

4. Matters Arising

4.1 There were no matters arising.

5. Minutes of Special General Meeting 18 September 2018

5.1 Members noted the minutes of the Special General Meeting which was held to obtain approval for amendments to the Association Rules.

6. Matters Arising

6.1 There were no matters arising.

7. Minutes of Annual General Meeting 18 September 2018

7.1 Members noted the minutes of the 2018 Annual General Meeting.

8. Matters Arising

8.1 There were no matters arising.

9. Minutes of Special Meeting 18 September 2018

The resolution was proposed by Ian Williams and seconded by Louise McNicol.

Resolution

The minutes of the special meeting held on 18 September 2018 to appoint office bearers and subcommittee members, were approved as a true and accurate reflection of the proceedings.

10. Matters Arising

10.1 There were no matters arising.

11. Actions from Previous Meetings

11.1 Members noted the progress of the Action list.

12. Confidential Item

12.1 A Separate minute applies to this item.

13. Inter Company VAT Report

13.1 The Finance Agent presented this report which had been produced in conjunction with Central VAT Consultants Ltd.

13.2 Members noted the New Tannahill Centre (NTC) will likely have a significant amount of major repair costs over the next 5 years which could potentially minimise any gains from group registration.

The resolution was proposed Shona McIntyre and seconded by Andy Wilson.

Resolution

The Management board noted the recommendations in the report from Central VAT Consultants and agreed to delay any implementation until the New Tannahill Centre costs going forward are more certain, especially the planned maintenance costs.

14. Draft Policies

14.1 The Interim Housing Services Manager presented the draft rent arrears policy and discussed the content and process with members.

14.2 Once the draft has been approved by the Management Board it will go to tenants for consultation. There is a plan to set up a group of interested tenants to look at the standard template arrears letters.

14.3 Members were interested to establish if there was any follow-up with tenants who have been referred to other agencies for assistance.

Action: Arrange 1 hour rent arrears training for Members.

The resolution was proposed by Richard Bolton and seconded by Andy Wilson.

Resolution

The Management Board, subject to adding “or pay short” at stage 1 in the escalation policy, approved the draft rent arrears policy and procedure for consultation with tenants.

- 14.4 The GCEO presented the Stress Management Policy for approval and explained it had been taken from SFHA’s model policy and adapted to suit the Association.
- 14.5 Members noted the content of the policy and held discussions around the mental health first aid programme and Health Working Lives.
- 14.6 Members noted the review for Investors in People will commence in November.

The resolution was proposed by Richard Bolton and seconded by Louise McNicol.

Resolution

The Management Board approved the Model Stress Management Policy.

15. Interim Head of Operations Report

- 15.1 The Interim Head of Operations asked members to note the time taken by our welfare rights services to work through a new Universal Credit (UC) claim. Members will be kept updated on the impact of UC on the Association and its resources as it rolls out.
- 15.2 The former tenant arrears write off report will go to the November Board meeting.
- 15.3 Members noted there was a risk that the full programme of works for the windows and doors replacement may not be completed by March 2019. Any delays will be communicated to those tenants who may be affected.

Resolution

The Management Board noted the rent arrears at Debit 7 and the repairs and maintenance update.

[Allison Vass left the meeting at this point]

16. Group Chief Executive Report

- 16.1 The GCE reported a new regulation plan was issued on 1 October 2018 and the Scottish Housing Regulator has ended its statutory intervention, although the Association will remain in high engagement for at least another year.
- 16.2 The post of Finance & Corporate Services Manager has been offered to Cindy McNeill who has accepted and will start on 12 November. The GCE informed members of Cindy's experience and background.
- 16.3 Three recruitment adverts are on the EVH website for the Head of Operations, Housing Services Manager and Home Improvements Assistant. Whilst recruitment is ongoing it was noted that there would be a necessity to extend the posts of the interim Housing Services Manager and Housing Officer.
- 16.4 The GCE has been meeting with a host of stakeholders and attending the FLAIR directors meetings.

Action: Check if the post of Head of Operations is interim.

Circulate information from training event on 28 November 2018.

The Resolution was proposed by Richard Bolton and seconded by Ian Williams.

Resolution

The Management Board;

- i) Noted the Regulation Plan issued on 1 October 2018 and that the SHR has ended its Statutory Intervention;*
- ii) Noted the appointment of Cindy McNeill as the Associations new Finance & Corporate Services Manager;*
- iii) Approved the extension of the Interim Housing Services Manager and Housing Officer position to no later than the end of January 2019, should it be required;*
- iv) Noted the training event for staff and available Board Members taking place on 28 November 2018.*

17. Membership Application

- 17.1 The Governance & Corporate Services Coordinator presented an application for membership and reported there was no reason why this application should be refused.

The resolution was proposed Andy Wilson and seconded by Louise McNicol.

Resolution

The Management board approved the application for membership from Brian Woods in the tenant category.

18. Capital Investment Update

- 18.1 The Property Asset Manager delivered his report to seek approval to award the kitchen and bathroom programme for 2018/19 to L&D Services.
- 18.2 Members discussed the tender framework that produced the scoring results.

Action: Send Louise McNicol background tender paperwork.

The resolution was proposed Ian Williams and seconded by Shona McIntyre.

Resolution

The Management board awarded the kitchen and bathroom programme to L&D Services based on the information noted in the cover report.

19. AOCB

- 19.1 The Group CEO explained Iain McGhee had asked for leave of absence.

Resolution; The Management Board unanimously agreed leave of absence until January 2019.

- 19.2 Lynn McCulloch, Fiona Murphy and Anne Culley all sent their thanks for the flowers sent by the Association.

The meeting ended at 7.15pm

Date of next meeting

Wednesday 28 November 2018

I certify that the above minute has been approved as a true and accurate reflection of the proceedings:

Signed (Chair) 

Date.....28/11/18