

MANAGEMENT BOARD MEETING



MINUTES

Meeting:	SFHA Board	Location:	SFHA Board Room
Date:	24 th March 2010	Time:	1.30pm
Attendees:	Lorna Paterson – LP (Chair) Bill Irvine – BI John Ferguson – JF Gordon Mitchell – GM Nanette Reid – NR		Ewan Fraser – EF (Vice Chair) Norman Beaton – NB Ahsan Khan – AK Gordon Mason - GMA
Apologies:	Mairi Brown – MB		George Fraser – GF
Secretary:	Andrew Field – AF (Acting CEO)		
In Attendance:	Ian Wauchope – IW Maureen Watson – MW		Mark Glinwood, Insight HR (Part) Karen Colburn – KC
Minute Taker:	Yvonne Rawlings - YR		
Issued By:	Andrew Field	Issued On:	30 th March 2010

	Item	Action	By
1.	WELCOME & INTRODUCTION The Chair welcomed all present and opened the meeting. Apologies were noted from Mairi Brown and George Fraser		
2.	DECLARATIONS OF INTEREST There were no declarations of interest intimated.		
3.	MINUTES OF PREVIOUS MEETINGS		
3.1.	Appendix 1 - 25 th of November 2009 Board Minute Subject to a Private and Confidential Minute		
3.2.	Appendix 2 - 9 th of December 2009 Board Minute		
	Item 4.1 of the minutes – A question was raised as to whether the Homelessness Statement had been taken to the 2012 Group. This was not presented however subsequently the Acting CEO had met with Civil Servants who have asked to attend a Management Board meeting to discuss further. The Management Board AGREED to this. ACTION: AF to arrange Civil Servants attendance at Board On the proposition of John Ferguson and seconded by Gordon Mitchell the Management Board AGREED the meeting minutes of 9 th of December 2009 as a correct record.	AF	ASAP
3.3.	Appendix 3 - 9 th of December 2009 Post AGM Board Minute		
	On the proposition of Norman Beaton and seconded by Nanette Reid the Management Board AGREED the meeting minutes of 9 th of December 2009 as a correct record.		
3.4.	Appendix 4 - 27 th & 28 th January 2010 Board Away Day Minute		
	Subject to a Private and Confidential Minute		
4.	MATTERS ARISING		

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4.1.	Glasgow West of Scotland Forum (GWoSF)		
	<p>Re-engagement with GWoSF was discussed, currently a date is being sought to enable, MW, the Chair and Vice Chair to meet with Jim Harvie.</p> <p>ACTION: MW to arrange date.</p>	MW	ASAP
4.2.	E-Newsletter Support (CIH/Share/EVH)		
	An offer has been made with further discussion for support anticipated.		
4.3.	Carbon Testing		
	<p>A question was asked on whether funding had been secured for this.</p> <p>A remittance note had been received from the Scottish Government to the SFHA for £120,000 with further amounts to be received at a later date. Most of this funding will be passed on through the project.</p>		
5.	CHAIRS REPORT		
6.	CEO REPORT		
	<p>The purpose of this report was to update the SFHA Board on the key activities of the Acting Chief Executive during January 28th to March 15th 2010.</p> <p>It was recommended that the SFHA Board note this report.</p> <p>The Management Board NOTED this report and suggested a summary of feedback from events would be sufficient for future reports.</p>		
7.	AUDIT COMMITTEE		
7.1.	Update from Audit Committee		
	<p>A verbal update on the Audit Committee meeting was provided to the Management Board.</p> <p>The Management Board discussed the appointment of Citrus Mind and APPROVED the appointment.</p>		
8.	STRATEGY		
8.1.	CEO Recruitment & Remuneration Update		
	Subject to a Private and Confidential Minute		
8.2.	Approval of the 2010-11 Business Plan		
	<p>The purpose of this report was to present the 2010-11 Business Plan for approval.</p> <p>It was recommended that the Management Board approve the Business Plan for 2010-11.</p> <p>It was recommended that the Management Board discuss and refine the vision section of the business plan.</p> <p>On the proposition of Gordon Mitchell and seconded by Nanette Reid the Management Board APPROVED the Business Plan for 2010-11 and RECOMMENDED a provisional vision until the new CEO had been appointed.</p>		

