

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 28th JUNE 2017
AT THE GLENBURN CENTRE**

1 SEDERUNT

M DAVIDSON	CHAIR
A CUSHINGHAM	TREASURER
P WADDELL	SECRETARY
J GRACEY	COMMITTEE MEMBER
G McNAUGHT	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
C HARVEY	COMMITTEE MEMBER
P THOMPSON	CO-OPTED MEMBER

APOLOGIES

C SKEWIS	LEAVE OF ABSENCE
A SCOTLAND	COMMITTEE MEMBER
C McGRAW	HOUSING MANAGER
B McMAHON	MAINTENANCE MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
J HENDRY	FINANCE MANAGER
P MORRICE	ALEXANDER SLOAN

The meeting opened at 6.30pm. It was reported that C Skewis had requested a leave of absence effective from the 19th June and this leave was approved.

2 AUDITED ACCOUNTS

Phil Morrice was welcomed to the meeting and he reviewed with the Committee the audited accounts for the period ending 31st March 2017.

It was reported that the Co-operative had received an unqualified audit report.

After consideration of the accounts these were duly approved and it was agreed that they would be duly signed.

Consideration was given to the Management letter and it was noted that there was no recommendations and Committee noted the contents of the letter.

Committee reviewed the letter of representation and this was duly approved and signed at the meeting.

Phil Morrice was thanked for his attendance and left the meeting at this point.

It was agreed to take agenda item 15 next.

15 LOAN PORTFOLIO & 5 YEAR SUBMISSION

Committee noted the loan portfolio and 5 year projections which were circulated with the agenda for consideration.

Committee noted that the audit and finance committee had reviewed these documents at its last meeting and were satisfied with the contents.

After reviewing both documents it was agreed that the Director could submit these to the Scottish Housing Regulator.

J Hendry left the meeting at this point.

3 PREVIOUS MINUTES

Committee noted an error on the Sederunt which stated C Harvey as Secretary rather than P Waddell.

With this amendment the previous minutes of 24th May 2017 were proposed as a true record by P Waddell and seconded by A Cushingam.

4 MATTERS ARISING & OUTSTANDING ITEMS

Committee reviewed the report circulated with the agenda relating to previous minutes and matters arising.

After considering the report it was agreed to note and approve the ARC submission changes and it was agreed to consider the ARC benchmark report in August.

The procurement register was circulated at the meeting and after consideration this was duly approved.

Committee therefore considered the brief relating to procurement of a consultant for a revised stock condition survey sample and the brief and procurement route was agreed.

Committee agreed to consider the consultant's suggestions on equalities review at the August meeting.

Committee agreed to consider the Committee Attendance at Conference Policy at the next meeting

Committee approved amendments to the written statement of services and it was agreed that these be issued to owners.

Committee noted any outstanding items awaiting action; those actions completed and agreed to maintain a rolling register of items outstanding for future reference.

There were no other matters arising from the previous minutes.

5 DECLARATION OF INTEREST

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

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.

No Health & Safety matters were raised at the meeting.

7 ANNUAL GOVERNANCE REVIEW

Committee noted the report circulated with the agenda highlighting an assessment of work in relation to governance self-assessment.

Committee approved the Tenants Handbook along with the Governance Charter.

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

Committee noted that the Code of Conduct which forms part of the handbook will be considered at agenda item 13.

Committee agreed to delay the final self-assessment report whilst we await the outcome of the Scottish Housing Regulator Thematic Study.

In preparation for this report the self-assessment questionnaire was issued to all members.

Committee approved that the focus for the Committee/Staff away day look at the overall assessment and that the day be arranged once the thematic study from the Regulator is received.

8 CORRESPONDENCE

Committee noted the following correspondence received:

- Glasgow City Council
 - Glasgow's Housing Strategy 2017 – 2022
 - Electronic request for SDFP bids – deadline Monday 21st August 2017 – it was agreed to submit the current plan minus the Stepford Site

- Scottish Housing Regulator
 - Fire Safety Notice – it was noted that we have assessed our cladding and none fall into the same build type as Grenfell
 - Statutory Intervention Report Wellhouse HA

- Easterhouse Housing Regeneration Alliance
 - Shandwick Street Consultation – Training Session 12th July Provanhall Housing
- Glasgow West of Scotland Forum
 - Notice of AGM 17th August and call for Board Member nominations
- Scottish Federation of Housing Associations(SFHA)
 - Guide to Rent Setting & Affordability Tool – it was noted that an initial assessment has been undertaken and our average rents have been checked against this tool and all are viewed as affordable

9 WELFARE REFORM

Committee reviewed the report circulated with the agenda in relation to Welfare Reform.

Committee noted the position of universal credit roll out, benefit cap, local housing allowance freezes and agreed the action taken to support our tenants whilst minimising the risks to the organisations income.

10 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 possibility that the 2050 target may be brought forward to 2032 and agreed that in preparation for this any new build developments proposed be developed to achieve this target now.

11 EXTERNAL ACCREDITATION

Committee noted the report circulated with agenda outlining action taken for external accreditation.

Committee agreed that any work on European Foundation for Quality Management is reviewed in one years' time.

Committee agreed not to proceed with Investors in Young People reaccreditation given the success of achieving Platinum standard and the work on Intent Based Leadership.

Committee approved continuing with the Scottish National Standards.

It was noted that Investors in People have rebranded and will be known under the name Remarkable.

12 GLENBURN CENTRE MANAGEMENT AGREEMENT

Committee noted the report and draft Glenburn Centre Management Agreement circulated with agenda. The standing declarations for Easthall Residents Association were also noted.

After consideration this agreement was duly approved.

13 CODE OF CONDUCT

Committee reviewed the model Code of Conduct as circulated with the agenda and this Code was approved.

14 RETIREMENT POLICY

Committee approved the retirement policy as circulated with the agenda.

16 MEMBERSHIP APPROVALS

Committee noted the membership update as circulated at the meeting and this was duly approved.

17 AOCB

17.1 Direct Debit Write Offs

Committee reviewed a report circulated at the meeting in relation to the proposed write off for the sum of £164.48 and after consideration this was approved.

17.2 Eviction Report

Committee considered an eviction report at the meeting and after reviewing approved the recommendation.

17.3 Tender Return

It was reported that the Gutter Cleaning and Roof Anchor inspections tender had been opened earlier in the day and it was recommended that MCS be appointed for this contract.

Committee approved the recommendation.

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

Meeting Closed at 8.30pm.

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