
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 24th MAY 2011 AT 6.00PM

Present: Eddie Mullen Chairperson
Cath Brown
Jean Fagan
Bill Graham
Irene Love
Liam McCabe
Helen Russell

Attending: Anne Cooper Chief Executive
Elaine Lister Assistant Chief Executive
Colette McKenna Technical Services Manager
Terry McKenna Maintenance Manager (items only)
Mykela Heath Development Officer (items only)
Helen Ross Housing Officer (item 9.0 only)

Apologies: Kash Arshad
Charles Keeper

Absent: None

Special Leave: John Forbes

Personal Interest Declared: No personal interest was declared.

Prior to the start of the meeting the Chairman advised that since his election to the Scottish Parliament, and although he was remaining as a Councillor for the time being, Councillor John Pentland MSP was resigning as North Lanarkshire Council's Representative to this Board. He advised that we could expect the Council to notify us of his replacement soon.

The Chairman also indicated that he was bringing forward agenda item 9.0 to be discussed as the first agenda item. (This item is still minuted as agenda item 9.0)

1.0 PRESENTATION OF FINAL DRAFT OF FEASIBILITY STUDY FOR MAIN STREET WISHAW

The final draft of the Feasibility Study report was presented to the Board by the design team – Stewart Earley, Architect; Alan Rose, Engineer; and Neil McDougall, Quantity Surveyor. The Board complimented the design team and development staff on the content and layout of the report and following discussion it was noted that the most financially viable options were those that included the introduction of a private care home within the site.

The Board approved the Feasibility Study report and accepted the recommendation to proceed with the appointment of a development contractor to take the project forward.

2.0 BOARD OF DIRECTORS – 10 MAY 2011

2.1 Minutes

Proposed: Cath Brown
Seconded: Jean Fagan

2.2 Matters Arising

2.2.1 *Future of Shared Ownership Tenure and Open Market Purchase (Minute Item 2.2.2)*

The Board noted the report on progress.

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

2.2.2 *Nomination Agreement (Minute Item 4.0)*

The Board noted the report on progress.

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

3.0 TECHNICAL SERVICES QUARTERLY REPORTS

3.1 Development Projects in Defects Liability Period

3.1.1 *Bonds Drive, Newmains*

Remedial works to stairs are almost complete and the Board was pleased to note that the access issues had now been resolved.

The Chairman suggested that the Association's next newsletter included a strongly worded reminder to tenants regarding the requirement to provide access for essential repairs.

3.1.2 Hill Street Phase 2

The report on Hill Street Phase 2 was accepted by the Board.

3.2 Development Projects on Site

There are no development projects on site.

3.3 Development Projects in Planning Stages

3.3.1 Main Street, Wishaw

Copies of the Feasibility Study report will be issued to our partners at North Lanarkshire Council's Regeneration and Housing Services

3.4 Potential Development Projects

3.4.1 The report on Potential Development Projects was accepted by the Board without comment.

3.5 HAG Spend in Development

The Board was pleased to note that the Association had secured additional HAG funding for unforeseen works at recent development projects.

The Chief Executive noted that staff have been working on revisions to the Medical Adaptations Policy but the changes to funding and any subsequent review of these will have an impact on the Association's approach. It was agreed to wait until the promised Government review was completed before finalising our own revisions to policy.

3.6 Planned Maintenance Projects

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

3.7 Cyclical Maintenance Projects

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

3.8 Gas Safety Inspections

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

3.9 Tenant Satisfaction with Reactive Repairs

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

3.10 Maintenance Spend

3.10.1 The Board noted the reports on Maintenance Spend for 2010/11 and 2011/12.

4.0 APSR 2011

The Board considered the APSR and approved it for submission to the Scottish Housing Regulator.

5.0 RENT PAYMENT DATES

The Board noted the report and the requirement for changes to be considered to the rent payment dates. After discussion on the consequences for both tenants and the Association, the Board approved the changes to be made and the corresponding amendments to the Tenancy Agreement.

6.0 DRAFT REVISED POLICY AND PROCEDURES ON SCHEDULE 7 BENEFITS AND OTHER NOTIFIABLE EVENTS

The Board considered and approved the draft revised policy and procedures on Schedule 7 Benefits and Other Notifiable Events.

7.0 DRAFT REVISED BOARD MEMBER INDUCTION PROCEDURES

The Board considered and approved the draft revised Board Member Induction Procedures.

8.0 ANNUAL REPORT ON EQUALITIES (2010 – 2011)

The Board noted the report.

9.0 BASICS FOOD BANK

The Board noted the report presented but after discussion felt that they would prefer to have more information on the project, how it is operated and the long term commitment required from the Association.

It was therefore agreed to postpone any further discussion until the Housing Officer had prepared a more detailed report. In the meantime it was agreed that the Housing Officer should continue to meet with the parties involved and to offer whatever administrative support seemed appropriate.

A further report would be tabled for consideration towards the end of the summer.

10.0 STANDING ITEMS

10.1 Membership Issues

10.1.1 *New Membership Applications*

There were no new membership applications.

10.1.2 *Cancelled Memberships*

There were no memberships to be cancelled.

10.2 Register Inclusions

The Board noted that there were no register inclusions.

10.3 Risk Management

There were no changes to the current risk profile.

10.4 Knowledge Enhancement

There was no business under this item.

10.5 Lanarkshire Voluntary Housing Forum

There was no business under this item.

10.6 Publicity

There was no business under this item.

10.7 Correspondence

There was no business under this item.

11.0 ANY OTHER COMPETENT BUSINESS

11.1 SFHA "Housing Benefits" Campaign

The Assistant Chief Executive advised members that the Scottish federation of Housing Associations had launched a campaign against the proposed welfare benefits reform and in particular the proposals for changes to Housing Benefit. The Board was asked if it wished the Association to sign up to the campaign.

As most members of the Board were not fully aware of all the issues and the background to the campaign, they asked for a report to be presented at the next meeting.

The meeting closed at 7.50 pm with a vote of thanks to the Chair.