

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 30th AUGUST 2017
AT THE GLENBURN CENTRE**

1 SEDERUNT

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

APOLOGIES

A SCOTLAND	COMMITTEE MEMBER
-------------------	-------------------------

IN ATTENDANCE

J McMORROW	DIRECTOR
C McGRAW	HOUSING MANAGER
J HENDRY	FINANCE MANAGER
B McMAHON	MAINTENANCE MANAGER

The meeting opened at 6.30pm. R Murphy was removed as a Committee member under the four meeting in a row attendance rule.

2 PREVIOUS MINUTES

The previous minute of 28th June 2017 were proposed a true record by M Davidson and seconded by P Waddell.

3 MATTERS ARISING & OUTSTANDING ITEMS

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

Committee noted any outstanding items awaiting action; those actions completed as outlined in the register of items outstanding.

A verbal update was given on the shared ownership buy backs and it was noted that the Director had contacted another Fully Mutual Co-operative to determine which solicitor they had used for sale transactions.

It was agreed that upon receipt of the District Valuers valuation a further report be presented to Committee on the valuation appraisal.

Committee agreed that the Director could approach the solicitor to give advance notice that should the valuations assessment be favourable that they would be appointing them on the basis that they had knowledge of what is involved and as the Co-operative had utilised this company before as part of the stock transfer negotiations.

A confidential report was presented at the meeting relating to the appointment of the temporary Housing Manager and Committee noted and approved the decision to re-advertise this post.

Consideration was then given to the various agenda items relating to matters arising as follows:

3.1 Annual Return on Charter Benchmarking Report

Committee noted the benchmark report that was circulated with the agenda which reviewed benchmarking in relation to 2016-17 Annual Return on Charter.

3.2 Equalities Review

Committee considered the equalities review report circulated with the agenda.

Committee noted this report agreed that each team develop an operational plan relating to equalities as part of the next equalities review.

Committee approved the change to the equality impact assessment template as suggested by the consultant.

3.3 Committee Attendance at Conference

Committee received the draft policy in relation to Committee Attendance at Conference along with the Equality Impact Assessment which was circulated with the agenda.

Committee deferred a decision on this policy to the next meeting.

3.4 Governance Review

Committee considered the contents of the report on Governance Review that was circulated with the agenda.

Committee agreed that the next self-assessment review be undertaken as part of the next Committee away day.

It was agreed that the outcome of the self-assessment questionnaire will be considered as part of this governance review and members were encouraged to ensure that they returned their completed questionnaire.

Committee considered the two co-option applications and agreed to invite the person with internal audit experience to join the Committee as a co-optee subject to the membership accepting this at the Annual General Meeting.

Committee approved the individual committee reviews be undertaken by the chairperson and vice-chair after the collective assessment is undertaken.

Committee discussed at this point in the meeting the location and date of their away day and it was agreed to look at three venues namely Lighthouse, New Lanark or Garfield with the date of Saturday 21st October the preferred date.

There were no other matters arising from the previous minutes.

4 DECLARATION OF INTEREST

Committee noted the amendments to the declaration of interest register as outlined in the report circulated with the agenda.

Committee considered whether there were any new items that needed to be declared and registered within the declaration of interest register.

Committee therefore approved an amendment to the register based on the report circulated.

There were no declarations of interest noted at the meeting.

5 HEALTH & SAFETY

Committee considered whether there were any issues of a Health & Safety matter.

Committee received a verbal report relating to an incident with one employee and duly noted this.

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

6 MANAGEMENT ACCOUNTS

Committee considered the management accounts for the first quarter, April to June 2017 which was circulated with the agenda.

It was noted that the audit and finance sub-committee had reviewed these at their last meeting and were recommending that these be approved.

After consideration the accounts were duly noted and approved.

7 ANNUAL FINANCIAL STATEMENT RETURN

Committee considered the annual financial statement return which was circulated with the agenda.

It was noted that the audit and finance sub-committee had reviewed and noted the return at their last meeting.

Committee noted the submission of the return.

8 OPERATIONS REPORT

Committee reviewed the revised operations report circulated with the agenda.

A summary of this report was presented at the meeting outlining key operational performance and this was duly noted by the committee.

9 AUDIT & FINANCE SUB COMMITTEE

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on the 21st August 2017.

Committee agreed to approve membership of the Audit and Finance Committee at the first meeting after the AGM and elect a chairperson accordingly.

Committee approved that £500,000 be placed with Nationwide Building Society for a period of 12 months and after reviewing the current offer determined that the £300,000 be placed with the Bank of Scotland for a 3 month period on their 32 day notice account as this would generate a higher return.

