

**West of Scotland Housing Association
Minutes of the Management Committee Meeting
Wednesday 22nd February 2017.**

<p>Present: Ruth Simpson (Chair), Kelly Adams, Elaine Davidson, Jim Hayton, Robert Higgins, Ena Hutchison, Paul MacAninch, Katy McLeod, Colin Menabney, Rab Morrow, Clare Newton and Ann Reid</p> <p>In Attendance: Lynne Donnelly, Chief Executive Officer (CEO); Colin MacCallum, Director of Finance and Corporate Services; Susan Samson, Finance Manager, Stewart Gibb, Director of Housing and Customer Service's Jennifer Cairns, Corporate Services Manager; Kari Archibald, Executive Assistant; Simon Walker, Solicitor, Gentoo.</p> <p>Observing: Peter Freer, Regulation Manager, Eleanor Sneddon and Margaret Sharkey, Scottish Housing Regulator.</p>	
<p>1. Introduction The Chair welcomed the representatives for the Scottish Housing Regulator and introduced them to everyone around the table.</p> <p>The Chair also took the opportunity to congratulate Kelly Adams on her successful appointment as Partner at RSM.</p>	
<p>1. Apologies Apologies were submitted by Michelle Meldrum and Ian McGibbon.</p>	
<p>2. Disclosure of Interests No interests were disclosed.</p>	
<p>3. Approval of Minutes The approval of the minutes from the Committee Meeting on 25th January 2017 was proposed by Jim Hayton and seconded by Kelly Adams.</p>	Approved
<p>4. Matters Arising All matters arising were noted as complete</p>	
<p>5. Committee Briefing The CEO provided the information from the Committee Briefing. The interview for the Property Director would take place on 15th March 2017 and this would follow through the recruitment process with an anticipated commencement date around June 2017. The CEO also outlined the process of leaving Gentoo and how raising awareness to tenants was a priority. Information would be distributed to all tenants and staff are working with TIS who will</p>	

<p>chair the roadshow meetings. The Committee was notified of the planned roadshows dates during March 2017 and invited to attend.</p>	
<p>6. Annual Health and Safety Report The CEO gave an update of the annual health and safety report and that the HR team continue to keep staff safe and to identify training needs of staff. The Committee approved the report and signed the annual statement of responsibility.</p>	Approved
<p>7. Performance against KPI'S for Quarter 3 2016 -17 The Corporate Services Manager presented the Key Performance Indicators along with reasons for results. The committee was informed that a significant number of targets were being achieved including resolution of complaints, anti social behaviour cases resolved within locally agreed targets and provided an explanation for the high staff turnover as a result of many positive moves for individuals.</p> <p>The committee noted the content of the report and agreed to approve.</p>	Approved
<p>8. Carillion Day to Day Repairs Contract The CEO informed the committee of the set up of the KPI's for the period of 1st October 2016 to 31st December 2016 and that the Property Service Manager is continuing to work closely with Carillion in order to increase their knowledge of our services. The committee noted the content of the report and approved the review of Carillion's performance against KPI'S for that period.</p>	Approved
<p>9. Performance Against Business Plan Q3 2016-17 The CEO provided an update on the progress and that a majority of the actions were completed, some ahead of schedule and there are some delays to targets being met. The CEO touched on areas such as risk management strategy, stock condition; staff restructures and review allocation policy. The committee noted and approved the report</p>	Approved
<p>10. Chair Role Description Review The Corporate Services Manager advised the committee of the changes made to the role description for the Chair and that the new role description also detailed the authority delegated to the Chair on behalf of the Management Committee. The Corporate Services Manager proposed that the person specification of the Chair remains.</p> <p>The committee agreed to note the contents of the report and approved the revised role description.</p>	Approved

<p>11. Management Accounts The committee heard a presentation by the Director of Finance and Corporate services regarding the financial performance and the current updated expected outturn for the year.</p> <p>The committee was provided with much detail of surplus and forecasting and provided with a breakdown of expenditure.</p> <p>The Committee noted the content of the report and presentation and the anticipated changes.</p>	<p>Noted</p>
<p>12. Budget 2017/18 The Finance Manager and the Director of Finance and Corporate services presented to the draft annual budget for the financial year of April 2017 to March 2018. They presented a summary detailing all areas, requirements and plans of the budget.</p> <p>The committee approved the draft annual budget for 2017/18.</p>	<p>Approved</p>
<p>13. New Borrowing Facility The Committee heard a report from the Director of Finance and Corporate Services regarding a proposal to enter into a restructure of existing debt facilities. The Committee was informed that the Royal Bank of Scotland stood as the preferred option.</p> <p>The Director of Finance and corporate Services outlined the key areas in the report and updated the committee on his current correspondence with RBS and other lenders.</p> <p>The Committee was satisfied and gave their approval.</p>	<p>Approved</p>
<p>14. Development and Investment Sub Committee remit The CEO invited committee to consider and approve the introduction of a Development and investment Sub Committee to the Governance Structure and that the staffing sub committee had reviewed the remit and delegation and recommended it to the Management Committee.</p> <p>The committee approved the remit and a note the Appointments would stand until the next AGM.</p>	<p>Approved</p>
<p>15. Annual Draft Business Strategy Presentation The CEO presented to the committee the priorities of 2017/18 along with the visions and key priorities of moving forward.</p> <p>The Committee requested the CEO to finalise the draft and bring to the next Management Committee meeting</p> <p>The committee agreed with the draft report and approved</p>	<p>Action</p> <p>Approved</p>

<p>16. Rate Your Estate 2016 The Director of Housing and Customer Services gave an overview of the report and asked for committee to note and agree with continuation.</p> <p>The committee agreed and approved</p>	<p>Approved</p>
<p>17. Resolutions None.</p>	
<p>18. Notifiable Events None.</p>	
<p>19. AOCB The Chair informed Committee that Ann Reid had resigned as Vice Chair and thanked her for carrying out the role to date. The Chair invited the CEO to present a Vice Chair Remit and Person Specification to the next meeting.</p>	<p>Action</p>
<p>20. Date of Next Meeting 29th March 2017 at 5:45pm</p>	