

## MINUTES OF WESLO BOARD MEETING NO. 183

24 November 2010



Present	Peter Robson	Chair
	Mike Bruce	Chief Executive
	Mike Crozier	Operations Director
	Douglas Drummond	Finance Director
	Margaret McIntyre	Community Director
	John Spraggon	Community Director
	Eileen Stirling	Tenant Director
	Janette Wallace	Tenant Director
	Alex Bow	Tenant Director
	Hugh Ruck	Tenant Director
In attendance:	Paul Foley	Kynesis
	Linda Watson	Finance Assistant
	Alison Dunsmore	PA / Admin Officer

The Chairman opened the meeting by welcoming everyone and introduced Linda Watson, the staff observer.

	<b>ITEM</b>	<b>ACTION</b>
1	<b><u>APOLOGIES</u></b>	
	Apologies were received from Frank Anderson.	
2	<b><u>MINUTES OF PREVIOUS MEETING</u></b>	
	The minutes of Board Meeting No. 182 were reviewed and Janette Wallace proposed them as an accurate record of the meeting. John Spraggon seconded this and the minutes were approved and signed by the Chairman.	
3	<b><u>MATTERS ARISING</u></b>	
	There were no matters arising.	
4	<b><u>BOARD DEVELOPMENT</u></b>	
	The Chairman introduced Paul Foley from Kynesis who's proposal was discussed at the last Board Meeting. Paul suggested that the development training proposed would meet and exceed the expectations of the SHR. The process will look at the effectiveness of the Board and the engagement between Executive and Non Executive Directors. To start the process the Executive Assistant will arrange one to one meetings with Paul. Feedback will be provided following the Board Meeting on 2 February.	

ITEM	ACTION
5 <b><u>RISK REGISTER UPDATE</u></b>	
The Finance Director presented the updated Risk Register for note and comment, no new risks have been identified.	
Margaret McIntyre requested that any updates should be more easily identifiable, the Finance Director advised in future he would list any changes on the covering paper.	FD
John Spraggon queried section 5.3 of the Risk Register regarding changes to Right to Buy legislation. The Chief Executive advised that this is now out of date as this risk was prior to us being registered with SHR. This will be updated.	FD
The Board noted and agreed the contents of the report.	
6 <b><u>SHR IMPROVEMENT PLAN</u></b>	
The Chief Executive advised the Board that SHR had accepted our Improvement Plan and our allocated officer will be in touch with him shortly.	
Changes to the Covenant have been agreed with Dunfermline Building Society and the matter will be concluded by end November.	
The Chief Executive introduced the draft feedback letter to SHR, a copy of which had been issued in advance of the meeting.	
The Board noted and agreed the text and tone of the letter and were happy for some minor changes to be made prior to it being sent by the Chairman early next week.	
7 <b><u>FALKIRK COUNCIL ELECTED MEMBER REPRESENTATION ON OUTSIDE BODIES</u></b>	
The Chief Executive requested that the Board agree to him contacting Councillor Ann Ritchie who had been nominated by Falkirk Council as their representative on the Board. The Board all agreed that Councillor Ritchie be contacted and invited to its next meeting on 2 February 2011.	
8 <b><u>INTERNAL AUDIT REPORTS 2010/11</u></b>	
8a) Fixed Assets – Minor housekeeping issues identified. All recommendations accepted and actions in place for completion for December 2010. Margaret McIntyre asked if Weslo was part of a purchasing group, the Finance Director confirmed we are not.	
8b) Financial Ledger - A very positive report with one item identified for concern which related to the IT system locking out passwords, as this was not identified at our last ICT audit it was seen as a difference of opinions between auditors.	
8c) Cash and Treasury Management – Again only one item identified, the finance team also use our safe as a fireproof cabinet, we will look into purchasing a smaller safe just to be used for cheques and petty cash.	FD

**ITEM****ACTION**

- 8d) Stores and Stores Management – Of the 12 recommendations made in this section of the report 9 have already been actioned. As this policy is now 10-12 years old and out of date a new policy will be put in place. The auditor has mistaken how our invoices are authorised, all invoices are approved by a senior member of staff.

FD

The Finance Director, Operations Director and Maintenance Manager have met with trades force representatives and discussed the recommendation that an electronic management system be put in place. This will give better control and do away with the need for handwritten time sheets. The Board noted and approved the Internal Audit report and Janette Wallace and John Spraggon approved it for minute purposes.

**9 DIRECTORS REPORTS**

- 9a) 1. The Chief Executive issued his report and the following was noted:
2. Five Preserved Right to Buy and one Modernised Right To Buy applications have settled this year and realised receipts of £235,100. There are currently two Preserved Right to Buy and one Modernised Right to Buy applications in the pipeline.
  3. Notional savings have fully funded our Community Budget to date, the most recent saving received was a 30% discount on renewing our AA membership.
  4. Future Development – West Lothian Strategic Alliance have been named as West Lothian Council's preferred developer.

- 9b) The Finance Director issued his report and the following was noted:

1. The Budgetary Control Report for period ending 31 October showed a number of variances from profile the most notable being;
  - The reduction in estimated income from house sales makes no difference to revenue.
  - Expenditure on repairs is less than estimated, it is expected this will catch as the year progresses
  - Expenditure on Planned Maintenance is less than estimated, again it is expected this will catch up.

A significant investment will be made in IT software eSquiggles, we will endeavour to ensure this is done before the VAT increase in 2011.

Final yard refurbishment costs are awaited.

11.45am – Alex Bow left the meeting.

**ITEM****ACTION**

9c) The Operations Director issued his report and the following was noted:

1. Mortgage to Rent is progressing steadily with 20 cases in progress and 62 completed since the scheme's inception in 2003.
2. Premises are still being looked for to enable the yard to decant for refurbishment.
3. Meeting with individual tradesmen as part of the appraisal process continues.
4. An eviction took place on 12 November, the tenant was not present. Arrears of £2,000 had accrued due to the case being continued in Court several times due to the Advice Shop representing the tenant.

5. Arrears

Were up to £190,159.13 in October from previous month, although down from £192,775.45 at the same time last year.

6. Voids

Rent loss on voids in October was £214. At the same period last year the figure was £248. Work is currently being done to bring about an improvement in this figure.

7. Reactive Maintenance

The under spend in reactive maintenance is encouraging as measures have been put in place to reduce costs and this is being monitored monthly. Less work is being issued to external contractors.

Four job lines were not completed on time in September, three were internal and will be dealt with in due course as the tradesman responsible is currently off sick. The other was Livingston Property Maintenance and compensation was deducted from their payment.

Repairs Satisfaction on the whole is positive with any negative comments being followed up and resolved.

10 **ANY OTHER BUSINESS**

i) The Next Meeting

The next meeting will be held at 10am on 3 February 2011 at our Bathgate offices.

The meeting closed at. 12:45