Committee approved the next internal audit due in October and they noted the outcome of the follow up visit on the last internal audit inspection.

10 CORRESPONDENCE

The following correspondence was noted at the meeting:

- Pensions Trust
 - Financial Assessment questionnaire receive via email, outcome was low risk as discussed by the Audit & Finance sub-committee

- Scottish Federation of Housing Associations (SFHA)
 - 2017-18 elections to the SFHA Board
 - AGM details 30th August formal notification
 - Governance Self-Awareness Conference – it was agreed that M Davidson and J Gracey attend this
 - Sally Thomas new Chief Executive letter

- Scottish Housing Associations Resources for Education (SHARE)
 - Strategic Plan
 - Latest learning & development brochures

- Investors in People
 - Top 10 employer with IIP Platinum Award – it was agreed to send representatives from the Co-operative to this award ceremony, Committee also approved the expenditure as per the report, whilst noting the overall costs
 - Investors in Young People Good Practice Award now over 3 years old and plaque to be removed

- Scottish Government
 - PCF Continuation Funding 2017/18 SVQ2 Health & Social Care – grant offer, Committee approved the £1,000 contribution from Easthall Park’s resources
 - Authorised signatories for 2017/18 PCF Applications – Committee noted that this had been superseded by the new HARP Government on line process

- Parkhead Housing Association
 - John Wheatley Lecture 26th October – C Skewis agreed to attend this on behalf of the Committee

- Glasgow West of Scotland Forum
 - Annual report 2016/17

- YOMO – Young Movers
 - Community Celebration Event 6th September

- Blairtummock HA
 - Copy of PCF Project Awards
 - pARTicipation
 - Modern Apprenticeship Programme 17/18

- SURF – Scottish Urban Regeneration Forum
 - Request for award applications

- ARC – On Behalf of Merchant Homes
 - Residential Development site Stepford Road Public Consultation Tuesday 19th September 2pm – 7pm
Barlanark Greyfriars Church

11 SECRETARY’S REPORT & AGM

Consideration was given to the Secretary’s Report that was circulated with the agenda and the contents were duly noted.

It was noted that J Gracey had been elected on September 2016 and not 2015 as noted in the report.

It was therefore agreed that A Scotland, P Waddell and G McNaught would stand down and seek re-election at the Annual General Meeting.

It was also agreed that the other co-option would be extended subject to the approval of the membership and an additional co-option made as outlined at agenda item 3.4.

It was noted that we have not received any applications to join the Committee prior to the deadline therefore there will be no need for elections.

It was noted that the Director has spoken to at least one person who may be interested in joining and Committee agreed that they would take additional requests up to the AGM.

12 STRATEGIC PLAN

Committee considered the report circulated with the agenda relating to the review of the strategic plan.

Committee agreed that the Committee away day would look at the review of current Governance structures, review key risks which will impact on strategy and the future direction of the Co-operative.

Committee noted progress (operational plan) on the first quarter delivery of the strategic plan as outlined at agenda item 8.

Committee agreed earlier in the meeting to hold this strategic plan review on Saturday 21st October.

13 RESIDENTS CHARTER REPORT

Committee reviewed the report circulated with the agenda relating to the residents' charter report.

Committee agreed the draft simplified report and noted that this would meet Annual Return on Charter requirements.

It was also agreed that a detailed 25th anniversary report to be issued at the end of the year.

Committee expressed their thanks to the Resident's Panel for their input in relation to this suggestion.

14 NEIGHBOUR NUISANCE & ANTI-SOCIAL BEHAVIOUR

Committee reviewed the report and equality impact assessment circulated with the agenda.

Committee approved the changes to the anti-social behaviour and neighbour nuisance policy and agreed implementation of this revised policy from 1st September 2017.

15 MEMBERSHIP APPROVALS

Committee noted the membership update as circulated at the meeting and the memberships (1297 – 1299) were duly approved as outlined in the report.

16 AOCB

16.1 Eviction Report

Consideration was given to the eviction report circulated at the meeting and the recommendation was duly approved.

16.2 Scotland's Best Employer Award Finalist

Committee noted that the Co-operative has been selected as a finalist in Scotland's Best Employer Awards (not for profit/Public Sector Employer of the Year) and it was noted that this is embargoed till the 26th September 2017.

It was agreed that P Thompson, C Skewis, A Cushingam and P Waddell would represent the Committee at this event.

16.3 Housing Manager Maternity Leave

Committee thanked Claire for all her hard work and wished her well in relation to her maternity plans.

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

Meeting Closed at 8.30pm.

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