

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF WEST HIGHLAND HOUSING
ASSOCIATION, HELD ON 17 AUGUST 2007 AT 10.00 A.M. IN THE BOARD ROOM, CRANNOG
LANE OBAN.**

1.00 PRESENT ACTION

Kenneth MacColl (Chairman)
Stuart Moir
Murray Sim
Mary Morrison
John Wilson
Duncan MacKenzie
Councillor Gordon Chalmers

IN ATTENDANCE

Lesley McInnes, Chief Executive
Ruby Campbell (Minutes)
Fiona McGlynn, R.A. Clement Associates
David Smith, Accountant

2.00 APOLOGIES

Councillor Robin Currie
Barbara Milne
Tony Cave
May Tosh
Gregor Cameron

3.00 ANY OTHER COMPETENT BUSINESS

Lesley McInnes advised that a report entitled Retiral of Committee Members, which was not part of the original agenda, would be circulated and discussed at this meeting. The Committee Members noted this and it was agreed that Duncan MacKenzie, Kenneth MacColl and Barbara Milne would stand down but all wished to continue as Committee Members and could do so without being nominated.

Stuart Moir nominated Elaine Robertson as someone that would bring substantial experience to the Committee partly due to her work on the Committee over the previous years but partly due to her knowledge of Social Work and Occupational Therapy Services, both areas where the Committee lacked this detailed expertise. Other Committee Members noted that Elaine, remained on the Council but all agreed that they were bringing Elaine on not as a Councillor but for her experience and skills. Everyone was confident of Elaine's ability to recognise any issues of conflict of interest and act accordingly.

KMcC

Stuart Moir proposed and Ken MacColl seconded this and a nomination form would be completed.

4.00 DECLARATIONS OF INTEREST

There were no declarations of interest.

5.00 CORPORATE SERVICES

5.01 FINANCIAL STATEMENTS FOR YEAR ENDED 31 MARCH 2007

A copy of the Financial Statements for the year to 31 March 2007 had been circulated to the Management Committee prior to the meeting.

David Smith advised Members that one major change to the Accounts this year was the latest revaluation of the pension scheme. Lesley McInnes reminded the Committee that a meeting of the office bearers will be taking place in the near future to discuss and put forward the Association's views in relation to the Pension Scheme.

In respect of the specific figures then David Smith reported that turnover in 2007 had gone up in line with rental increase, there was a retained surplus of £236,742, £200,000 of which has been transferred to a Major Repairs Reserve Fund. The value within the balance sheet for housing properties has increased from £37m to £50m – and he was sure the Committee appreciated that this reflected well on the Association's work.

Fiona McGlynn from R.A. Clement Associates referred to the annual audit and said she was pleased to note that there were very few issues being raised within the Management Letter. Two points that she mentioned was the Association's legal advice in relation to the action against Carillion and also West Highland Rural Solutions there should be group accounts and should seek exemption from the Financial Services Authority (FSA). Other than these points she felt that the Management Letter picked up on more housekeeping matters and she was sure the Association would address these.

The Financial Statements to 31 March 2007 were then approved on a proposal by Duncan MacKenzie and seconded by John Wilson.

5.02 QUARTERLY MANAGEMENT ACCOUNTS FOR PERIOD 1ST APRIL TO 30TH JUNE 2007.

A copy of the Quarterly Management Accounts for period to 30 June 2007 had been circulated to all the Members of the Management Committee prior to the meeting. These accounts had been approved at the Corporate Services Sub-Committee on 3 August 2007.

The Quarterly Management Accounts for period to 30 June 2007 were noted by the Management Committee as they had already been approved by the Sub-Committee on 3 August 2007.

5.03 FINANCIAL PROCEDURES AND AUTHORISATIONS

A copy of the Financial Procedures and Authorisations report had been circulated to all Members of the Management Committee prior to the meeting.

The document outlines authorisation levels of commitment and expenditure for Staff and Committees and had previously been tabled at the Corporate Services Sub-Committee on 3 August 2007.

It was agreed on a proposal by Mary Morrison and seconded by Duncan MacKenzie to approve the Financial Procedures and Authorisations.

5.04 ATTENDANCE MANAGEMENT POLICY

A copy of the Attendance Management Policy had been circulated to all Members of the Management Committee prior to the meeting and had previously been tabled at the Corporate Services Sub-Committee meeting on 3 August 2007.

The Attendance Management Policy was approved on a proposal by John Wilson and seconded by Murray Sim.

5.05 BUSINESS CARD AUTHORISATION

A copy of the Business Card Application report had been circulated to all Members of the Management Committee prior to the meeting.

Lesley McInnes advised the Management Committee that in order to assist staff who have to spend time away from home it would be more convenient for them to have the use of a credit card.

