

MARYHILL HOUSING ASSOCIATION LIMITED

**Minutes of the Management Committee Meeting
Held on Tuesday 8th February 2011 at 6.30 p.m.
In the Association's office at 45 Garrioch Road, Glasgow, G20 8RG**

PRESENT:

Lorain MacKinnon, Chair
Martin Rhodes
Edith Ward
Les Currie
Catherine Stylianou
Roy Greatorex

IN ATTENDANCE:

Willy Briody
Angela Cameron
George Gall
Lilian McPake, Minute-taker

Rose McGowan came into the meeting and advised Committee she wished to resign due to health reasons. The Committee accepted this and wished her well, hoping she would return at a future time.

1.0 OFFICE SAFETY PROCEDURES INCLUDING COMMITTEE/STAFF HOME SAFELY

- 1.1 **Fire Safety** – The main exits and assembly point were pointed out in the case of fire.
- 1.2 **Leaving the office** – person responsible is the Director
- 1.3 **Getting home safety** – Arrangements were agreed.

2.0 APOLOGIES

- 2.1 Apologies were received on behalf of John Kane, Billy McAllister, John Brown, Walter Wallace and Rose McGowan.

3.0 DECLARATION OF INTERESTS

- 3.1 Nothing to declare.

4.0 ADOPTION OF FULL MANAGEMENT COMMITTEE MINUTES – 25th January 2011

The minutes were read and accepted. Moved by Les Currie and seconded by Roy Greatorex and approved.

5.0 MATTERS ARISING

- 5.1 There were no matters arising.

6.0 CORRESPONDENCE

- 6.1 No correspondence received to report.

7.0 RISK MANAGEMENT

7.1 No issues to be discussed.

8.0 HOUSING SERVICES

8.1 Allocations and Voids Report

The Housing Services Manager covered this report pointing out an amendment to item 9. Source of Relets – dates should read Oct – December 2010 (not July – Sept). Discussion took place on violent profit agreement which was explained to committee, where relatives are responsible for access to a property i.e. when a tenant is deceased.

8.2 Arrears Report December 2011

The Housing Services Manager explained the tenant arrears graph in this report to committee. The Committee were asked their preference if report information should be presented in graph or other format. The Committee did not want information in graph format. It was agreed to summarise information on the last page of the report as a snapshot. Item 5. Of the report, Cases for Committee Attention, Ref 3610, the committee were informed that the case was recalled to court for tenant arrears, the tenant agreed to pay £5 per week towards the arrears of £1703.19.

8.3 Rent and Service Charge Review 2011

Discussion took place on item 3.5, Loan, Investment and Service Delivery and Business Plan Commitments and it was agreed that extra rent would have to be paid to the Association over the next few years. This extra rent amount is currently unknown. Committee have asked for other options and the Housing Services Manager will bring these back to Committee.

Committee agreed that the proposed 5.8% rental and service increase from 1st April needs to be reduced. Committee agreed that 3.8% plus 1% RPI would be more acceptable in view of SST. The Housing Services Manager will refer to the budget figure before discussing this with Committee again. It was agreed that Rent Review would be discussed at the special management committee meeting on the 22nd of February 2011 together with Pensions and the Staff Structure.

8.4 Management Transfer Request

The Committee gave their approval that this family be granted a permanent transfer to the decanted property as recommended in the Housing Services Manager's report.

Approved by Committee, moved by Lorain Mackinnon, and seconded by Edith Ward.

8.5 Request To Buy Back Shared Ownership Flat

The Committee gave their approval to the Association repurchasing 8 Hazlitt Gardens, Flat 0/1. The recommendations in the report were accepted by Committee.

Approved by Committee, moved by Lorain Mackinnon, and seconded by Martin Rhodes.
8.6 **Maintenance Report**

Unfortunately item 5 of the report was missing, the Senior Maintenance Officer was asked to send a copy to the Director. The report was for information only.

8.7 **Approved List of Contractors – Conditions of Engagement, Policy Maint. 08**

Discussion took place on this policy including smoke alarms and it was confirmed that the GHA provide batteries and also fit them to the smoke alarm for tenants. The Association only fits batteries if the tenant has difficulties.

Committee approved this policy review, moved by Les Currie and seconded by Martin Rhodes.

8.8 **Proposed Framework Agreement for SST Stock**

The Committee gave their agreement in principle to this report.

The Senior Maintenance Officer asked for Committee volunteers to look at PQQs and also to sit on a selection board for contractors.

Lengthy discussion took place on using local contractors against larger contractors. It was suggested that a system allowing the use of local contractors is found.

If framework agreement is in place therefore there would be no work for local contractors. Committee asked for the Senior Maintenance Officer to prepare a report giving the options available which would ensure local contractors are engaged by the Association also.

Framework agreement for LHO stock for the first year will need to be in place and this will not include local contractors.

The Senior Maintenance Officer will provide further details which will be brought to the next committee meeting.

9.0 **DIRECTOR**

9.1 **APSR Verification Action Plan**

The APSR verification action plan was read and approved by Committee.

Moved by Lorain Mackinnon and seconded by Les Currie.

9.2 **ACS Review and Audit of Health and Safety Management System**

The results of this audit were discussed by Committee and the following risks are to be addressed:

- General Risk Assessment for the office
- Manual Handling

- Working at Height
- Lone Working
- Occupational Driving
- Legionella
- Fire – building plan of the office marked up with locations of fire exists, detectors, extinguishers and electrical isolations.

The Committee and Director voiced their thanks to the Health and Safety Administrator for his good work in the health and safety of the Association.

Approved by committee, moved by Lorain Mackinnon and seconded by Catherine Stylianou.

9.3 **SST Verbal Update**

The Director gave the Committee an update on the current situation. The TUPE and Staff Restructuring Report will now go out to Association Staff. Committee will further discuss this issue at the special management committee meeting on the 22nd February 2011.

GHA have introduced a new system to their concierge staff, some of whom will be transferring over to MHA and we will need to introduce our own system.

The Scottish Housing Regulator wants to see a governance review which will come to the next meeting together with details of the proposed rule change.

ICT issues were discussed and the Committee were advised that GHA will take out their IT systems before the Association has the opportunity to install its IT systems. This will happen just before the transfer date.

Catch up repairs were discussed and also some issues regarding subsidence in GHA properties.

115 Sandbank Street High flats, ground up to nearly first floor of building has brick work missing. The Director noted these details and will make enquires.

Offices – DTZ are currently preparing options for office space.

Pensions – The Association has to apply to Strathclyde Pension Fund regarding the LHO staff pensions.

Re-financing is ongoing with Royal Bank of Scotland.

VAT - The Association requires to be VAT registered before the SST. A subsidiary for factoring will be set up in due course.

9.4 **Governance KPIs**

This report was for information.

9.5 **Additional Committee Meeting 15th February to discuss Staff Structure Post SST**

It was agreed to combine special management committee meetings on the 15th and 22nd of February. One will now take place on the 22nd of February 2011 which will discuss three items, Pensions, SST Staff Structure Post SST and Rent Review.

9.6 **Wages Ballot (in confidence)**

Committee voted and the chair completed the ballot paper.

9.7 **Update on Committee Member**

Update was given.

9.8 **Staff Matter**

Discussion took place regarding some issues in relation to the organisational review.

10.0 ITEMS ARISING FROM REPORTS FOR INFORMATION

There were no items to be discussed.

11.0 AOCB

There was no further business and the meeting closed at this point

Lilian McPake
10 February 2011