

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF WEST HIGHLAND HOUSING ASSOCIATION, HELD ON FRIDAY 23 MARCH 2007 AT 10.00 A.M. IN THE BOARD ROOM, CRANNOG LANE OBAN**

**1.00 PRESENT**

**ACTION**

Kenneth MacColl  
Tony Cave  
Murray Sim  
Duncan MacKenzie  
Mary Morrison  
Stuart Moir  
Robin Currie  
Elaine Robertson

**IN ATTENDANCE**

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

**2.00 APOLOGIES**

John Wilson  
Barbara Milne

**3.00 ANY OTHER COMPETENT BUSINESS**

**Ground Maintenance**

Stuart Moir raised the issue of tenants paying for ground maintenance at St Valery Place and Creag an Airm. Lesley advised that it was not possible to monitor exactly what the contractor is being paid to do but agreed to look at the overall policy and bring a report to the meeting in May. Gregor Cameron also advised that it is proposed to begin an enhanced monitoring procedure involving the technical department and the customer services team.

**LMI**

**Heating System at Keil Gardens**

Elaine Robertson requested an update on the progress of the Alienergy report on the heating at Keil Gardens. Gregor Cameron advised that the results will be contained within the SHQS Report and this should be available in May.

**GC**

#### **4.00 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **5.00 CHIEF EXECUTIVE**

##### **5.01 INTERNAL MANAGEMENT PLAN 2007/08**

A copy of the Internal Management Plan 2007/08 had been circulated to all Members of the Management Committee prior to the meeting which details the work planned for the Association during 2007/08.

**LMI**

The content of the comprehensive report was noted and following discussion the under-noted amendments were agreed:-

**3., 3.2 - Meetings of the Management Committee are held bi-monthly.**

**6., 6.2 - Committee and Staffing – remove the word regular from through regular structure.**

**11., 11.2, - last line of page, we will have significantly ... moved forward on these areas.**

**At Strategic Objective 1 remove the word substantially.**

**At Strategic Objective 4 *Preparation of APSR Return should read achieved.***

**Future long reports to include page numbers.**

The Internal Management Plan was then approved on a proposal from Duncan MacKenzie and seconded by Tony Cave.

##### **5.02 WHHA SPONSORED CHARITY**

A copy of the report and additional information on the WHHA Sponsored Charity had been circulated to all Members of the Management Committee prior to the meeting.

Lesley McInnes advised Members that the Association staff had chosen Lorn Homestart to support throughout the coming year through various fund-raising events. The Committee agreed that this was a very worthwhile charity to support and would welcome the opportunity to participate with the staff where appropriate.

#### **6.01 MINUTES OF THE FINANCE AND STAFFING SUB-COMMITTEE MEETING OF 2 FEBRUARY 2007**

A copy of the Minutes of the Finance & Staffing Sub-Committee held on 2 February, which had been before the Management Committee on 23 February 2007, had been circulated to all Members of the Management Committee prior to the Meeting.

May Tosh advised that the Minutes could not be approved at the meeting on the 23 February 2007 as the Members who had attended the Finance & Staffing Sub-Committee on 2 February 2007 were not present and, therefore, the Minutes were back on the Agenda for formal adoption.

The Minutes of the Finance & Staffing Sub-Committee meeting held on 2 February 2007 were then approved on a proposal from Stuart Moir and seconded by Tony Cave.

#### **6.02 QUARTERLY MANAGEMENT ACCOUNTS FOR PERIOD TO 31 DECEMBER 2006.**

A copy of the Quarterly Management Accounts for period to 31 December 2006, which had previously been before the Management Committee on 23 February 2007, had been circulated to all Members of the Management Committee prior to the Meeting.

May Tosh advised that the Quarterly Management Accounts for period to 31 December 2006 could not be approved at the meeting on 23 February 2007 as the Members who had attended the Finance & Staffing Sub-Committee on 2 February 2007 were not present and, therefore, the Report was back on the Agenda for formal adoption.

