, Jim Dougherty proposed the recommended 3% rent increase for approval. Wilma McCubbin seconded the motion and it was unanimously approved by the Committee.	
10.5	The Finance Manager will oversee the issue of the rent notification letters by 28 <sup>th</sup> February 2020.	<b>FM</b>
<b>11.0</b>	<b>Notifiable Event</b>	

- 11.1 The paper 'Notifiable Event – January 2020' was circulated to all Committee Members prior to the Meeting.
- 11.2 The Director discussed the content of the paper. It was noted that the Finance Manager will submit the missing Returns to the FRC on Friday 31<sup>st</sup> January 2020, and that the Association shall inform the Scottish Housing Regulator and Allia upon submission.
- 11.3 After consideration, Alex Bruce proposed that the status of all Returns is recoded in the Minutes of the Management Committee Meetings the details be entered in to our '4action' software package. Christine Devine seconded the motion and it was unanimously approved by Committee.

**FM &  
Dir**

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

**Dir**

## **12.0 The Pension Scheme**

- 12.1 A copy of the minute of the Management Committee Meeting of Wednesday 13<sup>th</sup> November 2019 (at which the options for the pension scheme were discussed) was circulated to all Committee Members prior to the Meeting.
- 12.2 The Director declared an interest in the matter and left the Meeting.
- 12.3 The Finance Manager stated that she had met with staff on 11<sup>th</sup> December 2019 to advise them of the Management Committee's intention to close the SHAPS Defined Benefit (DB) Pension Scheme and transfer all the members of DB scheme to the SHAPS Defined Contribution Pension Scheme (that the Association also provides). Staff members were informed that the transfer would become effective from 1<sup>st</sup> April 2020.

The Finance Manager stated that she explained to Staff reasons for the change and advised of the increased contribution that they would have to make from April 2020 if we stay in the DB Scheme.

The Finance Manager reported that a full discussion took place with staff and there was a general feeling of support among staff, many of whom thought the DC scheme to be more affordable for them.

- 12.4 After discussion, Audrey Laird proposed the closure of the DB Scheme with staff being given the opportunity to join the DC Scheme. Jim Dougherty seconded the motion and it was unanimously approved by Committee.
- 12.5 Committee then authorised the Chairperson and Secretary to sign the 'Employer Form of Authority' to formally notify TPT of the change.

The Finance Manager will oversee the submission of the signed Form to TPT by 31<sup>st</sup> January 2020.

- 12.6 The Director rejoined the Meeting.

### 13.0 Housing Management Report

- 13.1 The paper 'Housing Management Report; Allocation – January 2020' was circulated to all Committee Members prior to the Meeting.
- 13.2 Wilma McCubbin stated that she thought that she knew the person who was the subject of the Report and thought it best that she declare the interest and leave the Meeting; she then left the Meeting.
- 13.3 The Director explained the background to the case; Committee discussed the content of the report.

The Director stated that, should Committee approve the allocation of the property to the occupant, our solicitor has advised that the tenancy be backdate to start on 15<sup>th</sup> January 2020, the day after the tenant had passed away.

The Director confirmed that the Association does not have any two apartment properties available at the moment (that we could offer the resident to prevent him under occupying his current accommodation).

- 13.4 After discussion and due consideration Josephine Deacon recommended that the Committee offer the tenancy to this occupant as a sensitive letting. Audrey Laird seconded the motion and it was unanimously approved by Committee.

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

- 13.5 Wilma McCubbin rejoined the Meeting.
- 13.6 It was resolved that, should a similar situation arise in the future, the circumstances be considered on a 'case by case' basis, and that the Association consider offering the occupant a property of size that meets their housing needs (should such a property be available) before offering the occupant the tenancy of the property that they reside at.

### 14.0 Development Report

- 14.1 The paper 'Development Report on Windlaw Lodge Project – January 2020' was circulated to all Committee Members prior to the Meeting.
- 14.2 The Director discussed the content of the Report, and updated Committee on developments since the Report was issued.

**<redacted due to commercial sensitivity>**

- 14.3 <redacted due to commercial sensitivity>
- 14.4 <redacted due to commercial sensitivity>

**Tender**

HM

Dir

14.5 On Monday 27<sup>th</sup> January 2020, we received tender approval and an offer of grant from Glasgow City Council's Development and Regeneration Services Department (DRS) for the Windlaw Lodge New Build Project.

