

**West of Scotland Housing Association
Minutes of the Management Committee Meeting
Wednesday 25th January 2017.**

PUBLIC MINUTE

Some Information has been removed for confidentiality

<p>Present: Ruth Simpson (Chair), Kelly Adams, Elaine Davidson, Jim Hayton, Robert Higgins, Ena Hutchison, Paul MacAninch, Ian McGibbon, 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; Stewart Gibb, Director of Housing and Customer Service’s Jennifer Cairns, Corporate Services Manager; Kari Archibald, Executive Assistant; Simon Walker, Solicitor, Gentoo.</p>	
<p>1. Apologies Apologies were submitted by Michelle Meldrum. The Chairperson welcomed Committee to the meeting.</p>	
<p>2. Disclosure of Interests No interests were disclosed.</p>	
<p>3. Approval of Minutes The approval of the minutes from the Committee Meetings on 30th November 2016 was proposed by Elaine Davidson and seconded by Ena Hutchison.</p> <p>The approval of the minutes from the Committee Meeting on 7th December 2016 was proposed by Clare Newton and seconded by Robert Higgins</p> <p>Subject to the amendment of Anne Reid’s name being “Anne Reid” and should be “Ann Reid”</p>	Approved
<p>4. Matters Arising All matters arising were noted as complete</p>	
<p>5. Committee Briefing The CEO highlighted the key areas from the Committee Briefing. The post of Tenant Engagement Officer would be advertised externally. The CEO advised that the post of Property Director was advertised on 25th January and plan to have this post filled by mid March.</p>	

<p>6. Gentoo Disaggregation The CEO gave an overview of the Gentoo Disaggregation paper. The committee agreed that the CEO re-draft and opinion piece to include recently received comments .</p>	Approved
<p>7. Risk Management Report The Corporate Services Manager presented the Risk Management report to committee and highlighted the risk controls and assurances that are in place and what actions need to be put in place to provide further assurance.</p> <p>There was a discussion around how the Committee will consider risk as part of any decision making. It was agreed that the risk analysis included in all papers supports the Committee to do this effectively.</p>	
<p>8. Review of Entitlements Payments and Benefits Policy The Corporate Services Manager informed the committee of the minor changes made and that policy and procedures are up to date. The committee noted the content of the report and approved the adaption of the revised model.</p>	Approved
<p>9. Gas Policy The Director of Housing and Customer Services provided an update to committee. Advising that gas safety was the key health and safety matter and that all tenants receive an annual service. The committee heard that those who refuse access to their property after 5 attempts would result in a forced entry.</p> <p>The committee agreed that 5 attempts was sufficient to action forced entry to properties.</p>	Approved
<p>10. Audit Committee Terms and Reference The Corporate Services Manager advised the committee that she worked with a contact from RSM to view changes to the Terms of Reference in ensuring clarity around delegated authority and roles of the Audit Committee and the Management Committee.</p> <p>The committee approved that change to the terms of reference.</p>	Approved
<p>12. Proposals for Rent Restructuring The Director of Housing and Customer Services gave an overview of the new proposed Rent and Service Charges policy for the Association. The Committee approved the revised Rent and Service Charges policy. This will be published on the Association’s website.</p>	Approved
<p>13. Annual Gifts and Hospitality Register The Committee heard an update on the gifts and hospitality</p>	

<p>received for the period of 1st January 2016 to 31st December 2016.</p> <p>The Committee was advised that the two Corporate charities of 2016 were the Eileen MacCallum Trust and Juvenile Diabetes, both had received cheques for £2,550.</p> <p>The Charities that will be supported for 2017 are Alzheimer's Scotland and Strathcarron Hospice.</p>	
<p>14. Committee Training and Development Plan</p> <p>The Corporate Services Manager advised that following the annual appraisal process, a training and development plan has been developed for the Committee for the next year. The Committee approved the plan.</p>	Approved
<p>15. Willowacre Trust Minute</p> <p>The minute of the Willowacre Trust meeting on 15th November 2016 was noted.</p> <p>The Corporate Services Manger confirmed that two new members had joined the Trust and will attend their first meeting on 14th February 2016.</p>	

<p>16. Resolutions</p> <p>The Corporate Services Manager highlighted documents signed under the resolutions and advised that there was one application for membership, the application was approved.</p>	Approved
<p>17. Notifiable Events</p> <p>None</p>	Approved
<p>18. AOCB</p> <p>Katy McLeod gave an update on the IUT Word Congress Conference which she attended in October 2016 along with Elaine Davidson and Ann Reid. Katy informed committee that this event was beneficial and a very interesting insight into the housing conditions faced by people in other countries.</p>	Approved
<p>19. Date and Time of Next Meeting</p> <p>The next meeting of the Management Committee will take place in Camlachie House on 22 February 2017 at 5.45pm</p>	

