

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF WEST HIGHLAND HOUSING ASSOCIATION, HELD ON 29 JUNE 2007 AT 10.00 A.M. IN THE BOARD ROOM, CRANNOG LANE OBAN.**

**1.00 PRESENT**

**ACTION**

Kenneth MacColl (Chairman)  
Tony Cave  
Murray Sim  
Mary Morrison  
John Wilson  
Councillor Robin Currie  
Barbara Milne  
Duncan MacKenzie

**IN ATTENDANCE**

Lesley McInnes, Chief Executive  
Gregor Cameron, Project Director  
May Tosh, Corporate Services Manager  
Ruby Campbell (Minutes)

**2.00 APOLOGIES**

Stuart Moir  
Councillor Gordon Chalmers  
Barbara Milne

**3.00 ANY OTHER COMPETENT BUSINESS**

Kenneth MacColl intimated the untimely death of Lewis MacLeod, Trainee Technical Officer with the Association. He extended his deepest sympathy to the family on behalf of the Association.

**4.00 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5.00 CHIEF EXECUTIVE**

**5.01 COMPLAINTS POLICY AND PROCEDURE**

A copy of the Complaints Policy & Procedure had been circulated to all the Members of the Management Committee prior to the meeting.

Lesley McInnes advised that this was the first review of the Complaints Policy & Procedures and invited recommendations from the Management Committee with regard to tightening up the present procedure.

Tony Cave requested that Committee are advised of complaints/comments on a regular basis.

Lesley McInnes recommended that a more focussed leaflet is produced, an internal independent investigatory officer is appointed and an improved tracking system is introduced.

Following discussion it was agreed that Lesley McInnes would submit a further report to the next Management Committee meeting and that further reports regarding Complaints will be produced quarterly.

LMI

## **5.02 COMMITTEE STRUCTURE**

A copy of the report on Committee Structure had been circulated to all Members of the Management Committee prior to the meeting.

Lesley McInnes took Members through the report highlighting minimal changes in the Committee Structure but which reflect the rule changes.

Discussion took place regarding times of meetings and the possibility of meetings taking place in the evenings. Video-conferencing was also suggested which would accommodate the three island Committee Members.

Lesley McInnes invited the Committee Members to consider the contents and recommendations contained within the report and give consideration and feedback in order that a finalised report can be brought to the August meeting.

LMI

## **6.00 FINANCE**

### **6.01 5 YEAR FINANCIAL PROJECTIONS (FYFP) – Communities Scotland Return**

A copy of the 5 Year Financial Projections had been circulated to all Members of the Management Committee prior to the meeting.

May Tosh advised that the attached Financial Projections and Assumptions were a requirement by Communities Scotland regulatory framework to ensure that RSLs meet performance standards and were for information purposes.

## **6.02 COMMUNITIES SCOTLAND REVIEW OF AUTHORISED SIGNATORIES**

A copy of the Report on the Review of Authorised Signatories had been circulated to all Members of the Management Committee prior to the meeting.

May Tosh advised that approval was sought from Committee for Lesley McInnes, Gregor Cameron, May Tosh, Philip Wilson and Susan MacAskill to sign Housing Association Grant Claims.

It was agreed on a proposal by Tony Cave and seconded by Murray Sim to approve the recommendation.

## **6.03 CHARITABLE DONATION**

A copy of the report on the Charitable Donation had been circulated to all Members of the Management Committee prior to the meeting.

May Tosh advised the Committee that the report had been at the March Management Committee meeting for approval but as the accounts for the Oban Charitable Trust were not available at that time it was agreed to bring the report to the meeting on 25 May 2007. May apologised for the delay but requested that the Management Committee authorise the donation of £10,500.

It was agreed on a proposal by John Wilson and seconded by Duncan MacKenzie that the level of donation be increased to £10,500.

## **6.04 SFHA PENSION SCHEME – REVIEW OF SCHEME BENEFITS**

A copy of the report on the SFHA Pension Scheme – Review of Scheme Benefits had been circulated to all Members of the Management Committee prior to the meeting.

May Tosh advised that the report summarised the main points of the consultation and requested that that the Management Committee form a sub-group to complete the questionnaire.

Tony Cave and Murray Sim agreed to complete the questionnaire.

## **7.00 DEVELOPMENT**

### **7.01 SCOTTISH HOUSING QUALITY STANDARD**

A presentation to staff and Committee on the progress to date with the Scottish Housing Quality Standard survey was given at the conclusion of the meeting by Tom Martin of Martin, Aitken Associates.