14.6 As per the Development Report, the offer of grant amounted to £2,335,803.72. The Director, Finance Manager, and Housing Manager inspected the offer, after which the Director contacted Sharon Brady and Sheila Darkins (of DRS) to discuss certain aspects of the offer.

The Director then contacted the Office Bearers, discussed the steps that he had taken and obtained their approval to accept the grant offer (in accordance with the remit of delegated authority that Committee had granted the Office Bearers at the Committee Meeting on Wednesday 11<sup>th</sup> December 2019) after which the Director then accepted the offer of grant on the Association's behalf and instructed the Architect to accept JB Bennett (Contracts) Limited's tender on behalf of the Association.

14.7 The Architect issued the letter on Tuesday 28<sup>th</sup> January 2020, confirming the contract value to be £3,343,792.52, and that siteworks should commence on Monday 9<sup>th</sup> March 2020, and be completed by Friday 9<sup>th</sup> April 2021. We await Bennett's response.

14.8 The Director will oversee the Association's response to conditions contained within DRS's grant offer.

**Dir**

***Funding from Allia***

14.9 Our solicitor has completed all her appraisal of the terms of the loan and is satisfied with the final version.

The Association is awaiting receipt of formal permission from the Royal Bank of Scotland (RBS) before signing Allia's 'Master Facility Agreement'. We require permission from RBS so as not to breach one of the financial covenants with them. We expect to receive permission next week.

***Clerk of Works***

14.10 The Maintenance Manager is meeting another Clerk of Work on Monday 3<sup>rd</sup> February 2020 to discuss his possible appointment for the project.

Committee will be kept informed of developments.

**MM**

***Reporting***

14.11 The Director will discuss the format and content of the Committee monthly reporting pro-forma with the Architect and Quantity Surveyor before issuing it to the Internal Auditor for comment.

**Dir**

***Design Team Meeting***

14.12 In light of us accepting Bennett's tender, we have convened a Design Team Meeting; it has been arranged for 11<sup>th</sup> February 2020.

**15.0 Committee Conference Weekend**

- 15.1 The paper 'Report on Management Committee Weekend Conference – January 2020' was circulated to all Committee Members prior to the Meeting.
- 15.2 Committee noted the content of the paper.
- 15.3 With regard to item 8.4 of the paper, it was agreed that the Association approach <name redacted on grounds of GDPR requirements> and <name redacted on grounds of GDPR requirements> to ascertain if one of them would be willing to be co-opted to the Management Committee.
- 15.4 After discussion Audrey Laird proposed the recommendations (contained within items 8.2 to 8.12 inclusive, incorporating the change detailed in item 15.3 above) for Committee ratification. Jim Dougherty seconded the motion and it was passed unanimously.

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

**Dir**

- 15.6 The Director stated that he and the Finance Manager met Jordan Henderson of Arneil Johnston on Friday 24<sup>th</sup> January 2020 regarding the 'rent assimilation' work they will be carrying out for us, and that Jordan subsequently emailed the Association a draft implementation programme; the Director tabled a copy at the Meeting.

Committee discussed the draft programme.

- 15.7 It was agreed that 'Rent Assimilation' be included as a standard agenda item until the matter is concluded.

**Dir**

## **16.0 Internal Audit**

- 16.1 The Director stated that the next Internal Audit visit will be held on the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> of March 2020; the Auditor will focus on Financial Management and Development during this visit.

## **17.0 Health & Safety**

- 17.1 There were no matters to discuss.

## **18.0 Performance Management**

- 18.1 The paper 'Performance Management Proforma to 31<sup>st</sup> December 2019 – January 2020' was circulated to all Committee Members prior to the Meeting.
- 18.2 Committee noted the content of the paper and the Director explained the addition of information requests. It was noted that the Maintenance Manager is unlikely to meet his target for Condition Surveys, but that he will increase the number in the remaining two months of the current financial year.

**19.0 Any other competent business**

19.1 The Director will contact the Birgidale Complex to book it for Friday 20<sup>th</sup> March 2020 for Committee's next Away Day.

**Dir**

**20.0 Date and time of next Meeting**

20.1 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 26<sup>th</sup> February 2020.

20.2 The Meeting finished at 7.45pm.

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*Signed (Chairperson)*

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*Date*