

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 25th APRIL 2018 AT THE
GLENBURN CENTRE**

1 SEDERUNT

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

APOLOGIES

C SKEWIS	LEAVE OF ABSENCE
A CUSHINGHAM	TREASURER
G GILLESPIE	CO-OPTED MEMBER
J HENDRY	FINANCE MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
B McMAHON	MAINTENANCE MANAGER
S FLYNN	TEMP HOUSING MANAGER

The meeting opened at 6.30pm.

2 PREVIOUS MINUTES

The previous minutes of 28th March 2018 were proposed a true record by M Davidson and seconded by C Harvey.

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 approved the credit write off sum of £351.71 as reported.

It was agreed to hold the Committee away day on the 3rd August at the Bothwell Bridge Hotel.

It was noted that the working group on staff appraisal review process would meet on the 2nd may.

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 at this point in the meeting.

5 HEALTH & SAFETY

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

Committee noted that the action taken to ensure that fire drills are undertaken twice per year.

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

6 OPERATIONS REPORT

Committee approved delaying the operations report till the next meeting to coincide with the Annual Return on the Charter.

It was agreed that May would become the norm for this report in future years rather than April.

It was reported that the arrears outturn figure for the year end will be better than the overall target set by Committee.

7 REGENERATION REPORT

Committee noted the various conflicts of interest in relation to the

relationship with ERA as principal partner.

Committee considered the Regeneration Report that was circulated with the agenda.

Committee noted Easthall Residents Association plans to purchase sites for an employability and training project and approved staff time to support this work.

Committee noted plans for an employability training Centre and it was agreed that the Director could provide support to the Centre Manager as he develops those plans.

Committee considered what support if any could be made in relation to the Homework Class continuing and it was agreed that they would support up to £5,000 of costs should the Association not receive funding for this project.

It was reported at the meeting that since writing the report People and Communities Fund have confirmed that they will support another year of funding for the SVQ2 Health & Social Care course.

8 PROBITY REPORT

Committee noted that probity report circulated with the agenda for the period covering October 2017 to March 2018.

This report included details of gifts and hospitality, code of conduct compliance and it was noted that there had been no notifiable events reported to the Scottish Housing Regulator in this period.

It was noted that there have been no issues of fraud during this same period and future reports will include a statement on this point.

It was agreed that the next report would be presented in October 2018.

9 CORRESPONDENCE

Committee considered the following correspondence:

- Scottish Housing Regulator
 - Regulation Plans - Easthall Park Low Engagement
- Central Scotland Regional Network
 - Annual General Meeting 19th May
- Virgin Media
 - Wayleave Kildermorie – delegated authority was given to the senior management team to progress if suitable
- Scottish Federation Housing Associations (SFHA)
 - Annual Conference - M Davidson to attend
- Allpay
 - Annual Price Change increase by 3.8%
- Glasgow West of Scotland Forum (GWSF)
 - Summer Regeneration Conference – 15th June, Cadder Community Centre

10 FACTORING POLICY & STATEMENT OF SERVICES

Committee considered the report and the draft factoring policy and written statement of services.

Committee noted the satisfaction levels as outlined within the report in relation to owner satisfaction.

Committee approved the written statement of services and agreed these would be issued to every factored owner accordingly.

11 GENERAL DATA PROTECTION REGULATIONS

Committee reviewed the General Data Protection Regulations and various documents relating to this as follows:

- Data Protection Privacy Policy
- Data Retention Periods
- Fair Processing Notice (tenants and factored owners)
- Personal Data Map
- Fair Processing Notice (employee information)
- Employment Contract – Data Protection

After reviewing these along with a Data Protection Officer (DPO) information note it was agreed that these are used as policy with

the Director taking on the work of the DPO until such times as an alternative is found.

It was noted that a meeting is being held with the Scottish Federation of Housing Association (SFHA) and Glasgow West of Scotland Forum (GWSF) to see if they would be interested in holding this role with members buying into this.

Committee noted the following documents as templates for working with third parties and agreed that these can be used and delegated authority was given to the senior management team to sign these:

Model Data Protection Addendum
Model Data Sharing Agreement

Committee noted details of the third party list with three amendments added since the report was written namely Advice Pro, Counselling Services and Employers in Voluntary Housing.

It was agreed for those that have some data sharing that we will either except their own sharing agreement (in the case of larger companies) or ask that they complete our agreement.

12 MEMBERSHIP APPROVALS

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

13 AOCB

13.1 Alarm Systems

It was reported that our current alarm monitoring provider has terminated the contract with two weeks' notice as they no longer carry out this work and we have appointed Chubb Fire & Safety to undertake this work.

Committee approved this appointment.

13.2 Confidential Report

Committee considered a confidential report relating to

covering absence and it was agreed that the Director had delegated authority to proceed with option 1 initially in the report and should that not transpire proceed with options 2, 5 or 6 in that order.

13.3 SFHA Governance Film

Committee noted the request from SFHA in relation to preparing a film for use at their annual conference relating to Governance and it was agreed to support this.

13.4 Residents Panel

Committee noted the plans of the Residents Panel to hold a coffee morning with residents and it was noted that the panel had intimated they would like to present any findings to the committee at a meeting.

It was agreed that the panel could attend a future meeting that suited them.

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

Meeting Closed at 8.20pm.

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