

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 29<sup>th</sup> NOVEMBER 2017 AT  
THE GLENBURN CENTRE**

**1 SEDERUNT**

<b>M DAVIDSON</b>	<b>CHAIR</b>
<b>C SKEWIS</b>	<b>VICE-CHAIR</b>
<b>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>P WADDELL</b>	<b>SECRETARY</b>
<b>G McNAUGHT</b>	<b>COMMITTEE MEMBER</b>
<b>J GRACEY</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMPSON</b>	<b>CO-OPTED MEMBER</b>
<b>G GILLESPIE</b>	<b>CO-OPTED MEMBER</b>
<b>J KENNA</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>A SCOTLAND</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>J HENDRY</b>	<b>FINANCE MANAGER</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>S FLYNN</b>	<b>HOUSING MANAGER</b>
<b>B McMAHON</b>	<b>MAINTENANCE MANAGER</b>

The meeting opened at 6.30pm. J Kenna was welcomed to her first Committee meeting as a co-opted member.

**2 PREVIOUS MINUTES**

The previous minutes of 25<sup>th</sup> October 2017 were proposed a true record by M Davidson and seconded by A Cushingam.

**3 MATTERS ARISING & OUTSTANDING ISSUES**

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 Employment protection Scheme and it was noted that Employers and Voluntary Housing have decided not to offer this scheme to members.

There were no other matters arising from the previous minutes.

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

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

Committee noted the declaration from all members on item 10 of the agenda as all members are tenants or partners of tenants with the exception of G Gillespie and any increase on rent will impact directly on each member.

It was noted that the annual review of declarations has been undertaken and a few were still outstanding however these would be completed tonight and reported at the next meeting.

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

#### **5 HEALTH & SAFETY**

Committee considered the report circulated with the agenda and noted the contents.

Committee approved the Health and Safety Policy Statement and this was duly signed by M Davidson, Chairperson.

Committee also noted their specific responsibilities and this was duly approved and signed by those in attendance.

A question was raised in relation to the audit of Health and Safety and it was reported that ACS undertake this audit as part of the co-operative's membership of Employers in Voluntary Housing and we anticipate the next audit to be carried out early next year.

## **6 AUDIT & FINANCE SUB COMMITTEE**

The draft minute of the Audit and finance Committee was circulated with the agenda along with a report outlining key items from this meeting.

Committee noted the contents of the minute and considered the actions as presented within the report.

Committee approved the updated audit and finance remit as enclosed.

Committee noted the Governance Internal Audit Report.

Committee noted and approved the actions planned in relation to external and internal audit.

Committee noted the AdvicePro report and agreed to purchase this software.

Committee agreed to delay the review of Financial Regulations and procedures to the New Year.

Committee noted the Treasury Management report and delegated authority to the Director and Finance Manager to place £750,000 on deposit as per the recommendation in this report.

J Gracey stepped down as a member of the Audit and Finance Committee and it was agreed to ask A Scotland whether she was willing to join this Committee.

## **7 MANAGEMENT ACCOUNTS**

The Director presented the second quarter management accounts which were circulated with the agenda.

It was reported that the Audit and Finance Committee had reviewed these accounts at their meeting.

Committee noted performance had exceeded expectations, loan covenants were being met and therefore they approved these accounts.

## **8 LONG TERM PROJECTIONS**

The long-term financial projections were reviewed at the meeting.

It was noted that the Audit and Finance Committee had considered these projections.

It was noted that the projections were aligned with and were key to the successful delivery of the Easthall Park strategic plan.

Committee noted the overview of the financial projections.

It was agreed that further analysis of the projections would be undertaken after the outcome of the proposed rent consultation which would be considered at agenda item 10.

## **9 BUDGET 2018/19 (Draft)**

Committee were informed that a further draft budget would be presented to Committee in January 2018 following the conclusion of the rent consultation.

## **10 RENT AND FACTORING REVIEW**

The Director reviewed the report on the forthcoming proposals for a rent and factoring charge increase as circulated with the agenda.

Consideration was given to the average rent increase in the past 5 years and it was noted that Easthall Park have the lowest of all the RSLs in Greater Easterhouse.

Committee also noted the November 2016 survey which stated that our rent value for money had increased to 77.7% along with the affordability of rents and factoring charges applied.

Committee considered the proposal to hold the rent consultation period week beginning 8<sup>th</sup> January 2018 for a 3 week period and this was duly approved.

Committee considered alternative consultation methods along with the normal questionnaire and it was agreed that telephone surveys and text messaging be incorporated in the consultation process.

