

MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF WEST HIGHLAND HOUSING ASSOCIATION, HELD ON THURSDAY 21 DECEMBER 2006 AT 10.00 A.M. IN THE BOARD ROOM, CRANNOG LANE OBAN

1.00 PRESENT ACTION

Kenneth MacColl (Chair)
Tony Cave
John Wilson
Barbara Milne
Stuart Moir
Robin Currie
Mary Morrison
Elaine Robertson

IN ATTENDANCE

Lesley McInnes
Gregor Cameron
May Tosh
Rod Buchanan
Ruby Campbell (Minutes)

2.00 APOLOGIES

Murray Sim

3.00 ANY OTHER COMPETENT BUSINESS

The Chairman advised that Item 5.00, Private and Confidential Items, be discussed prior to the ordinary business.

At this point Gregor Cameron, May Tosh, Rod Buchanan and Ruby Campbell left the meeting.

4.00 DECLARATIONS OF INTEREST

There were no declarations of interest.

5.00 PRIVATE AND CONFIDENTIAL ITEMS

This is subject to a separate Private & Confidential Minute.

Gregor Cameron, May Tosh, Rod Buchanan and Ruby Campbell re-joined the meeting.

- 6.00 FINANCE** **ACTION**
- 6.01 RENT INCREASE 2007/08 – RESULTS OF CONSULTATION**
- A copy of the Proposed Rent Increase 2007/08 was circulated at the meeting. May Tosh took the Committee through the Report which had previously been discussed at the Management Committee meeting on 24 November 2006 and advised that following the tenant consultation no comments had been received. The Committee then agreed on a proposal by Duncan MacKenzie and seconded by Tony Cave to approve the rent increase. **MT**
- 7.00 DEVELOPMENT**
- 7.01 PROCUREMENT**
- Gregor Cameron, Project Director gave a verbal update on the progress of the new Procurement Strategy. He advised that an advertisement had been placed through the Official Journal of the European Union to invite contractors and consultants to apply to be considered for Framework Agreements for new build development work and major/minor repairs for the period 2007-2010. Gregor further advised that the closing date for applications is the 5th of February 2007 and that he will provide an update report to the Development Sub-Committee meeting on the 9th February 2007. **GC**
- 8.00 HOUSING**
- 8.01 LEASE OF 12 CEOL NA FAIRGE**
- Rod Buchanan, Senior Housing Officer, took Members through the previously circulated report and advised that the lease to Islay Disabilities and Endeavours for Action (IDEAS) had expired in November 2006. Rod provided the Committee with the booking figures for the current year and advance bookings for 2007. Lesley McInnes proposed that a meeting be arranged involving all the agencies connected with the property and following discussion it was agreed to continue the current leasing arrangement and review the situation in September 2007. **RDB
LMI**
- 8.02 JURA CARE CENTRE**
- Rod Buchanan, Senior Housing Officer, took Members through the previously circulated report which outlines the admission criteria for the Centre. There were a number of concerns raised regarding eligibility and it was agreed that rigorous assessment of need requires to be carried out. It was further agreed that 2.1, under Eligibility for Admission, should be re-written as clarification requires to be sought regarding the age limit and also include mental health problems in addition to physical. It was also agreed to delete the word reasonable at 4.2. Lesley McInnes asked Committee to feed **RDB**

back all their suggestions to Rod before the 10 January 2007. With regard to the Void Management Procedures for the Jura Care Centre it was agreed that clarification has to be sought regarding who will act on the Association's behalf regarding terminations and that Committee should refer to Rod if they have any further queries regarding the procedures. The Chairman thanked Rod for his hard work in producing the reports.

9.01 RIGHT TO REPAIR POLICY

A copy of the Right to Repair Policy had been circulated to all Members of the Management Committee prior to the meeting. Lesley McInnes advised Members that the policy had been discussed at the Housing Management Sub-Committee on 9 November 2006 and had subsequently been issued for consultation. The Committee noted the responses and agreed that there needs to be pragmatic ways to clarify the geographical challenges of Right to Repair. The policy was then approved on a proposal by Mary Morrison and seconded by Duncan MacKenzie.

9.02 RIGHT TO COMPENSATION FOR IMPROVEMENTS POLICY

A copy of the Right to Compensation for Improvements Policy had been circulated to all Members of the Management Committee prior to the meeting. Lesley McInnes advised Members that the policy had been discussed at the Housing Management Sub-Committee on 9 November 2006. The policy was then approved on a proposal by Stuart Moir and seconded by Tony Cave.

10.00 NEW MEMBERS

There had been no applications for membership to the Association since the last meeting.

11.00 MINUTES

11.01 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 24 NOVEMBER 2006

A copy of the Minutes of the Management Committee Meeting held on 24 November 2006 had been circulated to all Members of the Management Committee prior to the meeting.

Duncan MacKenzie informed the Chair that he was present at the last meeting. Kenneth MacColl took Members through the Minutes page by page with the following matters arising from the Summary Action Sheet:-

Stock Condition Links to SHQS and planned maintenance

Martin Aitken Associates have been appointed.

Central Heating Systems

Gregor advised that he is having a meeting with Alienergy on 22 December 2006.

Rent Increase 2007/08

Consultation process has taken place.

Review of Loan Re-financing update

May advised that all legalities are in place and have received loan agreement.

Jura Progressive Care Centre

Rod read out proposed names for the the Centre and Lesley asked Committee to pass their ideas to Gregor.

Dunbeg

Gregor advised that he has met with the legal representatives and will be holding a meeting with Dunstaffnage Estates and Trunk Roads on 10 January 2007.

Request for Housing on Jura

Malcolm MacFadyen is progressing this for Argyll & Bute Council.

HomeArgyll Update

Rod hoped that HomeArgyll would receive coverage at the Institute of Housing Conference.

Martin Polhammer will be providing a talk to staff and Committee on medical checks on 12 February 2007.

12.00 CORRESPONDENCE

12.01 CORRESPONDENCE/TRAINING

Copies of correspondence and training opportunities had been circulated to all Members of the Management Committee prior to the meeting.

The Management Committee noted the correspondence.

The Chairman commended the Association on winning the Best Renewable Project at the Green Energy Awards for Glenshellach and a Highly Commended award to Ceol na Fairge, Kilarrow, Bowmore, Isle of Islay in Argyll & Bute Council's Planning Design Award 2006 in the category of "Residential Development".

SUMMARY ACTION SHEET

MANAGEMENT COMMITTEE MEETING 21 DECEMBER 2007

ISSUE	COM	IC	RB	GC	MT	GB	ACTION
RENT INCREASE					√		Issue rent increase letters
PROCUREMENT				√			Gregor to progress next stage, e.g. shortlisting
LEASE OF 12 CEOL NA FAIRGE			√				Rod/Lesley to arrange a meeting with all agencies connected to property.
JURA CARE CENTRE			√				Amend admission criteria.