

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 24<sup>th</sup> SEPTEMBER 2014.**

**1 SEDERUNT**

<b>J GRACEY</b>	<b>CHAIR</b>
<b>C SKEWIS</b>	<b>VICE-CHAIR</b>
<b>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>C HARVEY</b>	<b>COMMITTEE MEMBER</b>
<b>G McNAUGHT</b>	<b>COMMITTEE MEMBER</b>
<b>R MURPHY</b>	<b>COMMITTEE MEMBER</b>
<b>P WILSON</b>	<b>COMMITTEE MEMBER</b>
<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>M DAVIDSON</b>	<b>SECRETARY</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMPSON</b>	<b>CO-OPTED MEMBER</b>
<b>C McGRAW</b>	<b>SENIOR HOUSING OFFICER</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>B JOHNSTONE</b>	<b>DEPUTE DIRECTOR</b>
<b>B McMAHON</b>	<b>MAINTENANCE OFFICER</b>

The meeting opened at 6.35pm. J McMorrow chaired the meeting whilst the election of the office bearers was being considered.

**2 ELECTION OF OFFICE BEARERS**

**2. Chair**

J Gracey was proposed as Chairperson by C Skewis and seconded by A Cushingham. This was unanimously agreed.

J Gracey chaired the meeting from this point.

**2.2 Vice-Chair**

C Skewis was proposed as Vice-Chair by A Cushingham

and seconded by P Wilson. This was unanimously agreed.

### **2.3 Treasurer**

A Cushingam was proposed as Treasurer by C Harvey and seconded by C Skewis. This was unanimously agreed.

### **2.4 Secretary**

M Davidson was proposed as Secretary by C Harvey and seconded by C Skewis. This was unanimously agreed.

## **3 PREVIOUS MINUTES**

The previous minutes of 27<sup>th</sup> August 2014 were proposed a true record by J Gracey and seconded by C Skewis.

## **4 MATTERS ARISING**

### **4.1 Strategic Plan – Away Day**

Committee considered plans to hold the away day to review the strategic plan and it was agreed to hold this at the Emirates Arena (Sir Chris Hoy Velodrome) on the 10<sup>th</sup> October 2014.

G McNaught and J Warley intimated their apologies for this event and it was agreed that copies of the session slides would be made available.

There were no other matters arising from the previous minutes.

## **5 DECLARATION OF INTEREST**

Consideration was given to the report circulated with the agenda outlining the annual declaration of interest of members and these were duly noted.

There were no other declarations of interest noted at the meeting.

## **6 HEALTH & SAFETY**

Committee considered whether there were any issues of a Health &

Safety matter.

Consideration was given to the Health & Safety report circulated with the agenda and the contents were duly noted.

Committee considered the revised sections (appendices, 2.13, 3.2, 3.10 3.14, 3.15, 3.19, appendix 13, 17, 18) of the Health and Safety Policy which was circulated with the agenda and these were approved.

No other Health & Safety matters were raised at the meeting.

## **7 REGENERATION REPORT**

Committee considered the regeneration report as circulated with the agenda and this was duly noted.

Consideration was given to the People and Communities Fund bid for the SVQ2 Health and Social Care course and it was agreed to make a contribution of £3,000 towards this project.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

- SFHA
  - Revised Articles of Association
- Scottish Housing Regulator
  - Advice Note: Internal Financial Controls and the Regulatory Standards
  - Landlord Report – Easthall Park, it was noted that this would be circulated to all tenants along with the Charter Report
  - Scottish Averages for annual return – complete set issued
- GWSF
  - Annual Report & Accounts
  - GWSF Guide to the Housing (Scotland) Act 2014
  - GWSF Annual Conference – 14<sup>th</sup> November 2014, it was agreed that J Gracey, C Skewis and P Wilson would attend this event on behalf of the Committee

- Scottish Government
  - Angela Constance Cabinet Secretary for Training, Youth & Women's Employment congratulations letter on Easthall Park achieving Investors in Young People Accreditation

## **9 INVESTMENT**

Committee reviewed the report circulated with the agenda.

B McMahon presented the report and it was noted that by the end of October 2014 we will have in recent years externally validated 50% of our stock.

It was noted that a meeting is being held with Glasgow City Council this week with a view to progressing the mixed tenure external fabric programme at Westerhouse Road and 99 Wardie Road.

