

MARYHILL HOUSING ASSOCIATION LIMITED

MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 25TH JANUARY 2011 IN THE ASSOCIATION'S OFFICES AT 45 GARRIOCH ROAD, GLASGOW, G20 8RG

PRESENT:

L Mackinnon (Chairperson)
B McAllister
E Brown
C Stylianou
L Currie
R Greatorex

IN ATTENDANCE:

K McGuire (Minute Secretary)
W Briody
D Birrell

1.0 OFFICE SAFETY PROCEDURES

1.1 The safety procedures were adhered to in relation to fire safety, leaving the office (person responsible for locking up) and ensuring that everyone present would get home safely.

2.0 APOLOGIES

2.1 Apologies were received on behalf of E Ward, R McGowan, Councillor Razaq, John Kane and Walter Wallace.

3.0 DECLARATION OF INTERESTS

3.1 There was no business under this item.

4.0 ADOPTION OF FULL MANAGEMENT COMMITTEE MINUTES:

4.1 MANAGEMENT COMMITTEE MINUTES - 14TH DECEMBER 2010

The following two corrections were made:

Item 8.1 – Finance Report

“It was noted that reactive repairs were “under” budget, cyclical and planned maintenance and legal fees were all “over” budget.”

Item 12.8 – LOTUS – Letter of 22/10/10

“Committee were asked to give a concession in their rent and agreed to decrease the charge to £200 per month from now, and review it again in April.”

Following the two amendments the above Minutes were moved by C Stylianou, seconded by E Brown and approved.

4.2 **MANAGEMENT COMMITTEE MINUTES - 11TH JANUARY 2011**

The above Minute was moved by C Stylianou, seconded by R Greatorex and approved.

5.0 **MATTERS ARISING**

5.1 There was no business under this item.

6.0 **CORRESPONDENCE**

6.1 A letter was received from GWSF regarding the affiliation fee. The Director briefly stated that the Association benefits from the services provided by GWSF and it was agreed to continue affiliation. This was moved by C Stylianou, seconded by E Brown and approved.

7.0 **RISK MANAGEMENT**

7.1 There was no business under this item.

8.0 **DEVELOPMENT REPORT**

8.1 **Item 2.3.1 – Maryhill Locks, Phase 2: Infrastructure Offer of Grant**

The Development Manager informed the Committee of the current position with regard to the infrastructure offer of grant for Maryhill Locks, Phase 2. To summarize, the original offer of grant did not deal with issues of cost overruns which are normally appraised at Hag PC stage.

On advice of solicitors and accountants the Association had asked the Council to amend the offer stating that the Council will make payment of cost overruns on the project as they arise rather than at Hag PC stage. The Council have agreed to rewording the offer but have used the terms “will consider” making payment rather than “will” make payment. The revised offer of grant allows the Association to submit additional costs if they arise or as and when they arise. The element of risk that remains for Maryhill is that there is an unforeseen cost that the Council do not agree to fund. The risk was considered

to be minimal. The types of examples on previous projects where there have been cost overruns were discussed in both cases, replacement of sewer and road resurfacing works. The Council had made available additional grant monies. After discussion it was agreed that the revised wording helped mitigate against risks to the Association and was acceptable. This was moved by L Mackinnon, seconded by B McAllister and approved.

8.2 Item 2.3.4 – Development Agreement

The Committee were informed that the Association needs to enter into a Development Agreement with GHA for the units being developed by MHA on behalf of GHA. This Agreement has not yet been finalised and is still in draft format. This will be brought back to a future Management Committee meeting to be approved and signed.

8.3 Item 2.3.5 – Maryhill Locks Phase 2: Proposed Marketing Strategy NSSE Units (Revised)

As part of the tender submission the Management Committee approved a proposed Marketing Strategy for the NSSE units in December. This has been amended slightly to make the priority groupings clearer and the Committee were asked to approve. This was moved by E Brown, seconded by L Currie and approved.

8.4 Item 2.3.11 – Maryhill Locks Phase 2: Clerk of Works Appointment

It was reported that it is necessary to consider the appointment of a Clerk of Works (COW) for the contract as it is estimated that construction will commence in February. The Committee were asked to approve the amended report noting that the appointment was to the full 125 unit development. This was moved by L Mackinnon, seconded by L Currie and approved.

