

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 7th MARCH 2018 AT THE
GLENBURN CENTRE**

1 SEDERUNT

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

APOLOGIES

C SKEWIS	LEAVE OF ABSENCE
S FLYNN	HOUSING MANAGER
B McMAHON	MAINTENANCE MANAGER
J HENDRY	FINANCE MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
M GOURLAY	ASSISTANT MAINTENANCE OFFICER

The meeting opened at 6.35pm. It was noted for the record that this was the reconvened 28th February meeting due to inclement weather.

Committee considered a leave of absence for C Skewis and this was duly approved.

2 PREVIOUS MINUTES

The previous minutes of 31st January 2018 were proposed as 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.

3.1 Asset Management Strategy

The Director presented a report updating information in relation to the asset management strategy.

It was noted that the proposals contained within the report affects one Committee member not in attendance and a revised declaration will be undertaken.

The report outlined proposals to add in four additional kitchens to the programme for the Townhouses along with the possibility of creating a downstairs WC area in these properties.

Committee approved these improvements to the Townhouses and noted that the additional WC area would not be compulsory.

The report also outlined the numbers of properties inspected as a part of the stock condition information and this information was duly noted.

It was agreed at the meeting to bring forward plans to inspect a further tranche of properties with 50% of the 2019/20 budget brought forward to 2018/19.

There were no other matters arising from the previous minute.

4 DECLARATION OF INTEREST

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

There were no other declarations of interest noted other than agenda item 3.1 which will be incorporated into the register.

J Gracey left the meeting at this point.

5 HEALTH & SAFETY

Committee considered the report circulated with the agenda in relation to Health and Safety and noted the contents.

Committee reviewed the external audit of Health and Safety and the action plan and these were duly noted.

It was requested that the Health & Safety Administrator check that the defibrillator is regularly tested and that this is registered with the ambulance service.

No other health and safety items were raised at the meeting.

6 AUDIT & FINANCE SUB COMMITTEE

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on 19th February 2018.

Committee approved the audit and finance remit interpretation as noted in the minute.

Committee noted the actions planned in relation to external and internal audit. It was noted that the internal audit function would be considered later in the meeting.

Committee noted work undertaken to review the Financial Regulations and Procedures which would be considered later in the meeting.

7 MANAGEMENT ACCOUNTS

Committee noted the management accounts as circulated with the agenda, which had previously been discussed at the audit meeting.

Committee acknowledged performance exceeded expectations noting the operating surplus was higher than forecast with budgets being effectively controlled.

After consideration the accounts were duly approved.

8 LONG TERM PROJECTIONS

Committee noted the long term projections which were circulated with the agenda for information as they had been approved at the last meeting.

It was reported that the projections are to be retained by members for the purposes of reviewing performance in the year ahead.

9 CORRESPONDENCE

Committee noted the following correspondence:

- GWSF
 - Affiliation Request – after consideration it was agreed to bring a separate report to Committee at the next meeting to review this affiliation request
- Scottish Housing Regulator
 - Statutory Appointment of Director to another RSL – it was agreed that this could continue
- Arthur J Gallagher Insurance Brokers
 - Insurance Renewal Details 2018 – Committee delegated authority to the Director to approve this on the basis that the renewal quote was within budget assumptions

10 HOUSING & REGENERATION ALLIANCE

Committee reviewed the report circulated with the agenda relating to an update on work with Easterhouse Housing and Regeneration Alliance (EHRA).

Committee agreed that M Davidson would attend the bus tour and that the Director would attend the Scottish Housing Regulator consultation review meeting to be held on Tuesday 13th March at 2.00pm.

Committee agreed in principle to support a joint response to the Scottish Housing Regulator's consultation document.

11 STRATEGIC PLAN

Committee noted the contents of the report and considered any amendments required to the draft strategic plan that was circulated with the agenda.

Committee approved the suggestion within the plan to undertake a full options appraisal exercise during the first year of the plan.

Practical arrangements for undertaking this review at the next Committee away day were discussed and it was agreed to change the planned date to early August.

Committee approved the strategic plan at the meeting.

12 MEMBERSHIP APPROVALS

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

13 FINANCIAL REGULATIONS & PROCEDURES

Committee considered the review of the Financial Regulations and Procedures at the meeting.

It was noted that section 6.1(a) in relation to the Royal Bank of Scotland account should be amended.

With this change the financial regulations and procedures were approved.

14 INTERNAL AUDIT REVIEW

Committee considered whether they wished to reappoint the current internal audit company as recommended by the audit and Finance Committee.

Committee reviewed the contents of the draft strategic internal audit programme.

Details of how the internal audit function in relation to General Data Protection Regulations and Information Communication Technology (ICT) was considered at the meeting and it was agreed not to make this part of the extension of the existing auditor.

It was agreed to seek alternative specialised ICT services for this audit later in the year.

After reviewing this information Committee approved the appointment and strategic internal audit programme subject to the removal of the GDPR and ICT audit.

15 RESIDENT ENGAGEMENT STRATEGY

Committee considered a review of the resident engagement strategy which was circulated with the agenda.

Committee approved the policy and the action plan for delivery of the strategy during 2018/19.

It was agreed that this strategy and action plan was approved subject to approval of the Residents Scrutiny Panel.

16 CONTRACT EXTENSIONS

Committee considered the report circulated with the agenda in relation to possible contract extensions.

Committee approved the contract extensions for Mitie, Gas Sure and McGills as outlined in the report.

Committee agreed that approval of future extensions have a longer lead in period to allow the Co-operative to manage the process more efficiently.

17 AOCB

17.1 Confidential Report

Committee considered a confidential report and after considering this matter agreed to the request contained therein.

Committee approved staff payments and additional toil relating to the adverse weather conditions.

It was agreed that an adverse weather policy be prepared utilising the new weather warnings as follows:

Red - Staff are not to travel

Amber - Only travel if it is safe and confident that this is the case

Yellow – Staff to attend for work, using due care and diligence

17.2 Training

Committee noted training undertaken and planned by the Secretary relating to Chairing Skills and Understanding Treasury Management.

A copy of the Chairing Skills training was available for all members that wished a copy.

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

Meeting Closed at 8.30pm.

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