

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 31<sup>st</sup> JANUARY 2018 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>C COOPER</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 LIVINGSTONE</b>	<b>COMMITTEE MEMBER</b>
<b>C HARVEY</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>
<b>L LAFFERTY</b>	<b>HOUSING OFFICER</b>

The meeting opened at 6.30pm.

**2 PREVIOUS MINUTES**

The previous minutes of 29<sup>th</sup> November 2017 were proposed a true record by M Davidson and seconded by P Waddell.

**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.

Committee reviewed the report on creating a market garden in Easterhouse and agreed in principle to go ahead with the proposal.

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.

It was reported that at agenda item 10 various Committee declarations would be required if approval given to the asset management plan and that these would be incorporated into the master declaration folder.

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

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

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

It was noted that the health & safety inspection will be undertaken during the break and that any issues identified will be reported back to the meeting later.

Committee noted that the audit of the Health & Safety by ACS was undertaken on Tuesday 30<sup>th</sup> January and that an update on the outcome of this audit will be reported at the next meeting.

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

#### **6 STAFF SATISFACTION AND UPDATE REPORT**

Committee reviewed the report circulated with the agenda outlining staff satisfaction.

Committee noted the outcome of the survey and approved the proposals contained in the report.

Committee approved the principle of amending the layout of the office to facilitate a break away area for staff at lunch time.

## **7 LONG TERM PROJECTIONS**

Committee reviewed the report circulated with the agenda outlining amendments to the long-term projections that had been considered at the last meeting.

It was noted that approval of the long term projections will be sought after considering the next agenda item.

## **8 BUDGET 2018/19 & RENT REVIEW**

Committee reviewed the report circulated with the agenda in relation to the preparation of the draft budget as extracted from year one of the long term projections and this was agreed.

Committee noted the report which outlined the consultation outcomes along with information relating to local landlords planned rent increases.

A further report was presented at the meeting outlining the total consultation returns and it was noted that 122 tenants (17.58%) had voted as follows:

- |               |     |
|---------------|-----|
| • 3.2%        | 50% |
| • 3.5%        | 30% |
| • 4.0%        | 15% |
| • No Increase | 5%  |

It was noted that the highest returns had been from text messaging which made up 13.83% of the returns.

Committee therefore approved the rent increase of 3.2%.

Committee therefore approved the long term projections based on the rent increase of 3.2%.

## 9 CORRESPONDENCE

Committee noted the following correspondence:

- Employers in Voluntary Housing
  - Certificate of Membership
  - Service level Agreement
  - Charter
  - CHAS Donation Request – it was agreed to donate £100
  - AGM and One Day Seminar 8<sup>th</sup> April details
- AJ Gallacher
  - 2018 Insurance Renewal Information Request – it was noted that this was completed and based on the same requirements, updated with 2018 figures
- Scottish Housing Associations Resource for Education (SHARE)
  - Learning & Development Brochures
- Glasgow West of Scotland Forum (GWSF) & SHARE
  - Practical Guidance on Governance & Financial Management Briefing 1 Effective Financial Management
  - Summary of SHR Discussion Paper regulatory framework – It was agreed to support the GWSF response
  - GWSF Update January/February 2018 – it was agreed not agree to pay £100 per newbuild unit to Glasgow City Council in relation to the appointment of building Warrant and Planning Officers
  - Loneliness and Social Isolation – Committee agreed to hold a session on this at the Glenburn Centre
- Scottish Federation of Housing Associations (SFHA)
  - Lobbying (Scotland) Act 2016 Guidance – Committee considered the implications of this act on how the Co-operative conducts business
  - Review of Fees & Services Planned 2018

- Scottish Housing Regulator (SHR)
  - Future of Social Housing Regulation – [www.scottishhousingregulator.gov.uk/news/regulator-launches-national-discussion-future-social-housing-regulation-scotland](http://www.scottishhousingregulator.gov.uk/news/regulator-launches-national-discussion-future-social-housing-regulation-scotland)

## **10 ASSET MANAGEMENT STRATEGY**

Committee reviewed the report and draft asset management strategy.

Various (four) declarations were noted earlier in the meeting relating to planned work to properties that have individual committee members living in particular development phases.

Committee noted the Energy Efficiency Social Housing Standard (ESSH) figures for the Co-operative and that a sum of funding had been set aside for this purpose over the two years.

It was noted that the Director is part of the Scottish Government review group on ESSH.

It was noted that the section on adaptations should read adaptations procedure and not policy.

With this amendment Committee approved the asset management strategy and also agreed to publish the procurement strategy on the Co-operative's website.

Committee approved that support be given to carry out an environmental tender exercise on the basis that land in the ownership of the Co-operative and adjacent land affecting our tenants could be improved as part of a longer term strategy.

## **11 OPERATIONS REPORT**

Committee reviewed the Operations report circulated with the agenda and the contents were duly noted.

## **12 WELFARE RIGHTS**

Committee considered the report circulated with the agenda.

Committee agreed that the Co-operative could develop the possibility of extending this service to other interested parties should local groups be interested.

**13 MEMBERSHIP APPROVALS**

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

**14 EVICTIONS**

The Housing Officer presented two eviction reports.

Committee reviewed these proposed evictions, one relating to arrears and another relating to anti-social behaviour.

It was agreed to proceed with both cases with the latter already having been approved by the Committee prior to the decree being granted.

All staff left the meeting at this point with the exception of the Director.

**15 AOCB**

**15.1 Confidential Matters**

Committee considered a confidential verbal report and delegated authority to the Director to appoint cover if required.

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

Meeting Closed at 8.30pm.

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

**Post Meeting Note:**

The Health & Safety Inspection was conducted during the break and there were no issues to be brought to the Committee's attention.