8.5 Item 2.6.3 – Maryhill Primary School: Proposed Marketing Strategy NSSE Units (Revised)

As part of the tender submission the Management Committee approved a proposed Marketing Strategy for the NSSE units in December. This has been amended slightly to make the priority groupings clearer and the Committee were asked to approve. This was moved by E Brown, seconded by L Currie and approved. It was noted that the proposed marketing name was “The View”.

8.6 Item 6.1.1 – Internal Management Plan Policy Review D05: Project Procedures for New Housing (Amended)

The amendments to this procedure were duly noted.

8.7 Item 7.0 – Resourcing of Administration and Marketing of NSSE Units Under Construction (Updated Report)

The Management Committee considered an update report on the above. It was agreed that 9 units will be progressed first and that the Development section will deal with the marketing of the scheme in house and this will hopefully give a better understanding of the resources required in marketing the following 19 units. This was moved by L Mackinnon, seconded by C Stylianou and approved.

8.8 Item 8.0 – Quarterly Monitoring Report

The Development Manager reported that the Association's GPT for 2010/11 has been updated following the mid year review and has revised down.

8.9 A Committee member enquired about the Comet Bar site in Ruchill and the possibility of it being sold to another party. It was agreed that D Birrell would advise the DV but not in the absence of funding support from GCC the Association was not in a good position.

8.10 With regard to Phase 5, it was felt that Bellway's performance was an issue. Concerns about the condition of Ruchill Street was also raised.

9.0 **COMMUNITY DEVELOPMENT/WIDER ACTION REPORT**

9.1 Item 3.2 – Music Therapy and Play Centre

Discussion took place on the proposed location of the above centre. A Committee member spoke about the possibility of the centre being located either at the old hospital site or Ruchill School and it was noted that it will be a residential based facility.

At 7.20pm the Director asked the staff present to leave in order to discuss confidential business.

The staff re-entered the meeting at 8.00pm.

10.0 **DIRECTOR REPORT**

10.1 Item (a) - Second Stage Transfer

As yet there have not been any results from Electoral Reform Services. The ballot runs to 7th February.

10.2 Item 6.0 – Offices

The Director spoke on the above topic. It was felt that the Association should consider other options including Gairbraid Avenue, eg shop units in Tesco. Possibly in the longer term an expansion of MHA offices at Garrioch Road could be considered.

10.3 Item 7.0 – Pensions

The Director stated that he will shortly be attending meetings with the Forum and also the Pensions Trust to discuss further.

10.4 Item 8.0 – Framework Agreement

It was noted that work carried out on backcourt maintenance will be provided in-house, through the above.

- 10.5 Item 10.0 – ICT
It was noted that the Association will need to look into planning ICT services for future demands.
- 10.6 Item 11.0 – VAT
The Committee were informed that we are not currently registered for VAT but will require to do so before the transfer goes ahead. This was noted.
- 10.7 Item 13.0 – Factored Properties
If the ballot is successful, there will be close/block meetings with owners at which they will need to decide who they wish to factor their property. It is anticipated that a substantial number will wish the Association to undertake this service and a subsidiary will be set up to take this forward. It was felt that despite the stock condition survey being carried out we will still discover additional work requiring to be done and this will have an impact for maintenance.
- 10.8 Item (b) – Letter from Scottish Public Services Ombudsman advising complaint upheld
Discussion took place on the complaint. The committee were informed that the complaint was upheld with regard to the timescale but not upheld with regard to the gas coupling. An issue arose with regards to the complaints procedure when staff members are absent and this procedure will be tightened up. It was noted that the Complaints Committee had given their recommendations previously.
- 10.9 Item (d) – Resignation of John Brown
It was noted that John Brown has resigned from the Committee due to health reasons. It was felt that the Association would send him a thank you card and the Director and one or two Committee members would visit him. It was also felt that he would be invited to return onto the Committee if he felt better in the future.
- 10.10 Item (e) – The Scottish Fair Trade Forum
Due to the absence of a Committee member this item will be deferred to a future meeting.
- 10.11 Item (c) – SFHA Pension Scheme Valuation and Benefits Review
The Director spoke briefly on the situation with the Pension scheme for MHA staff. He informed Committee that he would be preparing a presentation to Committee on 22nd February at 6.30pm and stressed the importance of Committee attendance at this meeting.
- 11.0 **ADMINISTRATION**
- 11.1 Execution of Documents
The execution of documents was moved by L Mackinnon, seconded by L Currie and approved.