Following the presentation it was agreed that a small working group be established to draw together proposals. All Committee members will be

able to attend the working group meetings but it was thought that the Office Bearers would form the nucleus of the working group. It was agreed to hold the meetings in the evening.

The Chairman thanked Tom Martin for his very comprehensive presentation.

## **7.02 WIDER ROLE JOINT PROJECT – WELFARE RIGHTS**

A copy of the report on the Wider Role Joint Project – Welfare Rights had been circulated to all Members of the Management Committee prior to the meeting.

Lesley McInnes reported that the Report had been produced by Margaret Cullen, Technical Co-ordinator and provided information on a joint working project with the other Argyll Housing Organisations for the provision of a Welfare Rights service in Argyll.

Following discussion it was agreed that the Association should continue their involvement in the project subject to funding and that credit should be given to ACHA for involving ourselves, Fyne Homes and Dunbritton on this proposal.

## **8.00 HOUSING MANAGEMENT AND MAINTENANCE**

### **8.01 VERBAL UPDATE ON CONSULTATION FROM SHARED OWNERSHIP PAPER**

May Tosh advised the Management Committee of the findings from the Shared Ownership consultation. She reported that, to date, six positive responses have been received from the sixty letters originally circulated and that a report on the findings will be submitted to the Management Committee meeting in August.

MT

## **9.00 HEALTH AND SAFETY**

### **9.01 FORMAL SAFETY INSPECTION REPORT 14 FEBRUARY 2007**

A copy of the Health & Safety Inspection Report had been circulated to all Members of the Management Committee prior to the meeting.

Lesley McInnes advised that the Report was for information only as no action was required.

The report was then approved on a proposal by Mary Morrison and seconded by Duncan MacKenzie.

## **10.00 ALTERATIONS TO WHHA OFFICE ACCOMMODATION**

A copy of the report on Alterations to WHHA Office Accommodation had been circulated to all members of the Management Committee prior to the meeting.

Lesley McInnes advised that the report had been prepared by Ruby Campbell, Corporate Services Officer and provided information regarding proposed alterations to office accommodation and reception area at the Association offices.

She further advised that there are plans also for the upper floor for the future but downstairs is a priority.

Gregor Cameron reported that it is hoped that there will be minimal disruption during the alterations and that work could be carried out during evenings and weekends.

The Committee agreed unanimously with the proposed alterations.

## **11.00 NEW MEMBERS**

There were no new Members to report.

## **12.00 MINUTES AND MATTERS ARISING**

### **12.01 MINUTES OF THE HEALTH AND SAFETY COMMITTEE MEETING HELD ON 28 MARCH 2007.**

A copy of the Minutes of the Health & Safety Sub-Committee meeting held on 28 March 2007 had been circulated to all members of the Management Committee prior to the meeting.

Kenneth MacColl took the Committee through the Minutes page by page.

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

### **12.02 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 25 MAY 2007.**

A copy of the Minutes of the Management Committee meeting held on 25 May 2007 had been circulated to all Members of the Management Committee prior to the meeting.

Kenneth MacColl took the Committee through the Minutes page by page with the following matters arising from the Summary Action Sheet:-

*Letters to Councillors* – Lesley has written to councillors and government ministers.

*Homestake* – Lesley has contacted Communities Scotland regarding £5000 contribution.

*Wider Action* – Gregor advised that Community Links are now involved in the footpath and they will be contacting the stores direct.

*Bank reconciliations* – May will submit a report to the Finance & Staffing meeting on 3 August 2007.

*Carillion situation* – Lesley advised that it is on today's agenda under Private & Confidential.

*Procurement Update* – Gregor advised that this has been finalised and the launch went well on the 22 June 2007 in the Calmac Terminal Building. The Procurement Policy will go to the Development Sub-Committee meeting on 10 August 2007.

*Scottish Water, Appin* - Gregor has written to Scottish Water.

*Biomass Heating System* – Gregor has contact details of an energy consultant.

*Shared Ownership* – May will report to today's meeting.

*SHQS* – On today's agenda.

The Minutes were then approved on a proposal by Murray Sim and seconded by John Wilson.

## **13.00 PRIVATE AND CONFIDENTIAL ITEMS**

These items are subject to a Private & Confidential Minute.

## **1400 DATE OF NEXT MEETING**

<b>Health &amp; Safety Sub-Committee</b>	<b>Wednesday 4 July 2007</b>
<b>Finance &amp; Staffing Sub-Committee</b>	<b>Friday 3 August 2007</b>
<b>Housing Management</b>	<b>Thursday 9 August 2007</b>
<b>Development Sub-Committee</b>	<b>Friday 10 August 2007</b>
<b>Management Committee</b>	<b>Friday 17 August 2007</b>