
MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF WISHAW AND DISTRICT HOUSING ASSOCIATION WHICH WAS HELD IN THE ASSOCIATION'S OFFICES AT 55 KIRK ROAD, WISHAW ML2 7BL ON TUESDAY 22nd FEBRUARY 2011 AT 6.00PM

Present: Eddie Mullen Chairperson
Kash Arshad
Cath Brown
Jean Fagan
Bill Graham
Irene Love (part meeting – left during item 4.0)
Liam McCabe
Helen Russell
Cllr John Pentland (Co-opted - NLC Representative) (part meeting – left after item 2.4)

Attending: Anne Cooper Chief Executive

Apologies: Charles Keeper
Jean Watson

Absent: None

Special Leave: John Forbes
Margaret McNeil

Personal Interest Declared: None

It was agreed to grant special leave for two months (or less if not needed) to John Forbes and Margaret McNeil because of illness and personal circumstances.

1.0 BOARD OF DIRECTORS – 8 FEBRUARY 2011

1.1 Minutes

Proposed: Liam McCabe
Seconded: Jean Fagan

1.2 Matters Arising

1.2.1 *Personal Injuries Action – Court of Session (Minute Item 1.2.1)*

The Board noted the progress report and that, although a date for the case to call was still awaited, information had now been requested by the other side.

[Chief Executive to report on further events](#)

1.2.2 Review of Internal Audit Services (Minute Item 1.2.2)

The Board noted the written report on outcomes of the interviews and that TIAA had been appointed. The Board approved.

It was noted that a new audit needs requirement would now be progressed which would lead to a new programme of audit for this year.

[Chief Executive to report on progress](#)

1.2.3 Rent Increase April 2011 (Minute Item 1.2.3)

Notifications of rent increase were being sent out on 23rd February.

[Assistant Chief Executive to advise when complete.](#)

1.2.4 Future of Shared Ownership Tenure and Open Market Purchase (Minute Item 1.2.4)

The Board noted progress on the potential purchase of the house at **THIS PART OF THE MINUTE IS CONFIDENTIAL.**

[Assistant Chief Executive to advise on progress.](#)

1.2.5 Complaints Hearing (Minute Item 1.2.5)

Those members of the Board that sat on the panel that heard this complaint advised the Board on the outcome.

It was noted that details of the outcome could be obtained from the assistant Chief executive if required.

2.0 TECHNICAL SERVICES QUARTERLY REPORTS

2.1 Development Projects in Defects Liability Period

2.1.1 Bonds Drive, Newmains

The contractor has accepted responsibility for the defective stairs and it is intended that a pilot repair be carried out within a void property. We expect to receive method statements for the works from the contractor within the next few days and hope to complete the pilot repair within the next couple of weeks.

2.1.2 Hill Street Phase 2

The Development Officer reported that very few final defects had been found in each of the houses inspected this week.

2.2 Development Projects on Site

There are no development projects on site.

2.3 Development Projects in Planning Stages

2.3.1 Main Street, Wishaw

A programme of site enabling works has been underway since the start of January and is due for completion within the next week or so when grouting works will commence. It is envisaged that all site preparation works will be completed by mid April.

The Technical Services Manager highlighted the significant changes to the funding of affordable housing that were announced this month. In future the Association will have to bid for a share of the Government's investment fund in order to secure funding for development work. In addition, the maximum amount of funding per project has dropped to £40,000, this payable at the end of the project.

At the moment we have insufficient information about the new funding process to allow us to assess whether we can or should make a bid for funding for this site in the coming financial year. However, with the squeeze on grant funding it appears that design options that attract private investment into the site will be the most financially viable.

2.4 Potential Development Projects

2.4.1 Coltness 2 and Shieldmuir Street

The Board noted that these projects will also be affected by the new funding regime.

2.4.2 15/17 Glasgow Road, Wishaw

The financial viability of this project is being assessed in conjunction with the contractor and we are considering the option of tying in the development of this small site with the Main Street site.

2.5 HAG Spend in Development

The Technical Services Manager reported that she is working on the response to Housing & Regeneration following their request for additional information in support of our application for extra funding.

2.6 Planned Maintenance Projects

2.6.1 The report on Planned Maintenance projects was accepted by the Board without comment.

2.7 Cyclical Maintenance Projects

2.7.1 The report on Cyclical Maintenance projects was accepted by the Board without comment.

2.8 Gas Safety Inspections

The Board was pleased to note that all gas servicing is up to date.

2.9 Tenant Satisfaction with Reactive Repairs

The Board noted the report on Tenant Satisfaction with Reactive Repairs.

2.10 Maintenance Spend

2.10.1 The Maintenance Manager noted that the overspend in reactive works was due mainly to works arising from the particularly cold weather prior to Christmas and included works to burst and frozen pipes and footpaths that had suffered from frost heave.

It was accepted that winters are becoming more severe and we have allowed extra funds in next year's budget to cover similar repairs in future.

2.10.2 The Board noted the report on Maintenance Spend.

3.0 REVIEW OF PERFORMANCE OF DEVELOPMENT CONTRACTORS AND CONSULTANTS FOR PERIOD JANUARY – DECEMBER 2010

The Board noted the report on Development Consultants' and Contractors' Performance for the period January – December 2010.

The Technical Services Manager noted that the relevant KPI reports would be forwarded to the individual companies, for their information.

4.0 DRAFT REVISED CORPORATE PLAN

The Board discussed its approach to the development of the Corporate Plan, and once again decided that they preferred to be presented with a draft rather than develop the Plan from a review day, or similar. All Board members felt that the depth of discussion throughout the year made their approach and intentions quite clear to the senior staff team, and that these had been, in general, well expressed in the draft Plan.

The Chief Executive presented the Plan for discussion section by section. During the discussion of the Plan the recent meeting with NLC to discuss nomination arrangements was mentioned and it was noted that there would be a report from the Assistant Chief Executive on this matter. The Board indicated that they were looking forward to the review of the Allocations Policy, to looking at aspirational moves, and taking steps to allocate houses to tenants who would contribute to harmonious communities. Whilst they noted the target date of August for this exercise, the Board hoped that it would be managed sooner.

On quality of housing it was noted that this tended to raise the aspirations of applicants and tenants, meaning that people were only satisfied when they had 'the best'. It was also commented that rising house standards were not an unremitted advantage if it meant that fewer houses could be afforded to be built.

On aims, it was agreed to include an aim to be an ambassador for good practice.

On goals, it was agreed to include a ninth goal on reputation and public image.

On threats, the proposed introduction of parking charges would be included.

With one or two other presentational changes, the Board approved the Corporate Plan.

Chief Executive to finalise and distribute the Corporate Plan
Assistant Chief Executive to initiate review of Allocations Policy and report on nominations

5.0 STANDING ITEMS

5.1 **Membership Issues**

5.1.1 *New Membership Applications*

The Board noted that there were no new applications for membership.

5.1.2 *Cancelled Memberships*

The Board noted that there were no memberships to be cancelled.

5.2 Register Inclusions

The Board noted that there were no register inclusions.

5.3 Risk Management

The Board noted there was no change to the current risk profile.

5.4 Knowledge Enhancement

The Chairman reported on the recent SFHA Chairs conference.

5.5 Lanarkshire Voluntary Housing Forum

There was no business under this item.

5.6 Publicity

The Board noted the leaflet on the rent increase that had been circulated to tenants.

The Board noted the recent article in the Wishaw Press on the start of ground works at Main St, Wishaw, and on future plans for the site.

5.7 Correspondence

The Board noted the following two documents:

- Homes Fit for the 21st Century' – a blueprint for housing published by the Scottish Government.
- 'Beyond the Crunch' – the Scottish Housing Regulator's analysis of RSL finances.

6.0 ANY OTHER COMPETENT BUSINESS

6.1 Emergency Repair Services

The Board confirmed that it was happy for the Technical Services Manager to approach Ranley Contracts for a fee proposal for the renewal of the emergency call-out service.

The meeting closed at 8.30 pm with a vote of thanks to the Chair.