It was reported that there would be an additional cost for this however it is anticipated that the expected returns would increase significantly.

Committee delegated authority to the Residents Panel to review the actual rent increase consultation pack to ensure that this meets with their needs.

It was agreed to consult the members on a rent increase of 3.2%, 3.5% and 4.0% as proposed in the report.

## **11 CORRESPONDENCE**

Committee noted the following correspondence:

- Scottish Federation of Housing Associations (SFHA)
  - Planned Membership Fees – 1.9% increase (£7,392 per annum)
  - First Month's Rent Flexibilities Good Practice Guidance in association with Shelter
  
- Scottish Housing Network (SHN)
  - Annual Report 2016-17
  
- PATH (Scotland)
  - Annual Report – 2016/17
  
- Scottish Housing Associations Resources for Education (Share)
  - Learning & Development Brochures
    - Accredited Course
    - Committee/Board Development
    - Staff Development

Various members expressed an interest in receiving this information and the Director would issue this accordingly

- Employers in Voluntary Housing (EVH)
  - Membership Renewal 2018 database update
  
- Glasgow West of Scotland Forum (GWSF)
  - Succession Planning bite size information
  - How to become a Committee Member leaflet
  - Charter Report 2016/17 members performance

- Scottish Government
  - Structural Design of Cladding Systems – review to be undertake to ensure safety particularly properties over 18 metres above ground level – it was noted that this review will be incorporated within the current stock condition survey at no additional cost
  - Draft revised Code of Conduct for factoring consultation
  
- Scottish Housing Regulator
  - Factoring service thematic report
  
- Glasgow City Council
  - Approval to move to stage 2 capital regeneration grant bid for additional community facility (employability and training Centre with ERA being the proposed owners) stage 2 bid to include support that Easthall Park can provide in relation to undertaking the capital works. (one of twelve projects in Glasgow to be considered as a stage 2 bid)

Committee noted the stage 2 capital regeneration bid and approved in principle support to ERA in undertaking capital works should this bid be successful.

## **12 COMMITTEE TRAINING**

Committee considered the report circulated with the agenda outlining proposals for the training plan along with outcomes of training already undertaken.

Committee reviewed the skills matrix and agreed the proposed training plan and requested that Health & Safety training be added to this plan.

It was reported that once EHRA training is identified this will be presented at future meetings.

## **13 STRATEGIC PLAN**

Committee noted the report circulated with the agenda and agreed to keep the existing strategic objectives as they are.

Committee received a report circulated at the meeting updating the

outcome of the operational plan position statement at September 2017. This report was reviewed at the meeting.

Consideration was given to ERA contribution to the Co-operative's strategic outcomes and after reviewing their outcomes it was agreed to donate £1,000 to ERA towards the Christmas fayre and underwrite the cost (£500) of selection boxes should sponsorship not be forthcoming.

#### **14 RESIDENT ENGAGEMENT STRATEGY**

Committee considered the report and approved that the Resident Engagement Strategy Action Plan be presented to the meeting in January to reflect the outcome of discussions at agenda item ten earlier in the meeting in relation to additional methods for the next rent consultation.

#### **15 STAFFING POLICY REVIEWS**

Committee considered four policy documents relating to staffing as follows:

- Code of Conduct
- Absence and Attendance Management Policy
- Flexi Time, Time Off in Lieu and Overtime Policy
- Flexible Working Policy

Committee reviewed each document and all policies were duly approved.

#### **16 MEMBERSHIP APPROVALS**

P Waddell expressed an interest in the next agenda item and left the meeting at this point.

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

It was agreed to discuss agenda item 17.2 at this stage in the meeting.

## **17 AOCB**

### **17.2 Probity Report**

Committee received a verbal report outlining the offer and acceptance of a tenancy for a relative of a Committee member and this was duly noted and approved.

P Waddell returned to the meeting at this point.

### **17.1 Eviction Report**

Committee considered a confidential report in relation to proposed action for an eviction as a consequence of anti-social behaviour and approved the course of action to seek an eviction on this case.

### **17.3 Gas Servicing**

It was highlighted at the meeting that some tenants had identified that after their gas servicing had been undertaken there was a fault in their gas central heating boiler.

Committee were reassured that the Contractor is not paid for additional visits as return visits are part of their contract therefore there was no gain for the contractor.

It was noted that occasionally faults can occur after a visit due to the very nature of opening the system up.

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

Meeting Closed at 8.30pm.

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