

MINUTES OF WESLO BOARD MEETING NO. 188

20 July 2011

Present	Alex Bow	Tenant Director
	Mike Bruce	Chief Executive
	Mike Crozier	Operations Director
	Douglas Drummond	Finance Director
	Margaret McIntyre	Community Director
	Peter Robson	Community Director (Chair)
	Hugh Ruck	Tenant Director
	John Spraggon	Community Director
	Janette Wallace	Tenant Director
	In attendance:	Donna Henderson
	Lesley Shade	Assistant Finance Manager
	Anne Arnott	Executive Assistant
	Janet Hamblin	Baker Tilly, Auditors

The Chairman opened the meeting by welcoming everyone and introduced Lesley Shade, Assistant Finance Manager and staff observer for this meeting and Donna Henderson, Finance Manager, additional observer.

		Action
1	<u>APOLOGIES</u> There were no apologies.	
2	<u>DECLARATION OF INTEREST</u> Cllr. Frank Anderson declared himself a non-pecuniary member of West Lothian Council Cllr. Ann Ritchie declared herself a non-pecuniary member of Falkirk Council.	
3	<u>MINUTES OF PREVIOUS MEETING</u> The minutes of Board Meeting No. 187 were reviewed and Janette Wallace proposed them as an accurate record of the meeting. Hugh Ruck seconded this and the minutes were approved and signed by the Chairman.	
4	<u>MATTERS ARISING</u> There were no matters arising.	

5	<p><u>OPEN MARKET PROPERTY PURCHASE</u></p> <p>The Chief Executive introduced the paper which invited the Board to approve the formulation of a policy, based on the principles 1 – 4 noted in the paper.</p> <p>After a general discussion, the Board requested that the Chief Executive formulate a policy to facilitate the purchase of properties, as outlined in the paper, exploring all options available, including the possibility of engaging in this activity through the resource of Weslo Initiatives. The paper was proposed by Janette Wallace and seconded by Alex Bow.</p> <p>The Operations Director noted that we are on various auction house circulation lists and the company is currently interested in a property in Bo'ness with an auction price of £45k which would fit our criteria.</p>	CE
6a	<p><u>CHIEF EXECUTIVE'S REPORT</u></p> <p>The Chief Executive issued his report and the following was noted:-</p> <p>1 <u>West Lothian Strategic Alliance</u> A final draft of the new agreement is presently with our solicitors and final sign off by all parties will take place in the next few weeks.</p> <p>2 <u>Company Awayday</u> Mike Stevenson has been engaged to facilitate an interactive session at the 6 September Company Awayday based on his 'thinktastic' programme.</p>	
6b	<p><u>FINANCE DIRECTOR'S REPORT</u></p> <p>The Finance Director noted there are no major areas of concern and noted the following items in this second quarter report of 2011/12.</p> <p>1 <u>Budgetary Control Report</u></p> <ul style="list-style-type: none"> • One Right To Buy sale has completed against a forecast of 2 for this period. This will be monitored. • Internal discussions are taking place in relation to the future coding process of Mortgage To Rent properties. • Due to a timing issue, spend on the programme of work for 2011/12 looks slow. A revised forecast outturn shows £1.27k below our original estimate. <p>2 There may be an increase on the final figure of the Yard refurbishment. Fleming Buildings Ltd, contractors, will start work in August, and the work will be completed in December. The increase in these costs will be offset by changes in costs for planned maintenance.</p>	

6c	<p><u>OPERATIONS DIRECTOR'S REPORT</u></p> <p>The Operations Director issued his report and the following was noted:</p> <p>1 David Wilson has been appointed as ICT assistant and starts on 1 August. Alison Barker has been Appointed as Owners Liaison Officer. A start date is awaited but expected to be mid-August.</p> <p>2 The Operations Director noted that he met with Russell Wanczycki of Hays Montrose to discuss the two temporary posts in the Estates Department being filled via Hays Montrose.</p> <p>3 The Board noted the Arrears Analysis Report for June 2011. Arrears for June are £167K, up on the May figure of £163k and continuing to show an upward trend, last year's June figure being £144k. The year to date figure is higher than last year's but in part may be due to the way in which Falkirk Council make Housing Benefit payments, the 13th payment being due shortly. The Housing Officers continue to gather anecdotal evidence from tenants.</p> <p>Challenges will arise if the proposed changes in Housing Benefit are implemented, in particular to tenants in relation to the under-occupation deduction and to the organisation in the direct payment of benefit to tenants.</p> <p>The June figure for average rent loss per void is £250. The comparable figure for the same period last year was £198. The Technical Unit Manager continues his review of repairs work undertaken during voids with a view to reducing void days between tenancies.</p> <p>The repair response time analysis showed 2 jobs not completed on time in June due to an error by a tradesman. The Technical Unit Manager has discussed the process with the tradesman.</p> <p>2011/12 Reactive Maintenance costs are showing an overspend of £50k. This may be related to repair costs for MTRs and costs for storm damage in April. A meeting is being held to discuss how to address this.</p> <p>The repair satisfaction analysis for June showed a 19% return with no negative comments. However, 3 tenants were unhappy with certain parts of the process and these were followed up with the tenants to discuss their concerns.</p>	
7	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Reappointment of Auditors</u></p> <p>The Finance Director proposed that the Board direct him to request Scott Moncrieff, internal Auditors of the company for the last three years, to submit a proposal to continue to provide internal audit services to Weslo Housing Management and Weslo Initiatives for a further three years. The Finance Director would present a paper to the 31 August Board on this</p>	

	<p>matter. The Board agreed this course of action.</p> <p><u>Board Tour</u></p> <p>The Board Tour of properties is taking place on Wednesday 27 July. The Executive Assistant would circulate the final agenda to the Board.</p>	<p>EA</p>
7	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting will be held on 31 August 2011 at 10.00 am at Bathgate.</p>	

Signed Date