Following discussion it was agreed that more information should be made available to the Committee and a further report be brought to the Management Committee meeting on 31 August 2007. **LMI**

6.00 CHIEF EXECUTIVE

6.01 ARGYLL AND BUTE EXPRESSION OF INTEREST

A copy of the Argyll & Bute Council Expression of Interest report had been circulated to all Members of the Management Committee prior to the meeting.

Lesley McInnes advised the Management Committee that an advertisement was placed in the Oban Times regarding "Market Test for Older People Services" inviting interest from Argyll & Bute. She further advised that she has expressed interest on behalf of the Association for Oban and Tiree in order that we may be invited to tender.

The Management Committee noted the report and unanimously agreed that it was beneficial to the Association to show involvement in this type of partnership working.

6.02 EQUALITIES POLICY

A report on an Equalities Policy had been circulated to all Members of the Management Committee prior to the meeting.

Lesley McInnes intimated that this is an important area in respect of Communities Scotland regulation and equally there is substantial legislation that requires to be considered. Generally the other Associations within Argyll have suggested that there might be opportunities to do joint work on this area particularly following on from Home Argyll.

To assist the Committee the Chief Executive had used a set of questions in relation to Equalities and given very brief answers in respect of the Association's approach. Whilst the initial policy appeared reasonable [with a need to update for legislation] the actioning work was lacking. The Chief Executive suggested that they begin with some good quality information on needs within the area and also some training on this issue. Using these two areas as a building block to action planning in equalities.

6.03 REVISED STANDING ORDERS AND COMMITTEE STRUCTURE

A report on the Revised Standing Orders and Committee Structure had been circulated to all Members of the Management Committee prior to the meeting.

The Chief Executive explained that she had amalgamated the two documents as there was repetition. She also added that she had made the amendments discussed at the previous meeting along with some additional comments made by Committee Members in relation to the remits of Committees. She had also inserted that changes to policies, increases to budget and rent setting had all to be approved by the Management Committee.

The Chair suggested that this was worthy of consideration particularly after the AGM and suggested that Committee Members take this away and it be returned for approval or amendment at the meeting on the 31st August.

7.00 HOUSING MANAGEMENT AND CUSTOMER SERVICES

7.01 ESTATE MANAGEMENT POLICY PARTICIPATION STRATEGY VOID PROPERTIES POLICY CHANGE OF HOUSEHOLD COMPOSITION POLICY

These policies had been circulated to all Members of the Management Committee prior to the meeting. The Chief Executive asked Committee to note that the Housing and Customer Services Committee had made several comments on these policies. The Association were intending consulting on these policies via meetings and they would return to the Housing and

Customer Services Committee in November for consideration. This would allow all the Management Committee to forward any comments over a reasonable period of time.

LMI

This was agreed.

8.00 DEVELOPMENT AND COMMUNITY REGENERATION

8.01 DUNBEG

The Committee noted that this had been discussed in some detail at the Development and Community Regeneration Sub-Committee and a date during the meeting had been agreed. The evening of the 29th August at 6pm within the Association's Offices would allow everyone on the Committee to have information on the proposed land deal. It would also allow Committee the opportunity to question the design team, financial consultants and legal advisers.

The Committee noted this and affirmed the date and time of the meeting.

9.00 HEALTH AND SAFETY

9.01 FORMAL SAFETY INSPECTION – 27TH JUNE 2007

This was noted by the Committee.

9.02 SAFETY INSPECTION REPORT FORM – 27TH JUNE 2007

This was noted by the Committee.

10.00 MINUTES AND REPORTS OF PREVIOUS MEETINGS

10.01 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 29 JUNE 2007

The Minutes were approved on a proposal by John Wilson and seconded by Duncan MacKenzie.

10.02 MINUTES OF HEALTH AND SAFETY SUB-COMMITTEE MEETING HELD ON 4TH JULY 2007

The Minutes were approved on a proposal by Mary Morrison and seconded by Duncan MacKenzie.

10.03 CORPORATE SERVICES SUB-COMMITTEE MEETING HELD ON 3RD AUGUST 2007

The Minutes were approved on a proposal by Mary Morrison and seconded by Duncan MacKenzie.

10.05 DEVELOPMENT AND COMMUNITY REGENERATION SUB-COMMITTEE MEETING HELD ON 10TH AUGUST 2007

The Chair noted that these Minutes had been sent by separate cover and

one Committee Member had not received them. This led to a discussion about the most efficient method of sending Committee papers either hand delivered, using the internet or through the post. All accepted that this was worthy of a wider discussion at a later date.

The Minutes were approved on a proposal by Stuart Moir and seconded Mary Morrison.

13.00 PRIVATE AND CONFIDENTIAL ITEMS

These items are subject to a Private & Confidential Minute.

15.00 DATE OF NEXT MEETING

Health & Safety Sub-Committee	Wednesday 26 Sept. 07
Corporate Services	Friday 2 November 07
Housing Management & Customer Services	Thursday 8 November 07
Development & Community Regeneration	Friday 9 November 07
Management Committee	Friday 23 November 07

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