

MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF WEST HIGHLAND HOUSING ASSOCIATION, HELD ON 25 MAY 2007 AT 10.00 A.M. IN THE BOARD ROOM, CRANNOG LANE OBAN

1.00 PRESENT

ACTION

Tony Cave (Chairman)
Kenneth MacColl
Murray Sim
Duncan MacKenzie
Stuart Moir
Robin Currie
John Wilson

IN ATTENDANCE

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

2.00 APOLOGIES

Mary Morrison
Elaine Robertson
Barbara Milne

3.00 ANY OTHER COMPETENT BUSINESS

Lesley McInnes requested the Committee's permission to write thank-you letters to the local councillors and government ministers who were no longer in office for their valued support. She also sought approval for additional signatories for the Clydesdale Bank account.

LMI

This was agreed.

4.00 DECLARATIONS OF INTEREST

There were no declarations of interest.

5.00 ANNUAL PERFORMANCE AND STATISTICAL RETURN 2006/2007

A copy of the Annual Performance and Statistical Return had been circulated to all the Members of the Management Committee prior to the meeting.

The Chairman invited any comments.

Following a query by Stuart Moir regarding the figure of 486 General tenancies on page 3, and 487 Self-Contained Dwelling Units on page 33, May Tosh explained that a leased property had been included in error and the figures have now been corrected.

There were concerns raised regarding the Scottish Housing Quality Standard on page 36. Lesley advised that the figures were based on the information from the Association's desktop study and also the work being done by Tom Martin of Martin, Aitken Associates. The Project Director confirmed that Martin Aitken will provide more detailed figures by the end of June following the current SHQS survey.

The Annual Performance and Statistical Return was then approved on a proposal by Duncan MacKenzie and seconded by Kenneth MacColl.

6.00 CHIEF EXECUTIVE

6.01 HOMESTAKE

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

Lesley McInnes took Members through the report and pointed out that the Committee may wish to consider actively marketing properties to our current tenants and which will in turn free up rented properties. The potential downside is that there are people on the list with little opportunity of accessing rented housing so this will not assist.

Tony Cave raised concern regarding the amount of £5000 being the required personal contribution to the scheme. Lesley McInnes acknowledged this issue and this would be raised with Communities Scotland. It would also be discussed as part of the study being done on Homestake in Argyll.

LMI

Lesley McInnes advised that the report was mainly to seek views from the Committee, the Council and Communities Scotland. Following discussion the Committee agreed with the recommendations as contained in the report.

6.02 UPDATE ON THE ROLE OF WIDER ACTION WITHIN THE ASSOCIATION

A copy of the report on the Role of Wider Action within the Association had been circulated to all Members of the Management Committee prior to the meeting.

Lesley McInnes took Members through the report.

Stuart Moir raised concern with regards establishing a new committee for Wider Action. For clarification Lesley McInnes explained that general wider

action could be scrutinised via the Development Sub Committee whilst other areas, like those mentioned in the report, would be dealt with by West Highland Rural Solutions.

Robin Currie enquired about the Student Accommodation which was listed in the possible Wider Action projects. Lesley McInnes advised that approaches had been made for this type of accommodation but a feasibility study will require to be carried out before advancing any further.

Stuart Moir asked about Footpaths, namely the path at Tesco's leading from the car park to the top of High Street. Gregor Cameron advised that the project had been put on hold until the acquisition of the land had been concluded. He further advised that the project will now go ahead and that he will write to Tescos, Homebase etc. requesting financial assistance towards the proposed footpath.

GC

6.03 POLICY REVIEW

A copy of the Policy Review document had been circulated to all Members of the Management Committee prior to the meeting.

Tony Cave emphasised the importance of the Management Committee viewing the Policy Register annually and commended May Tosh on her work involved in compiling the document.

6.04 BUSINESS PLAN UPDATE

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

Tony Cave took Members through the report which was for information and advised that if anyone has any comments to contact himself or Lesley.

7.00 FINANCE

7.01 MINUTES OF THE FINANCE AND STAFFING SUB-COMMITTEE MEETING HELD ON 4 MAY 2007

A copy of the Minutes of the Finance and Staffing Sub-Committee meeting held on 4 May 2007 had been circulated to all Members of the Management Committee prior to the meeting.

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

Creag an Airm

This matter has been dealt with.

Re-financing

The updated loan summary is on today's agenda. Internal Audit arrangements are ongoing.

MT**Bank Reconciliations**

A report will be presented to the next Finance & Staffing Sub-Committee on 3 August 2007.

Funds held on deposit – Bank of Scotland

A report will be presented to the Management Committee meeting on 29 June 2007 regarding the Carillion situation. Funds have been transferred to the Clydesdale Bank.

LMI

The Minutes were then approved on a proposal by Stuart Moir and seconded by Duncan MacKenzie.

7.02 QUARTERLY MANAGEMENT ACCOUNTS FOR PERIOD TO 31 MARCH 2007

A copy of the Quarterly Management Accounts for period to 31 March 2007 had been circulated to all Members of the Management Committee prior to the meeting.

The Accounts had been discussed fully at the Finance & Staffing Sub Committee meeting held on 4 May 2007 and were tabled for formal adoption.

The Accounts were approved on a proposal by Duncan MacKenzie and seconded by Murray Sim.

7.03 LONG TERM LOANS

The Report on Long Term Loans had been circulated to all Members of the Management Committee prior to the meeting.