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8.3.	Approval of the 2010-11 Budgets		
	Subject to a Private and Confidential Minute		
8.4.	EGM Minute & Questions from the Floor		
	<p>The purpose of this report was to provide the Management Board with the opportunity to discuss the proceedings at the EGM on the 25th of February 2010 by:</p> <ul style="list-style-type: none"> • Reviewing the EGM Minutes (Appendix 1 of the report). • Reviewing the Questions from the Floor at the EGM and decide upon a strategy to deal with these questions (Appendix 2 of the report). <p>It was recommended that the Management Board discuss and agree a strategy for addressing the concerns raised by members at the EGM.</p> <p>It was recommended that the Management Board approve the publication of the EGM Minutes and Questions from the Floor document on the SFHA Website.</p> <p>It was recommended that the Management Board review each point included in Appendix 1 and 2 and decide upon a strategy going forward where appropriate.</p> <p>The Management Board APPROVED the publication of the Minute with an alteration to the last paragraph of the Questions from the floor document.</p> <p>The Management Board discussed a strategy for going forward including opening the Board meeting to members.</p> <p>ACTION: AF to put thoughts on paper for strategy and circulate to the Board ASAP with the first open session with members taking place at the June Management Board.</p> <p>ACTION: AF to alter last paragraph and arrange for document to be publicised once approved by the Management Board</p>	AF AF	ASAP ASAP
8.5.	Annual Conference		
	<p>The purpose of this report was to inform the Management Board of the date of the 2010 SFHA Annual Conference and to inform the Management Board of the reasoning behind moving the SFHA Annual Conference from June to September 2010.</p> <p>It was also suggested the AGM be held at the same time.</p> <p>It was recommended that the Management Board noted this report.</p> <p>The Management Board NOTED this report and AGREED to the AGM being held at the same time. The Management Board suggested AF set up a working group with Board members on the format and content of the Annual Conference.</p> <p>ACTION: AF to set up working group.</p>	AF	ASAP
9.	POLICY		
9.1.	Housing Bill Update		
	The purpose of this report was to provide the Management Board with an update on the progress of the Housing (Scotland) Bill through the Scottish Parliament.		

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	<p>It was recommended that the Management Board note the contents of the Bill (Appendices 1 & 2 of the report) and comment.</p> <p>It was recommended that the Management Board note the evidence submitted by the SFHA (Appendices 3 & 4 of the report) and comment.</p> <p>The Management Board NOTED this report.</p>		
9.2.	Investment Reform Update		
	<p>The purpose of this report was to update the Management Board on progress in the three existing Investment Reform Working Groups and to inform the Management Board of the establishment of and remit for a fourth working group looking at a single funding stream for social housing investment.</p> <p>It was recommended that the Management Board note the progress update on the existing three Investment Reform Groups.</p> <p>It was recommended that the Management Board comment upon the remit and the issues paper for Group 4.</p> <p>The Management Board NOTED this report.</p>		
10.	PERFORMANCE		
10.1.	Management Accounts (January)		
	Subject to a Private and Confidential Minute		
10.2.	Affiliation Fees		
	<p>The purpose of this report was to provide the Management Board with an update on progress in the 2010-11 affiliation renewal process.</p> <p>It was recommended that the Management Board note and discuss this progress update.</p> <p>It was recommended that the Management Board approve that the SMT continue to scenario plan for the year ahead and beyond in the light of the weekly information received on affiliations, with a view to a full report and recommendation submitted to the Management Board in June 2010.</p> <p>The Management Board NOTED and DISCUSSED the report and RECOMMENDED all feedback from Members is summarised in bullet point format to the Management Board as a confidential paper. The feedback is then to be discussed and used to take forward member relationships.</p> <p>ACTION: MW to collate all feedback.</p>	MW	ASAP
10.3.	Media Update		
	<p>The purpose of this report was to update the Management Board on external media coverage of the SFHA from 1st of January 2010 to 28th of February 2010.</p> <p>It was recommended that the Management Board noted this report.</p> <p>The Management Board NOTED this report.</p>		
11.	HUMAN RESOURCES		
11.1.	Staff Salary Budget – Private & Confidential		
	Subject to a Private and Confidential Minute		

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11.2.	Travel to Work Scheme – Private & Confidential		
	Subject to a Private and Confidential Minute		
11.3.	Board Member Resignation & Replacement		
	<p>The purpose of this report was to advise the Management Board of the resignation received from Alasdair McKee and to advise the Management Board on the process of recruiting a new Board Member to the City of Glasgow Constituency.</p> <p>It was recommended that the Management Board note this report and note a letter of thanks was sent to Alasdair McKee.</p> <p>The Management Board NOTED this report and RECOMMENDED the Governance be checked for recruitment of a new Board Member using a more in depth criteria and specification instead of first come first served basis.</p> <p>ACTION: KC to check Governance and report back to the Management Board.</p>	KC	ASAP
12.	ANY OTHER BUSINESS		
12.1.	Board Member Request – PATH (Scotland) (KC)		
	<p>The purpose of this report was to advise the Management Board, that the SFHA has been approached by PATH (Scotland) to identify whether we would be willing to select a member of the Management Board to represent the SFHA on the PATH Board.</p> <p>It was recommended that the Management Board propose a member from the Board to represent the SFHA on the PATH (Scotland) Board.</p> <p>The Management Board RECOMMENDED information on Path (Scotland) be circulated to the Management Board for consideration.</p> <p>ACTION: KC to circulate information to the Management Board.</p>	KC	ASAP
13.	RECAP OF THIS MEETING: HOW WAS IT FOR YOU? (ALL)		
13.1.	There was a general round the table discussion with all attendees feeling the meeting had been very positive, honest and professional with a strong dedicated Management Board and Senior Management Team present.		
14.	DATE OF NEXT MEETING		
	Date of Next Meeting – Wednesday 30th of June 2010		

Name: Lorna Paterson

Signature:

A handwritten signature in blue ink that reads 'L. Paterson'.

Date: 30th June 2010