
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 12th APRIL 2011 AT 6.00PM

Present: Eddie Mullen Chairperson
Cath Brown
Bill Graham
Charles Keeper
Irene Love
Liam McCabe

Attending: Anne Cooper Chief Executive
Andrew Whitehead Finance Manager (items 1.0 – 2.0 only)
Colette McKenna Technical Services Manager

Apologies: Kash Arshad
Jean Fagan
Helen Russell
Cllr John Pentland (Co-opted - NLC Representative)

Absent: None

Special Leave: John Forbes

Personal Interest Declared: The staff declared an evident interest in agenda item 6.0 – ‘Annual Salary Negotiations’.

1.0 BOARD OF DIRECTORS – 22 MARCH 2011

1.1 Minutes

Proposed: Liam McCabe
Seconded: Charles Keeper

1.2 Matters Arising

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

The Board noted that no further progress was expected for some time, and that this item would be removed from ‘matters arising’ until progress resumed.

1.2.2 Future of Shared Ownership Tenure and Open Market Purchase (Minute Item 1.2.2)

The Board noted the report on progress.

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

1.2.3 Review of Emergency Callout Services (Minute Item 4.0)

The Board noted the response from Ranley Contracts.

2.0 BLOCK INSURANCE TENDER

The Finance Manager presented his report and explained that careful analysis of each of the four tenders received had been carried out. He also advised the Board that the Maintenance Manager had commented upon and scored the Claims Handling procedures of each of the tenderers.

The Finance Manager advised the Board that the premium quoted, for the insurance of our housing stock, by each of the tenderers was higher than the current years premium. This was due to the five years claims history of the Association. The premiums quoted by three of the tenderers were very close and so factors other than price had influenced the final recommendation that FARR Insurance be offered the contract to provide Insurance and Risk Management Services for the next two years.

There were a number of questions about FARR Insurance regarding where they are based and their experience. The Finance Manager advised the Board that FARR are based in Chelmsford but that they have an online claims system for which training is given and so the fact that their claims team are not in Scotland should not cause any problems. He said that the important thing is that they allocate a team of experienced people to work with the Association.

The Finance Manager read out an additional reference received from Hillcrest Housing Association and after a brief discussion the Board accepted the recommendation that FARR Insurance be awarded the contract.

The Vice Chairman thanked the Finance Manager for his detailed analysis and report.

3.0 PROGRESS UPDATE ON DEVELOPMENT AT MAIN STREET, WISHAW

The Technical Services Manager presented the report and confirmed that the feasibility study report would be completed within the next couple of weeks. The Chairman requested that the Architect be invited to present the report to the Board.

There were a number of questions regarding the Government's Innovation & Investment Fund and it was confirmed that the £20million allocated to RSLs this financial year was a commitment to fund, rather than hard cash. Although a grant offer would be made to successful bidders they will only receive the funds once the project is completed and so will have to front fund all of the development costs. The Technical Services Manager also confirmed that some difficult choices may have to be made regarding the quality of materials being used in new developments in order to meet the more stringent funding requirements, particularly given the recent changes to building regulations to increase air tightness and acoustic and thermal insulation levels that will also have cost implications. She confirmed, though, that the Association would continue to take the long term view when selecting building materials and consider whole life costing.

The Board unanimously accepted the recommendation to proceed with a qualitative tender to the three remaining Framework contractors and to work in partnership with the successful bidder to progress the development strategy for the site.

4.0 DRAFT REVISED PERFORMANCE MANAGEMENT STRATEGY

The Board approved this draft revised document.

The Vice Chairman highlighted the difficulties in reporting from the CHR, due to IT issues, and the Board hoped that these would be resolved soon.

5.0 DRAFT REVISED BOARD MEMBERS' GUIDE

With a few changes of emphasis the Board approved the revised Board Members' Guide.

The Chairman requested that all Board Members be given a folder containing this guide, the Rules, and Standing Orders, so that they could keep this with them for reference at meetings.

6.0 ANNUAL SALARY NEGOTIATIONS

After careful consideration of the report from the Principal Officers the Board agreed to the recommendations therein.

The Board also asked the Chief Executive to communicate the offer to staff on their behalf.

7.0 STANDING ITEMS

7.1 Membership Issues

7.1.1 *New Membership Applications*

The Board approved the following application for membership:

- Frank McKay - (lives in area of operation)

7.1.2 *Cancelled Memberships*

The Board agreed to the cancellation of the membership of Sally Gibson.

All the Board Members present spent a few moments recalling Sally's time as a Board Member, and particularly remembered how organised she was, and how well read, and that she had always had something pertinent to contribute to the discussion and decision making process. One member recalled how if she missed a meeting that Sally had been at, Sally would always give her a summary of what had happened at the meeting, and often an amusing summary! The suddenness of Sally's death had shocked everyone, and people were still finding it hard to accept, especially as there had been discussion that she might consider returning to the Board. Sally was a diminutive figure, but she had a larger than life presence, and would not be forgotten.

7.2 Register Inclusions

The Board noted that there were no register inclusions.

7.3 Risk Management

The Board noted that there were no changes to the current risk profile.

7.4 Knowledge Enhancement

There was no business under this item.

7.5 Lanarkshire Voluntary Housing Forum

There was no business under this item.

7.6 Publicity

There was no business under this item.

7.7 Correspondence

The Board noted the following items of correspondence:

- SFHA Election manifesto: 'Building, Supporting, Regenerating: Housing'
- Letter from Jack McConnell MSP thanking us for our assistance over the years.

8.0 ANY OTHER COMPETENT BUSINESS

There was no other business.

The meeting closed at 7.25 pm with a vote of thanks to the Chair.