May Tosh advised that the Report was to update the Management Committee on the progress made to date with the Loan Review and was for information purposes.

8.00 DEVELOPMENT**8.01 MINUTES OF THE DEVELOPMENT SUB-COMMITTEE MEETING HELD ON 11 MAY 2007**

A copy of the Minutes of the Development Sub-Committee held on 11 May 2007 had been circulated to all members of the Management Committee prior to the meeting.

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

Policy Review

Ongoing.

Acquisitions & Development Plan 2007/2008

Gregor is meeting with ACHA in two weeks.

Procurement Update

Reported at this meeting.

Approval of consultants

Gregor has informed Rob Campbell.

Development Financial Report

Building Standards Agency re Jura still ongoing.

The Minutes were then approved on a proposal from Stuart Moir and seconded by John Wilson.

8.02 PROCUREMENT UPDATE

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

Gregor Cameron updated the Management Committee on the progress so far with the Framework Agreements. He advised that the Committee were invited to a joint meeting/seminar with Communities Scotland on Friday 15 June 2007 at the Association's offices to meet with the appointed contractors/consultants.

GC

Following discussion it was proposed by Stuart Moir and seconded by Murray Sim to approve the recommendations contained in the Report.

8.03 LAND ACQUISITION BY SCOTTISH WATER AT PORT APPIN

A copy of the Land Acquisition by Scottish Water at Port Appin report had been circulated to all Members of the Management Committee prior to the meeting.

Gregor Cameron took Members through the report and requested approval to proceed with the land acquisition by Scottish Water at Port Appin on the basis of his recommendations contained in the Report.

GC

Following discussion, it was agreed on a proposal by Stuart Moir and seconded by Kenneth MacColl to proceed.

8.04 BIOMASS HEATING SYSTEM – GLENSHELLACH

A copy of the Biomass Heating System – Glenshellach report had been circulated to all Members of the Management Committee prior to the meeting.

Gregor Cameron took Members through the report.

Following discussion it was agreed on a proposal by Murray Sim and seconded by Kenneth MacColl to appoint an energy consultant in consultation with Vital Energi.

GC

9.00 HOUSING MANAGEMENT AND MAINTENANCE

9.01 MINUTES OF HOUSING MANAGEMENT SUB-COMMITTEE MEETING HELD ON 10 MAY 2007

A copy of the Minutes of the Housing Management Sub-Committee meeting held on 10 May 2007 had been circulated to all members of the Management Committee prior to the meeting.

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

Minutes

Tony Cave has been added to those present.

Housing Management Quarterly Performance Reports

Ongoing investigation.

Shared Ownership

Enter into consultation process with sharing owners.

MT

Rural Outreach Vehicle

Lesley has spoken with Fyne Homes.

Local Lettings

Information will be provided at all Housing Management Sub-Committee meetings re lettings.

The Minutes were then approved on a proposal by Stuart Moir and seconded by Murray Sim.

9.02 REPORT ON CURRENT LANDSCAPE SERVICES

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

Gregor Cameron took Members through the report and advised that in terms of monitoring landscaping services, a system is now in place whereby there is a tick sheet available in the main office for staff to take with them when out visiting schemes.

Following discussion it was agreed that the Association will continue to upkeep the beds at St Valery Place despite the land not belonging to the Association.

Lesley McInnes made the suggestion that the current contractor attends a tenant's meeting in order for them to address any problems directly. It was noted that the Contractor had already been in contact with the tenants and this maybe a good idea in the future.

It was agreed that the Association would look at a summers afternoon social event that would assist in capturing further information but also thank the tenants for their patience.

9.03 AMENDMENTS TO JURA PCC OPERATIONAL AND MANAGEMENT POLICY

A copy of the amendments to Jura PCC Operational and Management Policy had been circulated to all Members of the Management Committee prior to the meeting.

Gregor Cameron advised that the amendments were for Management Committee to note.

9.04 SCOTTISH HOUSING QUALITY STANDARD UPDATE

A copy of the Scottish Housing Quality Standard Update report had been circulated to all Members of the Management Committee prior to the meeting.

Gregor Cameron introduced Tom Martin from Martin Aitken Associates who gave an update on the progress of the work done to date on the SHQS survey.

GC

10.00 NEW MEMBERS

There were no new Members.

11.00 MANAGEMENT COMMITTEE

11.01 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 23 MARCH 2007

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

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

Ground Maintenance

Discussed on today's Agenda.

Heating System at Keil Gardens

Will be part of the SHQS survey.

Internal Management Plan 2007/2008

Has been amended.

Charitable Donation

A report will be brought to the meeting on 29 June 2007.

MT

Fee Proposal

Done.

Procurement Strategy

Agreed at this meeting to progress further.

Jura Progressive Care Centre

A report was brought before the Housing Management Sub-Committee on 10 May 2007.

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

12.00 PRIVATE AND CONFIDENTIAL

12.01 HOUSE PURCHASE

This matter is subject to a Private and Confidential minute.

12.02 SHARED OWNERSHIP PURCHASE

This matter is subject to a Private and Confidential minute.

13.00 DATE OF NEXT MEETING

Health & Safety Sub-Committee	Wednesday 20 June 2007
Management Committee	Friday 29 June 2007
Finance & Staffing Sub-Committee	Friday 3 August 2007
Housing Management	Thursday 9 August 2007
Development Sub-Committee	Friday 10 August 2007

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

Signed:

Date: