

Committee Minutes

Name of Meeting	Board of Management	Date of Meeting	9 June 2008
Venue of Meeting	Moorings Hotel, Motherwell	Time of Meeting	5.15 pm

1. Sederunt

T. Campbell (Chair), C. Cumming, H. Layden, T. Lunny, R. Dunsmuir, J. McBride, A. Carmichael and L. Hamilton.

In Attendance

T. Barclay, S. MacKenzie, D. Anderson, S. MacDonald, N. Owens (Minute)

2. Apologies

B. Dickie, J. Penman, T. Cameron, W. Blair and T. Russell

3. Declaration of Interest

3.1 None

4. Minute of Previous Meeting

4.1 The Board approved the minutes of the meeting held on 7 May 2008, on a proposal by J. McBride and seconded by H. Layden.

5. Matters Arising

5.1.1 Minutes of Previous Meeting - It was noted that the minutes of the previous meeting should read the 7th May and not 8th May 2008.

5.1.2 Paragraph 7 - Scottish Government and SHR – it was noted that the Scottish Government is expected to make a publication on Firm Foundations, as a final policy position around 16th June 2008. It was noted that new criteria for HAG Grant had been announced and this had been discussed by the BDC. It was further noted that the Association had built the new HAG assumptions into the reworking of its Business Plan Model, in continuing the prudent strategic financial planning of the organisation.

5.1.3 Item 9 – LSVT Agreements – it was noted that there had not yet been an announcement made by the Minister in relation to this issue and further information will be circulated when available.

- 5.1.4 Paragraph 15 – CVPS Director Appointment – it was noted that CVPS have now welcomed Harry Deerin to the Board of Directors. It was noted that Harry had met several members prior to the meeting starting, but could unfortunately not stay for the full meeting as an Observer, due to other commitments.

6. Committee Reports

6.1 Building and Development Committee

- 6.1.1 The Board noted the minutes of the Building and Development Committee meeting of 7 April 2008 and the Development Progress Report of 19 May 2008.

6.2 Housing and Technical Services Committee

- 6.2.1 The Board noted the minutes of the Housing and Technical Services Committee meeting of 31 March 2008.

6.3 Finance Committee

- 6.3.1 The Board noted the minutes of the Finance Committee meeting held on 7 February 2008 and the Management Accounts to 31 March 2008.

7. Treasury Management Report

- 7.1 The above report was outlined to the Board to update members of the current level of borrowing at 31 March 2008, derivatives in place, and compliance with the Treasury Management Policy.

- 7.2 It was noted that the Association had budgeted to drawdown up to approximately £40 million, however this included projected and assumed developments which did not take place. It was noted that the Business Plan now includes actual planned developments and sites already acquired.

- 7.2 There was some discussion on the development of a Risk Response Policy and it was noted that the Association currently have a policy in place to deal with potential risks, however, would seek some professional advice on the compilation of this document. It was noted that lots of research has been done in this area, and there have been some high profile cases recently, and the Association will be interested to see what comes out from SHR in relation to strategies to defend against fraud. It was noted that the Association has robust governance procedures and mechanisms in place, and anything that is implemented will be to advance and compliment our current procedures and working practices.

- 7.3 The Board approve the contents of the report on a proposal by C. Cumming and seconded by R. Dunsmuir.

8. Clyde Valley Group Business Plan

- 8.1 The above 30 year plan was outlined to the Board. It was noted that the Business Plan had to be submitted to Lenders by 31st May 2008, which it had been. It was noted that the Corporate Management Team had met with Lenders on 28th April 2008 to discuss the Plan in detail, at which time, the Lending Syndicate noted their comfort with the document. It was noted at this meeting that the Plan would be updated to reflect changes in relation to CVPS and derivatives and members were advised that the Plan now includes these revisions.