It was acknowledged that the first stage of reactive procurement exercise had been concluded and five contractors will be invited to tender. A preferred contractor should be identified by December 2014 and Brown and Wallace are providing professional procurement support.

B McMahon advised the procurement of a new gas servicing/repair contract was due to commence and a new contractor would be appointed by March 2015.

An update was provided on 2014/15 programmed maintenance performance and the priorities and plans for 2015/16 were highlighted.

## **10 ARREARS REPORT**

Committee considered the arrears report as circulated with the agenda.

In the absence of C McGraw, B Johnstone explained that rent arrears performance had recently undergone a significant and sustained improvement.

Committee noted improvement trends in current non-technical arrears. Arrears performance had reduced from 4.9% in September 2013, to 4.1% in March 2014 to a present figure of 3.05% in August 2014.

Committee indicated their approval at the work undertaken in reducing arrears and it was agreed to move from the “Red” warning to “Amber” to reflect the positive trends in reducing the gross Annual Charter arrears figure from 5.92% in March 2014 to 4.48% in August 2014.

It was agreed that at the October 2014 meeting a review will be given to the arrears target for 2014/15, since we have already achieved the existing target set.

## **11 RESIDENT ENGAGEMENT**

Committee considered the report circulated with the agenda along with the Resident Engagement Strategy and Action Plan for 2014/15.

It was noted the Action Plan has been developed prior to the fact that the Depute Director will be vacating his post in November and that any changes agreed to posts held (see agenda item 13) will be automatically incorporated in the final plan.

It was also agreed to amend in the Action Plan the environmental management tenant and resident feedback completion date to March 2015.

Committee noted that the numbers for the residents’ panel have already increased and that we are on target to achieve the six members suggested.

Advanced copies of the residents’ annual Charter report were issued to Committee. Committee noted and acknowledged the valuable input of the residents’ panel, as it ensured performance was reported in a format that would help improve accountability to our tenants and factored owners.

All residents would receive a hand delivered copy of the report, along with a copy of the Scottish Housing Regulator’s Easthall Park report, on Tuesday 30<sup>th</sup> September 2014. A copy will also be

available on our website.

It was also noted that Tenant Participation Advisory Service (TPAS) have contacted us regarding their forthcoming annual award ceremony. We have submitted an application for an award in relation to our work with Easthall Residents Association supporting young people and adults with special support needs.

It was reported that the annual bursary awards have received excellent feedback from local residents and external organisations.

This year, seven local people in further education received support.

## **12 VALUE FOR MONEY REVIEW**

Committee noted the report circulated with the agenda outlining the need to carry out a value for money review.

It was recognised that there is no specific regulatory requirement for Registered Social Landlords to have a value for money strategy however this would make good business sense.

Committee noted the key requirement was achieving the balance between limiting rent increases whilst providing the projects and services necessary to support tenants sustain their tenancy and create a vibrant community.

It was agreed that the Director develop this work and that a further report be made to the January 2015 meeting.

## **13 STAFFING REPORT**

All staff left the meeting for this report with the exception of the Director.

Committee noted the report circulated with the agenda outlining proposals as a consequence of the Depute Director intimating his resignation.

At this point in the meeting the Committee expressed their view that they would like to acknowledge the huge contribution that Barry Johnstone has made to the organisation's success and wish him well in his new post.

Committee agreed to the proposed structure as outlined in the report points 1 to 5.

It was agreed that the new post focusing on maintenance be delegated to the Director to determine the job description and specific roles of this post with an advert to appoint as soon as practical.

All staff returned to the meeting at this point.

#### **14 FINANCIAL REGULATIONS & PROCEDURES**

Committee noted the update on the development of the financial regulations and procedures and agreed that this be delegated to the Audit and Finance sub-committee meeting to be held in November 2014.

#### **15 STRATEGY & DEVELOPMENT FUNDING PLAN**

Committee noted the report circulated with the agenda outlining requirements which may result in a development opportunity.

It was agreed that the preferred option to undertake the feasibility study would be in partnership with other EHRA members who are obtaining feasibility study money.

Committee noted the brief prepared entitled “Greater Easterhouse Strategy – Addressing the Gaps” and it was noted that two members had indicated they did not wish to participate therefore it was agreed to wait and see what if any further development there is before committing to this study.

#### **16 AOCB**

There was no other competent business therefore the meeting was duly closed.

Meeting Closed at 8.00pm.

**Minutes Approved.....Date.....**