

**West of Scotland Housing Association  
Minutes of the Management Committee Meeting  
Wednesday 26<sup>th</sup> October 2016  
PUBLIC MINUTE**

**Some Information has been removed for confidentiality**

<p><b>Present:</b> Ruth Simpson (Chair), Clare Newton, Elaine Davidson, Ian McGibbon, Rab Morrow, Colin Menabney, Robert Higgins, Paul MacAninch, Michelle Meldrum, Ena Hutchison, Kelly Adams, and Jim Hayton</p> <p><b>In Attendance:</b> Lynne Donnelly, Chief Executive Officer (CEO); Colin MacCallum, Director of Finance and Corporate Services; Stewart Gibb, Director of Housing and Customer Service; Jennifer Cairns, Corporate Services Manager; Susie Houston, Executive Assistant; Simon Walker, Gentoo Group Solicitor.</p> <p>Geraldine Connelly, Central Services Manager &amp; Maisie O'Brien, Regeneration Services Manager (Until the end of item 7)</p>	
<p><b>1. Apologies</b> Apologies were submitted by Anne Reid and Katy McLeod. The Chairperson welcomed Committee to the meeting.</p>	
<p><b>2. Disclosure of Interests</b> No interests were disclosed.</p>	
<p><b>3. Approval of Minutes</b> The approval of the minutes from the Committee Meeting on 31<sup>st</sup> August 2016 was proposed by Clare Newton and seconded by Ruth Simpson.</p>	<b>Approved</b>
<p><b>4. Matters Arising</b> The CEO gave an overview of the action update for the one matter arising.</p>	
<p><b>5. Committee Briefing</b> The CEO gave an overview of the Committee Briefing. The CEO advised Committee that Susie Houston, Executive Assistant is leaving the Association in December 2016. The Committee thanked Susie for her commitment to the Association and wished her every success in her new business venture.</p> <p>The CEO provided an update on the Gentoo Disaggregation advising progress is being made against the action plan and that TIS have been invited to support the Association to consult on the proposed business case.</p>	

<p><b>6. Annual Report on Complaints</b>                  The Central Services Manager presented the annual report on complaints to the Committee. It was noted that there was a large increase in the number of complaints received in Quarter Four, complaints refresher training was rolled out to all staff and this resulted in higher reporting of complaints. Committee commented that the report was a good insight and how they felt complaints were important in ensuring we monitor our service and make any necessary improvements.</p>	
<p><b>7. Sustainable Communities Update</b>                  The Regeneration Services Manager gave an update to Committee on the sustainable communities' strategy and the services the team are providing. The Committee commented they were happy with the outcomes of the strategy and asked the Regeneration Services Manager to pass on congratulations to her team for the excellent results.</p> <p>Jim Hayton, the Regeneration Services Manager and the Central Services Manager left the meeting.</p>	
<p><b>8. Estate Management Policy</b>                  The Director of Housing and Customer Service gave an overview of the revised Estate Management Policy. The Committee approved the Policy for Implementation by the Association.</p>	<p><b>Approved</b></p>
<p><b>9. Rent Setting Review 2016/17 Presentation</b>                  The Director of Housing and Customer Service presented a background on the rent and service charges for the association, advising that there are currently 370 different rents and service charges across the Association. Committee agreed a proposal to simplify the system and suggested that a review of the proposal be carried out in a workshop format before the final draft <b>paper is brought to January 2017 Committee with options for a new rent setting policy and an action plan for putting in place.</b></p>	<p><b>Action</b></p>
<p><b>10. Committee Terms of Reference</b>                  The Corporate Services Manager presented a report to allow Committee to consider and approve the adoption of the amended Management Committee Terms of Reference to reflect current operational and good practice. Management Committee approved the proposed Terms of Reference.</p>	<p><b>Approved</b></p>
<p><b>11. Annual Treasury Report</b>                  The Director of Finance and Corporate Services presented the Annual Treasury Report to the Management Committee. In reply to a question from a Committee member the Director of Finance and Corporate Services advised that the association has historically held sizeable cash balances with surplus cash invested in higher interest deposit accounts. The Director of Finance and</p>	

<p>Corporate Services advised that the cash balance has reduced in recent months. In addition the Director of Finance and Corporate Services also advised one of our lenders has a covenant which requires the association to maintain a minimum level of cash cover.</p> <p>The Committee discussed alternative funding options available to the Association, The Director of Finance and Corporate Services advised he is looking at this as part of the wider review into our Treasury Management.</p> <p>Management Committee approved the recommendation to secure additional borrowing facilities of up to £15m and approved the proposal to obtain indicative terms to convert an element of our existing variable rate debt to fixed rate debt in accordance with the treasury management policy.</p>	<p><b>Approved</b></p>
<p><b>12. Governance Self Assessment</b></p> <p>The CEO provided Committee with an assessment of existing compliance arrangements and proposed actions for improvement. Committee Members commented that they were encouraged that the documentation would be simplified and approved the recommendation to amend the existing governance documents and approved the submission of the report to the Scottish Housing Regulator.</p>	<p><b>Approved</b></p>
<p><b>13. Procurement Report</b></p> <p>The Corporate Services Manager gave an update of the procurement activity across the Association. A Committee Member asked if the Procurement Policy and Procedures reflected anti-slavery legislation, <b>the Corporate Services Manager agreed to review this and reflect it within the Policy and Procedures.</b></p> <p>The Corporate Services Manager left the Meeting.</p>	<p><b>Action</b></p>
<p><b>15. Willowacre Trust Minute</b></p> <p>The minute from the Willowacre Trust Meeting on 20<sup>th</sup> September 2016 was noted by Committee.</p>	
<p><b>16. Audit Committee Minute</b></p> <p>The minute from the Audit Committee Meeting on 31<sup>st</sup> August 2016 was noted by Committee.</p>	
<p><b>17. Resolutions</b></p> <p>The Committee noted the three documents signed.</p>	
<p><b>18. Notifiable Events</b></p> <p>None</p>	
<p><b>19. AOCB</b></p>	