- 8.2 It was noted that, at the time of compiling the Plan, HAG Guidance notes had not been issued, however, the Plan was updated using indicative variations to the HAG procedures circulated by Scottish Government, which have subsequently been consolidated into Guidance. It was also noted that the Plan had been discussed in detail at the Finance Committee on 5th June 2008.
- 8.3 It was noted that the Business Plan covers the whole Group incorporating CVHA and CVPS, unlike the 5 year viability return to the Scottish Government, which is only for CVHA. It was advised that lots of additional and detailed spreadsheets are sent to Lenders and the Association used its Business Planning tool, Brixx, as per last year.
- 8.4 There was some detailed discussion on scenario planning work and future plans.
- 8.3 The Board approved the Plan on a proposal by R. Dunsmuir and seconded by C. Cumming.

9. Annual Performance Statistical Review (APSR) 2007/08

- 9.1 The Annual Performance Statistical Return (APSR) for 2007/08 was outlined to the Board. It was noted that this is an annual return issued by the Scottish Housing Regulator in order to measure performance of the Association. The report was outlined to the Board where the keys areas of improved performance and areas where the Association's performance has declined in the year were highlighted. It was noted that although there had been areas of great improvement, the Association would use this information to continue to improve its services. TB noted that the various Heads of Service will be expected to develop improvement measures and to report back to their Sub Committees on the declining areas of APSR performance.
- 9.2 Specific reference was made in relation to Board Member attendance, which had increased from 56% to 73%, and decrease in sickness absence from 5.5% to 2.8%. In addition it was noted that void loss and turnover had increased, however, this has recently been discussed in detail at the Housing and Technical Services Committee and the Association is in the process of reviewing its processes and procedures and has also set new challenging targets for 2008/09.
- 9.3 The Board approved the Association's APSR return and delegated authority to the Chair to authorise the return on the Association's behalf. This was approved on a proposal by L. Hamilton and seconded by H. Layden.

10. Marketing and Communications Plan

- 10.1 The above Plan was outlined to the Board and it was noted that this incorporates activity for the Clyde Valley Group as a whole and that there was a real variety of work involved.
- 10.2 It was noted that the Plan outlines a range of measures to maintain the Group's high profile amongst current and potential partners, and also details the Group's plans to further develop its corporate brand, as well as its annual plan of action and events. It was noted that the Group takes its marketing perspective very seriously, and considers how it fits into both its corporate plan and its objectives. The main theme of the Plan was to create stronger links with partners, as well as developing existing relationships further.

10.3 It was noted that the Groups chosen Charity for the year, and who would benefit from the Clyde Valley Cup – Charity Golf Tournament, was Habitat for Humanity, who help to provide clean and safe accommodation in Third World Countries.

10.4 The above was approved on a proposal by C. Cumming and seconded by R. Dunsmuir.

11. KPIs 2007/08

11.1 The Board noted the performance against targets to end March 2008.

12. Policies

12.1 Schedule 7 Policy – the Board approved the revisions to the Schedule 7 Policy on a proposal by H. Layden and seconded by J. McBride

12.2 Development Policy Updates – it was advised that following the fatal incident at Burnbank, the Association appointed CDM Scotland to look at the Associations control of relationships with Contractors and third parties, and as result the Board were asked to noted updates in relation to revisions in relation to the selection of consultants, and compliance with CDM Regulations. The Board noted the contents of the report.

13. AOCB

13.1 Section 66 Disposals

13.1.1 The Board approved the Section 66 Disposals as outlined in the report, which included 2 Right to Buy Sales.

13.1.2 The Board delegated authority for the Chair to sign the appropriate consents and register on a proposal by J. McBride and L. Hamilton.

13.2 Repossession Report

13.2.1 The above report was highlighted to the Board to provide an update on recent repossession actions, as well as seeking approval for progressing repossession actions for other cases. It was noted that there was an error in that page 3 of the report had not been circulated to members, however it was agreed that this would be posted out for members and they should respond should they have any concerns asap.

13.2.2 The Board approved the report on a proposal by J. McBride and R. Dunsmuir.

14. Date of Next Meeting

14.1 It was noted that the date of the next meeting was 11 August 2008 in the Moorings Hotel, Motherwell.

With no further business the meeting closed at 6.45 pm