

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF WEST HIGHLAND HOUSING ASSOCIATION, HELD ON FRIDAY 31 AUGUST 2007 AT 10.00 A.M. IN THE BOARD ROOM, CRANNOG LANE OBAN**

**1.00 PRESENT ACTION**

Mr Kenneth MacColl (Chair)  
Mr Antony Cave  
Ms Barbara Milne  
Mr Duncan MacKenzie  
Mr Murray Sim  
Ms Mary Morrison

**IN ATTENDANCE**

Lesley McInnes, Chief Executive  
Gregor Cameron, Project Director  
May Tosh, Corporate Services Manager  
Ruby Campbell, Corporate Services Officer – Minutes  
All representing West Highland Housing Association Ltd

**2.00 APOLOGIES**

Councillor Robin Currie  
Councillor Gordon Chalmers  
Mr Stuart Moir

**3.00 ANY OTHER COMPETENT BUSINESS**

Lesley McInnes advised that Report 8.3 which was not included on the circulated agenda will be tabled and was for Committee to note.

**4.00 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5.00 ELECTION OF OFFICE BEARERS**

**Chairman**

Kenneth MacColl stood down as Chairman and Lesley McInnes took over the Chair.

Lesley McInnes invited nominations from Management Committee Members to hold the position of Chairman. Kenneth MacColl was nominated by Murray Sim and seconded by Tony Cave.

There being no further nominations, Kenneth MacColl was unanimously elected as Chairman.

Kenneth MacColl took the Chair.

### **Vice Chairman**

Nominations were invited for Vice Chairman. Antony Cave was nominated by Duncan MacKenzie and seconded by Mary Morrison.

There being no further nominations, Antony Cave was unanimously elected as Vice Chairman.

### **Secretary**

Nominations were invited for Secretary. Murray Sim was nominated by Tony Cave and seconded by Barbara Milne.

There being no further nominations, Murray Sim was unanimously elected as Secretary.

### **Treasurer**

Nominations were invited for Treasurer. Tony Cave was nominated by Duncan MacKenzie and seconded by Murray Sim.

There being no further nominations, Tony Cave was unanimously elected as Treasurer.

### **Convener – Development and Community Regeneration Sub Committee**

Nominations were invited for Convener of the Development and Community Regeneration Sub Committee. Murray Sim was nominated by Ken MacColl and seconded by Barbara Milne.

There being no further nominations, Murray Sim was unanimously elected as Convener of the Development and Community Regeneration Sub Committee.

### **Convener – Corporate Services Sub Committee**

Nominations were invited for Convener of the Corporate Services Sub Committee. Tony Cave was nominated by Murray Sim and seconded by Duncan MacKenzie.

There being no further nominations, Tony Cave was unanimously elected as Convener of the Corporate Services Sub Committee

### **Convener – Housing & Customer Services Sub Committee**

Nominations were invited for Convener of the Housing & Customer Services Sub Committee. Stuart Moir was nominated by Tony Cave and seconded by Mary Morrison.

There being no further nominations, Stuart Moir was unanimously elected as Convener of the Housing & Customer Services Sub Committee.

#### **Convener – Health & Safety Sub Committee**

Nominations were invited for Convener of the Health & Safety Sub Committee. Mary Morrison was nominated by Murray Sim and seconded by Tony Cave.

There being no further nominations, Mary Morrison was unanimously elected as Convener of the Health & Safety Sub Committee.

#### **Employers in Voluntary Housing Representative**

Nominations were invited for Employers in Voluntary Housing Representative.

Ken MacColl was nominated by Mary Morrison and seconded by Murray Sim.

There being no further nominations, Ken MacColl was unanimously elected as EVH Representative.

#### **RIHAF Representative**

Nominations were invited for RIHAF Representative. Robin Currie was nominated by Murray Sim and seconded by Mary Morrison.

There being no further nominations, Robin Currie was unanimously elected as RIHAF Representative.

### **6.00 MEMBERSHIP OF SUB COMMITTEES**

A report detailing the composition of each Sub Committee for 2006/2007 was circulated to all members prior to the meeting.

Following discussion, the membership of Sub-Committees for 2006/2007 will be as follows:

#### **Development and Regeneration Sub Committee**

Murray Sim – Convener  
Kenneth MacColl – Chairman  
Robin Currie  
Stuart Moir  
Mary Morrison  
Duncan MacKenzie

### **Corporate Services Sub Committee**

Antony Cave – Convener  
Kenneth MacColl – Chairman  
Stuart Moir  
Mary Morrison

### **Housing and Customer Services Sub Committee**

Stuart Moir – Convenor  
Kenneth MacColl – Chairman  
Antony Cave  
Barbara Milne  
Mary Morrison  
Murray Sim  
Duncan MacKenzie

### **Health & Safety Sub Committee**

Mary Morrison – Chair  
Lesley McInnes  
Susan MacAskill  
Ruby Campbell  
Duncan MacKenzie  
Mary Morrison

The membership of the Sub-Committees were then approved unanimously.

