

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 30th MAY 2018 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
P THOMPSON	CO-OPTED MEMBER
G GILLESPIE	CO-OPTED MEMBER
J KENNA	CO-OPTED MEMBER

APOLOGIES

C SKEWIS	LEAVE OF ABSENCE
A LIVINGSTONE	COMMITTEE MEMBER

IN ATTENDANCE

J McMORROW	DIRECTOR
S FLYNN	HOUSING MANAGER
B McMAHON	MAINTENANCE MANAGER

The meeting opened at 6.30pm.

It was agreed that C Skewis leave of absence would run till the next Annual General Meeting.

2 PREVIOUS MINUTES

The previous minutes of 25th April 2018 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 requested a change to the date for the Committee Away Day with a Saturday being the preferred day.

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 noted that there would be a declaration in relation to close relatives at agenda item 13 later in the meeting.

There were no other declarations of interest noted.

5 HEALTH & SAFETY

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

Committee noted the actions undertaken as reported which were planned for the month of May as part of the action plan agreed at the last meeting.

It was noted that the emergency lighting test will be delayed and that this should be completed in June.

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

6 MANAGEMENT ACCOUNTS

Committee reviewed and noted the Management Accounts for the period ending March 2018 that were circulated with the agenda.

It was reported that these had been undertaken by G Shepherd in the absence of the Finance Manager.

It was reported that the Co-operative has continued to have strong overall performance in relation to finance with the outturn exceeding expectations.

It was noted that there will be some amendments to the accounts at audit stage and that the audited accounts will be presented to the Committee in August.

Committee approved the accounts on this basis.

7 ANNUAL RETURN ON THE CHARTER

Committee reviewed the contents of the Annual Return on the Charter (ARC), which outlined key indicators for the Scottish Housing Regulator's landlord report that will be published in August 2018.

It was noted that the ARC had been principally prepared by the Housing Manager, the EESSH return by the Assistant Maintenance Officer and both required to be signed off prior to submission.

It was also reported that the ARC return had been prepared with both an internal and external pre validation visit.

Since the validation visit we have amended the average weekly rent for a 5apt. It was noted that tenancy refusals, court action initiated, abandoned properties and notices issued have been externally validated.

There was one other amendment to the section 5 referrals from 15 to 14 on the basis that the City Council are not accepting the 15th let despite the fact that we rehoused someone from temporary furnished accommodation.

The medical adaptations has also been amended from 23 to 25 (19 completed from 18) and days to turnaround is 29.53.

With these amendments Committee approved the submission to the Scottish Housing Regulator.

Committee considered the Energy Efficiency Scottish Social Housing (EESH) report and this was approved for submission to the Scottish Housing Regulator.

8 RISK MANAGEMENT REGISTER

Committee noted the risk management register circulated with the

agenda and it was agreed to approve this.

It was noted that the Audit and Finance Sub-Committee had reviewed the document and the enclosed version included the amendments they had considered.

It was reported that this Committee not only reviewed the register but had also considered the following in reviewing this:

- HM Treasury Audit and Risk Assurance Handbook
- Scottish Housing Regulator key risks
 - Rent Affordability
 - Scarcity of Public Funding
 - Organisational Complexity
 - Welfare Reform
 - Demographic Change
 - Governance Challenge and Capacity
 - Costs of Borrowing
 - Inflation/Deflation
 - Housing Supply
 - Pension Deficits
 - EESSH Costs
 - Homelessness
 - Increased costs pressures for Social Landlords
 - Social and Political change

It was noted that the revised consultation on EESSH for 2032 will have to be considered as a potential risk on the basis the majority of our properties are C rated and the new target will be B rated.

9 CORRESPONDENCE

Committee noted the following correspondence:

- Scottish Federation of Housing Associations (SFHA)
 - Renewal membership package including 2018/19 certificate of Directors and Officers Liability insurance
- Employers in Voluntary Housing (EVH)
 - 40th anniversary celebrations – it was agreed that M Davidson and J Gracey would attend

- Scottish Government
 - Advice on flat entrance inspection and replacement of fire doors
 - Housing (Scotland) Act 2014 – Commencement Order, a brief summary of the key dates was outlined at the meeting

- Scottish Housing Association’s Pension Scheme (SHAPs)
 - May update – review of actuarial report of September 2017, funding position continuing to improve

- Glasgow City Council (GCC)
 - £30,000 approved for adaptations during 2018/19

10 STRATEGIC PLAN

Committee noted the report circulated with the agenda outlining the outcome of the 2017/18 strategic plan.

Committee agreed that the next performance report in relation to the current plan would be presented in August.

11 AUDIT & FINANCE SUB COMMITTEE

Committee noted the draft minutes of the Audit & Finance sub Committee held on the 21st May 2018 as circulated with the agenda.

It was reported that A Cushingam was at this meeting and therefore the sederunt would have to be amended prior to approval at the next Audit and Finance meeting.

Committee decided to leave in abeyance the appointment of an additional member on this group.

Committee approved the external audit letter and approved recommending to the membership the appointment of Alexander Sloan for the 2018/19 audit.

Committee received a copy of the anti-fraud, bribery and corruption policy at the meeting and approved this as policy.

12 OPERATIONS REORT

Committee reviewed the operations report that was circulated with the agenda, additional points made included proposals to address the low level arrears under £500 and the management of tenancies returning after the death of a tenant; the contents were duly noted.

Committee were informed that a review of the garden maintenance criteria was being carried out, and any outcomes would be communicated at future committee meetings.

13 MEMBERSHIP APPROVALS

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

It was reported to Committee that within the membership report it outlined that one shareholder was a relative of a member and this was duly noted.

14 ANNUAL COMPLAINT HANDLING REPORT

Committee noted the report relating to handling complaints as circulated with the agenda.

Committee also noted the Scottish Public Services Ombudsman (SPSO) investigations undertaken that resulted in a recommendation for Registered Social landlords.

15 AOCB

15.1 Verandah Project

Committee reviewed a report relating to the proposed verandah project.

It was reported that the final costs identified were in excess of those planned and therefore it was recommended that we move back to the original tender plans.

Committee approved moving back to the original tender specification.

15.2 Confidential Reports

Committee considered a confidential report relating to staffing and Committee approved the recommendations contained therein.

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

Meeting Closed at 8.00pm.

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