

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 29<sup>th</sup> JUNE 2016.**

**1 SEDERUNT**

<b>M DAVIDSON</b>	<b>CHAIR</b>
<b>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>G McNAUGHT</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>P WADDELL</b>	<b>COMMITTEE MEMBER</b>
<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>C SKEWIS</b>	<b>VICE-CHAIR</b>
<b>C HARVEY</b>	<b>SECRETARY</b>
<b>A SCOTLAND</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMPSON</b>	<b>CO-OPTED MEMBER</b>
<b>R MURPHY</b>	<b>LEAVE OF ABSENCE</b>
<b>C McLACHLAN</b>	<b>LEAVE OF ABSENCE</b>
<b>B McMAHON</b>	<b>SENIOR MAINTENANCE</b>
<b>J BOYLE</b>	<b>FINANCE MANAGER</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>C McGRAW</b>	<b>HOUSING MANAGER</b>

The meeting opened at 6.30pm.

**2 PREVIOUS MINUTES**

The previous minutes of 25<sup>th</sup> May 2016 were proposed as a true record by M Davidson and seconded by A Cushingam.

**3 MATTERS ARISING**

**3.1 Annual Return on the Charter**

Committee noted and approved the amendment to the Annual Return on the charter in relation to the number of notice of proceedings for recovery of possession with the original figure of 37 amended to 42.

It was noted that this error was identified as part of the post ARC return checks.

Committee considered the benchmarking figures in relation to 2015/16 QEF Annual Statistical Return. It was noted that this report will be updated to reflect the amendment to the annual return on the charter.

It was agreed that satisfaction with a property on moving in remains a priority for the coming year.

Additional areas for improvement include:

- % of repairs carried out right first time
- Tenancy sustainment including abandonments
- Average time to relet properties
- Former tenant arrears performance
- % of Anti-Social behaviour complaints resolved within locally agreed timescales

Committee noted that in relation to repairs right first time as the Co-operative has tight timescales for completion should this change to ten days the actual percentage would increase to circa 95% therefore further work will be undertaken to compare timescales and communicate proper comparisons with others.

Committee requested a further breakdown of anti-social behaviour complaints by category and it was agreed that this would be presented at the end of the meeting.

Committee approved plans to work collectively with EHRA members looking at reasons behind the higher level of figures in comparison with others with the possibility of developing joint policy and procedures if appropriate.

Committee expressed their satisfaction with the continued arrears recovery performance during the year.

There were no other matters arising from the previous minutes.

#### **4 DECLARATION OF INTEREST**

It was noted that there would be one declaration of interest under agenda item 12 later in the meeting.

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

#### **5 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 approved the policy for handling blood, body fluids and sharps which was circulated with the report subject to changing the wording at section 28.

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

#### **6 ANNUAL GOVERNANCE REVIEW**

Committee noted the report circulated with the agenda highlighting an assessment of work undertaken as a consequence of the last governance review.

Committee reviewed the self-assessment progress report and approved the revised Governance Charter.

Committee agreed a targeted campaign to attract underrepresented groups to join the Committee at the next Annual General Meeting and to increase the skill set with a focus on Finance.

Committee agreed to undertake a further review of the annual self-evaluation at the next Committee away day.

It was agreed to hold this away day on Saturday 17<sup>th</sup> September.

It was noted that a training session on Governance for Committee Members has been organised on behalf of EHRA and it was agreed that M Davidson, A Cushingam and P Waddell could attend on behalf of the committee.

## **7 CORRESPONDENCE**

Committee noted the following correspondence received:

- Barony Publishers – Glasgow Rape Crisis
  - Advert supporting 40<sup>th</sup> anniversary at cost of £54.00 – it was agreed to support this
- Children’s Safety Education
  - Acknowledgement of £100 donation to schools programme
- SHARE
  - 2016 training programme
- Alexander Sloan
  - FRS102 Prior Year Adjustments report
- EVH
  - Summary Changes to Grading Guidelines
  - Employers Discussion Document – it was agreed to delegate this to the next audit and finance sub-committee for consideration
- Scottish Government
  - Property Factors Registration completion of renewal
- Scottish SPCA
  - Prize Draw – it was agreed to donate £20 rather than participate in the prize draw
- GWSF
  - Update June – July, it was noted that this is available electronically or upon request

## **8 WELFARE REFORM**

Committee reviewed the report circulated at the meeting in relation to Welfare Reform.

Committee noted the position of “universal credit” arrears and support for tenants, the performance of our welfare rights service.

Consideration was given to the recommendation to support tenants paying in advance to include those on full housing benefit and it was agreed to support this.

Committee considered whether to support the People's Gateway Job Club and after reviewing this agreed not to support this.

## **9 ENERGY EFFICIENCY STANDARD SOCIAL HOUSING**

Committee reviewed the report circulated with agenda outlining the energy efficiency standard and plans to ensure that this is achieved by 2020.

Committee noted the difference in the Co-operative's Asset Management Plan and the EESSH return.

Consideration was given to the External Wall Insulation Contract which started on the 27<sup>th</sup> June 2016.

It was noted that owners will be applying for a grant toward their share of the EWI and that the Council have confirmed they are willing to accept applications however the funding may not be available till 2017/18. It was agreed to underwrite 50% of this cost with the Contractor underwriting the other 50% to allow the owners part to proceed.

Committee noted that current plans to upgrade sunspace areas may not form part of this contract due to the tight timescales for completion and draw down of external funding.

## **10 EXTERNAL ACCREDITATION**

Committee noted the report circulated with agenda outlining progress in relation to the Investors in People external accreditation.

Committee reviewed the alignment summary which demonstrated very high performance in relation to 8 out of 9 indicators examined and good to high performance in relation to the final indicator.

It was noted that we should receive the outcome of this assessment over the coming months and the initial assessment was that the

Consultant was recommending a platinum award which is the highest standard that can be achieved.

## **11 GLENBURN CENTRE MANAGEMENT AGREEMENT**

Committee noted the report and draft Glenburn Centre Management Agreement circulated with agenda.

This agreement was duly approved at the meeting.

## **12 AOCB**

### **12.1 Scottish Housing Regulator**

Committee noted that the loan portfolio and the five year projections are due to be returned to the Scottish Regulator by the 30<sup>th</sup> June.

It was reported that both documents will be submitted within timescale and that the five year projections have been altered to reflect changes to accounting practice.

It was agreed that these documents be issued and it was also agreed to review the changes to the five year projections at the next audit and finance meeting.

### **12.2 Summer Newsletter**

Committee received copies of the Glenburn News at the meeting. It was noted that the newsletter would be delivered over the next few days.

### **12.3 Decree for Eviction**

It was reported that a decree for eviction which had previously not been enforced is now in the process of being carried out.

### **12.4 Probity Report**

Committee noted a provisional offer of housing to a family member of a Committee member and the committee member left the meeting at this point.

This was approved and recorded within the probity register.

**12.5 Anti-Social Behaviour – Agenda Item 3.1**

C McGraw outlined the level of anti-social behaviour complaints for the year by category and the following was noted:

Category A:	10
Category B:	22
Category C:	130

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

Meeting Closed at 8.30pm.

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