## **7.01 AUDITORS MANAGEMENT LETTER AND RESPONSE**

A copy of the Report on the Auditors Management Letter and draft response letter relating to the year ended 31 March 2007 was circulated to Members prior to the meeting.

Lesley McInnes took Members through the letters and requested approval of the response.

Lesley further advised that the Auditor had raised a few minor housekeeping issues which would be addressed by the Corporate Services Sub Committee throughout the year.

The draft response letter was then approved on a proposal by Murray Sim and seconded by Mary Morrison.

**LMI**

## 7.02 SHARED OWNERSHIP POLICY

A copy of the Shared Ownership Policy had been circulated to Members of the Management Committee prior to the meeting.

Lesley McInnes reported that the proposed policy had been out for consultation and sought the approval of the Management Committee for its adoption.

The Shared Ownership Policy was then approved for adoption on a proposal by Tony Cave and seconded by Barbara Milne.

## 7.03 REVISED STANDING ORDERS AND COMMITTEE STRUCTURE

A copy of the Report on Revised Standing Orders and Committee Structure had been circulated to the Management Committee prior to the meeting.

Lesley McInnes advised that the Revised Standing Orders and Committee Structure had been discussed at the Management Committee meeting on 29 June 2007 where it was agreed that it would be brought back to this meeting for formal approval.

The Revised Standing Orders and Committee Structure was then approved for adoption on a proposal by Duncan MacKenzie and seconded by Mary Morrison.

## 8.01 PROPOSED AUTHORISED SIGNATORIES AND LEVELS OF AUTHORISATION

The authorised signatories for 2007/2008 were circulated to members prior to the meeting.

The proposed authorised signatures for 2007/2008 were then agreed on a proposal by Tony Cave and seconded by Barbara Milne.

### **BANK ACCOUNTS** (Excluding Petty Cash Account)

#### **Limit of Sums up to £5000**

**Staff Members** (Chief Executive with a Staff Members signing together)

Lesley McInnes  
Gregor Cameron  
May Tosh

**Staff** (Staff with a Committee Member signing together)

Lesley McInnes  
Gregor Cameron  
May Tosh

**Committee** (Committee Member with a Staff Member or two Comm  
Members signing together)  
Antony Cave  
Stuart Moir  
Mary Morrison  
Kenneth MacColl  
Alexander Murray Sim

**PETTY CASH ACCOUNT (Limit £250)**

**2 Staff Members (Signing together)**  
Lesley McInnes  
Gregor Cameron  
May Tosh  
Philip Wilson

**INTERNET BANKING AUTHORISATION**  
**Service Requests and Inter Account Transfers**  
May Tosh  
Susan MacAskill

**LEGAL DOCUMENTS**  
**Chairman signing together with two Committee Members**  
**Or**  
**Chairman, Secretary signing together with one Committee Member**  
Kenneth MacColl  
Antony Cave  
Duncan MacKenzie  
Barbara Milne  
Stuart Moir  
Mary Morrison  
Alexander Murray Sim

**HOUSING ASSOCIATION GRANT CLAIMS**

Lesley McInnes  
Gregor Cameron  
May Tosh  
Philip Wilson  
Susan MacAskill

**8.02 ANNUAL RETURNS**

A copy of the Report Annual Returns had been circulated to all Members of the Management Committee prior to the meeting.

May Tosh informed the Committee that the Report was for information and that the Associations Annual Accounts inclusive of Balance Sheet and Auditor's Report will be forwarded to the appropriate parties prior to 30 September 2007.

**MT**

The Committee noted the contents of the Report.

**9.01 MINUTES OF THE MANAGEMENT COMMITTEE 17 AUGUST 2007**

A copy of the Minutes of the Management Committee meeting held on 17 August 2007 had been circulated to the Management Committee prior to the meeting.

The Chairman took the Committee through the Minutes page by page. The Minutes were then approved on a proposal by Murray Sim and seconded by Barbara Milne.

**9.02 MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF WEST HIGHLAND RURAL SOLUTIONS LTD. HELD ON FRIDAY 17 AUGUST 2007.**

A copy of the Minutes of the Management Committee Meeting of West Highland Rural Solutions held on 17 August 2007 had been circulated to the Management Committee prior to the meeting.

The Chairman advised that the Minutes were for noting.

**12.00 DATE OF NEXT MEETING**

Corporate Services Sub Committee	Friday 2 November 2007
Housing Management & Customer Services	Thursday 8 November 2007
Development & Community Regeneration	Friday 9 November 2007
Management Committee	Friday 23 November 2007