The Quarterly Management Accounts for period to 31 December 2006 were then approved on a proposal from Tony Cave and seconded by Duncan MacKenzie.

#### **6.03 ANNUAL BUDGET 2007/2008**

A copy of the Annual Budget 2007/2008 had been circulated to all Members of the Management Committee prior to the meeting.

Following discussion, the Annual Budget 2007/2008 was then approved on a proposal from Elaine Robertson and seconded by Tony Cave.

#### **6.04 CHARITABLE DONATION**

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

**MT**

Following discussion it was agreed to consider the level of increase in donation to the Oban Charitable Trust at the Management Committee on 25 May 2007.

## **6.05 FEE PROPOSAL FOR FINANCIAL ADVISOR SERVICES 2007/2008**

A copy of the Fee Proposal for Financial Advisor Services 2007/08 had been circulated to all Members of the Management Committee prior the meeting.

**MT**

The fee proposal was approved on a proposal from Tony Cave and seconded by Stuart Moir.

May Tosh advised that the tender documents for Financial Advisor Services 2008/11 had now been sent out and interviews will be held week beginning 23 April 2007. Tony Cave highlighted the tight timescale with the tender process and it was unanimously agreed that invitations to tender for this service be sent out between September and November of the previous calendar year.

## **7.01 UPDATE ON PROCUREMENT STRATEGY**

A copy of the Update on Procurement Strategy was circulated at the meeting.

**GC**

Gregor Cameron advised Members of the progress to date and that a comprehensive report detailing the successful contractors/consultants and a copy of the framework agreement documentation will be submitted to the Management Committee on 25 May 2007 for approval.

Tony Cave proposed that invitations to tender for cyclical contracts could go out earlier as this does not affect the annual budget.

## **8.01 UPDATE ON JURA PROGRESSIVE CARE CENTRE**

A copy of the Update on Jura Progressive Care Centre had been circulated to all Members of the Management Committee prior to the meeting.

**LMI**

Gregor Cameron took Members through the Report and advised that the Jura PCC is now complete and that he will be travelling to Jura on Friday 30 March 2007 for the official handover. He further advised that the official opening is hoped to be held in August.

With regard to respite usage, Lesley McInnes advised those present that there is ongoing discussion with the Jura Steering Group and is still awaiting figures from the Health Board and Social Services. She further advised that she hoped that she would have sufficient information to bring a report to the next Housing Management Sub-Committee on 10 May 2007.

***Councillor Robin Currie left the meeting at 11.00 am.***

**8.02 EVICTION REPORT**

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

The recommendation to approve the eviction was agreed on a proposal from Mary Morrison and seconded by Duncan MacKenzie.

**9.00 NEW MEMBERS**

There were no new Members.

**10.00 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 23 FEBRUARY 2007**

A copy of the Minutes of the Management Committee meeting held on 23 February 2007 had been circulated to all Members of the Management Committee prior to the meeting.

Kenneth MacColl took Members through the Minutes page by page with the following matters arising from the Summary Action Sheet.

**Consultation on SFHA Pension Scheme**

May Tosh advised that the questionnaire has to be completed before the 6<sup>th</sup> April.

**Role of Wider Action within the Association**

Lesley McInnes advised that a meeting has been arranged for Thursday 5 April with Stephen Singer from Community Links and Steven McGregor from T.C. Young.

**Request for purchase of land at Glenshellach**

Gregor Cameron advised that he has written to the purchaser and will keep Committee up to date with progress.

The Minutes were then approved on a proposal from Murray Sim and seconded by Duncan MacKenzie.

**11.00 DATE OF NEXT MEETING**

Finance & Staffing Sub-Committee	Friday 4 May 2007
Housing Management Sub-Committee	Thursday 10 May 2007
Development Sub-Committee	Friday 11 May 2007
Management Committee	Friday 25 May 2007

**The Minutes were read and agreed as a true record of the meeting.**

Signed: ..... Date: .....