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**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 25<sup>th</sup> OCTOBER 2011 AT 6.00PM**

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**Present:** Eddie Mullen                      Chairperson  
Jean Fagan  
Bill Graham  
Charles Keeper  
Irene Love  
Liam McCabe  
Frank McKay  
Jim Robertson  
Helen Russell  
Grant Kennedy                      Co-opted  
Cllr Sam Love                      Co-opted - NLC Representative

**Attending:** Anne Cooper                      Chief Executive  
Elaine Lister                      Assistant Chief Executive

**Apologies:** Cath Brown

**Absent:** None

**Special Leave:** None

**Personal Interest Declared:** The employees present declared an interest in item 4.0 as both are members of the pension scheme.

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**1.0 BOARD VACANCIES AND APPOINTMENT OF SECRETARY**

The Board expressed their sadness at the death of their colleague John Forbes who had been a valued Board member as well as Secretary of the Association, and Eddie Mullen, Bill Graham and Charles Keeper spoke particularly about their memories of John. It was acknowledged that he would be much missed.

The Board required to appoint a new Secretary and Eddie Mullen proposed and Irene Love seconded the appointment of Helen Russell. In the absence of any other nominations Helen Russell was unanimously appointed Secretary of the Association.

The Board was also advised that Kash Arshad had resigned. Following his recent marriage and new career he had found that unfortunately he simply did not have the time to attend meetings. The Board expressed regret but acknowledged the circumstances.

This resulted in there being two vacancies on the Board.

Bill Graham proposed and Charles Keeper seconded that Grant Kennedy, who had been attending as a guest, be co-opted. This was unanimously agreed by the Board.

There were no proposals at this time for filling the remaining vacancy, which would be advertised in the next tenants' newsletter.

## **2.0 BOARD OF DIRECTORS – 27 SEPTEMBER 2011**

### **2.1 Minutes**

Proposed: Liam McCabe  
Seconded: Jean Fagan

### **2.2 Matters Arising**

#### **2.2.1 *Future of Shared Ownership Tenure and Open Market Purchase (Minute Item 1.2.1)***

The Board noted the report on progress, but expressed disappointment that the offer for Louisville Avenue may not be accepted and delegated to staff further consideration of the terms of the offer, in liaison with the Principal Officers.

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

#### **2.2.2 *Right to Buy Extension (Minute Item 1.2.3)***

The Board noted that tenant consultation exercise had begun.

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

#### **2.2.3 *Tenancy Sustainment Project (Minute Item 1.2.4)***

The Board noted that reports on progress would be submitted, but there were no further developments for the time being.

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

## **3.0 COMPLAINTS COMMITTEE – 14 SEPTEMBER 2011**

The Board noted the verdict of the Complaints Committee and that the minute had been approved by those present at the meeting prior to issue to the complainant.

It was noted that the complainant had taken his complaint to the SPSO but that when the SPSO had explained that their powers would not extend to obliging the Association to grant the outcome he was seeking he had withdrawn his complaint and the SPSO had closed the case.

#### **4.0 PENSION REVIEW**

The Board considered the Chief Executive's report summarising the options identified by Barral Sheppard in their independent report and identifying in summary the savings, advantages, risks and costs attaching to each.

The Board agreed that they continued to be committed to a defined benefit pension scheme, and to the final salary scheme, at this point in time, bearing in mind that the situation would require to be reviewed at the time of the next triennial review.

The Board also acknowledged that costs for the final scheme were high for the employee as well as the employer and agreed that offering a choice would appear to benefit everyone. It was therefore agreed to adopt option 1a of the report which meant introducing a Pensions Trust CARE option as an additional choice for employees. It was delegated to the Chief Executive to consult with staff as to which level of CARE scheme should be selected as only one level would be offered at this time and the Board wished to introduce the level that was the most attractive to employees. If a preference emerged from this consultation then that level would be selected. If there was disagreement then the matter could be referred back to the Board for decision.

[Chief Executive to report back on progress.](#)

#### **5.0 SCOTTISH HOUSING BEST VALUE NETWORK (SHBVN) BENCHMARKING REPORT 2011**

The Chief Executive presented the report and the Board discussed in detail all the sections linked to performance as well as those of particular interest.

The Board expressed their pleasure that as part of the traffic light colour coding system most sections were 'green'.

#### **6.0 VEHICLE USE AND ROAD RISK POLICY AND PROCEDURES**

The Board noted the draft revised Policy and Procedures on Vehicle Use and Road, noting that this did not require approval by the Board but that the document applied to Board members who used their vehicle on Association business, this generally being driving to meeting or to knowledge enhancement events.

#### **7.0 DRAFT REVISED BOARD MEMBER INDUCTION PROCEDURES**

The Board approved the revised Board Member Induction Procedures.

## **8.0 DRAFT REVISED POLICY AND PROCEDURES ON PAYMENTS FOR EMERGENCY CALL-OUTS AND DURING ANNUAL LEAVE**

The Board approved the revised policy and procedures.

## **9.0 STAFF RESOURCES AND STRUCTURE PROJECTIONS 2012 -13**

The Board noted and approved the report, which effectively made no change to the existing complement and structure.

## **10.0 CORPORATE PLAN**

The Board agreed that it preferred to discuss a draft revised corporate plan rather than start with discussion of principles at a review event.

## **11.0 STANDING ITEMS**

### **11.1 Membership Issues**

#### ***11.1.1 New Membership Applications***

There were no new membership applications.

#### ***11.1.2 Cancelled Memberships***

The Board approved the cancelled memberships:

- John Forbes, Membership No. 148 – Deceased 3 October 2011
- Thomas Graham, Membership No.103 – Deceased 10 October 2011.

### **11.2 Register Inclusions**

The Board noted that there were no register inclusions.

### **11.3 Risk Management**

There were no updates to the current risk profile.

### **11.4 Knowledge Enhancement**

There was no business under this item.

**11.5 Lanarkshire Voluntary Housing Forum**

Helen Russell indicated that she had attended this event along with John Stevenson and that she found the presentations and discussion interesting, particularly the discussion on the welfare benefit reforms.

It was noted that staff intended to make a presentation to the Board on the current state of the proposals on welfare benefit reform.

**11.6 Publicity**

There was no business under this item.

**11.7 Correspondence**

It was noted that the SFHA Annual report had been issued.

**12.0 ANY OTHER COMPETENT BUSINESS**

**12.1 Staff and Board Xmas Meal**

The Chairman suggested that as the xmas meal had had to be cancelled last year, and as there was a non returnable deposit of £5 per person for an xmas meal, that the date be switched to January.

The Vice Chairman suggested that as the Association was supporting charities that helped tenants at times of financial stress that if the Association did not have an xmas meal at all, or if individual Board members or staff chose not to attend, that the cost of their meal could be donated to these charities.

The Board all felt that it was essential to hold an xmas event of some kind, even if this was in January, and that this was for staff as much as for Board. It was agreed that the Chairman would oversee the arrangements.

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