

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 27th JUNE 2018
AT THE GLENBURN CENTRE**

1 SEDERUNT

M DAVIDSON	CHAIR
A CUSHINGHAM	TREASURER
J GRACEY	COMMITTEE MEMBER
G McNAUGHT	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
C HARVEY	COMMITTEE MEMBER
J KENNA	CO-OPTED MEMBER

APOLOGIES

C SKEWIS	LEAVE OF ABSENCE
A LIVINGSTONE	LEAVE OF ABSENCE
P WADDELL	SECRETARY
G GILLESPIE	CO-OPTED MEMBER
P THOMPSON	CO-OPTED MEMBER
B McMAHON	MAINTENANCE MANAGER
S FLYNN	HOUSING MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
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The meeting opened at 6.30pm. It was reported that A Livingstone had requested a leave of absence and this leave was approved.

Consideration was given to the role of Ashley as Secretary of Easterhouse Housing and Regeneration Alliance and it was agreed that M Davidson and J Gracey would attend these meetings in the meantime.

2 PREVIOUS MINUTES

The previous minutes of 30th May 2018 were proposed a true record by M Davidson and seconded by J Gracey.

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 revised staff appraisal form for use with staff.

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.

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 the actions undertaken as reported which were planned for the month of May and June as part of the action plan agreed at the April meeting.

It was reported that the emergency lighting test has been carried out, additional work on control of substances hazardous to health and the fire risk assessment has been undertaken since the report was issued.

It was noted that the fire risk assessment indicates the risk is low (Low denotes - likelihood of fire happening due to limited ignition sources) with the impact of this happening being viewed as moderate harm (Moderate harm - outbreak of fire could foreseeably result in injury of one or more occupants) in the event of a fire.

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

6 ANNUAL GOVERNANCE REVIEW

Committee noted the report circulated with the agenda highlighting an assessment of work in relation to governance self-assessment.

Consideration was given to the initial assessment which outlined early actions for improvement along with plans for the away day with a focus on options appraisals.

Committee noted the early action items and approved the actions planned or undertaken.

Committee noted that the revised guidance on self-assessments was issued today and therefore agreed to delay the final self-assessment report until October 2018 after this guidance has been examined further along with the outcome of the Committee away day.

7 CORRESPONDENCE

Committee noted the following correspondence received:

- Glasgow City Council
 - Electronic request for SDFP bids – committee reviewed the attached document and noted plans to meet with GCC and The Wheatley Group to identify possible sites for development

Committee noted an error in the strategy and development funding plan report relating to bedroom sizes and it was agreed to amend this in the submission.

With the above change identified Committee approved the plan and agreed to submit this to Glasgow City Council.

- Glasgow West of Scotland Forum
 - Notice of AGM 16th August and call for Board Member nominations, committee or staff
 - Challenges of investing in older stock survey
- Scottish Housing Regulator
 - Self-Assurance Regulatory Framework – SFHA/GWSF and Local landlords as part of a working group set up – it was noted that the Director is on this group and will report back on the outcome

- Scottish Federation of Housing Associations (SFHA)
 - Can a Board member be removed from the Board for arrears briefing paper
 - Model Role Descriptions for Governing body Members
 - Peer support network pilot

- Employers in Voluntary Housing (EVH)
 - Annual conference – 26th – 28th October, 4 members have expressed an interest in attending this conference completing their application to attend, it was agreed that all four members could attend
 - Anniversary Event – J Gracey & M Davidson had agreed to attend on behalf of the Committee however M Davidson is unable to attend so looking for another volunteer on the 28th September – it was agreed that Caroline Cooper would take her place

- NASSO Awareness Group (NAG)
 - Letter to Scottish Housing Regulator regarding concerns over National Accommodation Strategy for Sex Offenders (NASSO)
 - Response to Scottish Governments review of National Accommodation Strategy for Sex Offenders– Practitioner Review

Committee noted and approved the submission.

8 WELFARE REFORM

Committee reviewed the report circulated at the meeting in relation to Welfare Reform.

Committee approved this report which included a financial gain element outlining support given.

9 ENERGY EFFICIENCY STANDARD SOCIAL HOUSING

Committee reviewed the report circulated with agenda outlining the energy efficiency standard and plans to ensure that this is achieved by 2020.

Committee noted the consultation on the 2032 target and agreed to adopt the SFHA and GWSF response if appropriate rather than submit their own response.

10 EXTERNAL ACCREDITATION

Committee noted the report circulated with agenda outlining action taken for external accreditation.

Committee noted that work to achieve Scottish National Standards was outstanding and it was agreed to progress this if staff resources were available.

Committee after reviewing the external accreditation agreed that no other external accreditation would be undertaken during 2018/19.

11 GLENBURN CENTRE MANAGEMENT AGREEMENT

Committee noted the report and the Glenburn Centre Management Agreement circulated with agenda. This agreement was duly approved.

12 PROCUREMENT REGISTER

Committee reviewed the Procurement Register as circulated with the agenda and noted the contents.

Committee considered the extension to two principal contracts and agreed these in principle subject to no significant deterioration on the current service.

It was noted that one company had indicated an increase of 5% for 2018/19 and delegated authority was given to the Maintenance Manager to negotiate on this proposed increase.

Committee outlined that the 2019/20 extensions granted in principle would be reviewed further if no agreement can be made on inflation increases.

Committee considered other procurement proposals as outlined in the plan and agreed the following.

- Broker - review for insurance to be undertaken
- Legal Services - continue with current two firms and use specialists as required
- Newsletters/Printing - review to be undertaken
- Alternative Contractor List – no review to be undertaken
- Stage 3 Adaptations – review to be undertaken
- Vinyl to Tenements – test one close and determine best option
- Painting – examine option of employment with report to be presented to Committee on pros and cons of this approach

13 LOAN PORTFOLIO & 5 YEAR SUBMISSION

Committee noted the loan portfolio which was circulated with the agenda for consideration.

Committee received a copy of the 5 year projections at the meeting.

After reviewing both documents it was agreed that the Director could submit these to the Scottish Housing Regulator.

14 MEMBERSHIP APPROVALS

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

15 AOCB

16.1 EHRA Update

Committee received an update on the work of Easterhouse Housing & Regeneration Alliance (EHRA) and it was noted that the following items are being considered:

- Poverty Alliance – possibility of joining this and campaigning against poverty issues
- Tenants Conference - 7th September 2018
- Participatory Services – funding response to consultation looking at how localism can deliver services in the community
- Review of EHRA Governance
- EHRA Planning Day to be held on the 10th October

- Diversity Champion – joint EHRA membership of Stonewall – this was approved by Committee
- Joint Training
 - LGBT customers and staff
 - SHR intervention – lessons learned
 - Transparency for Management Committee
 - Housing (Scotland) Act 2014
 - Working with mixed Age groups

15.2 SFHA Conference Feedback

M Davidson fed back to the Committee on her attendance at the Scottish Federation of Housing Association (SFHA) Annual Conference and she highlighted future requirements for housing older people with an ageing population and plans to look at new homes target beyond the current 2021 target.

15.3 Volunteer Opportunity

Committee approved in principle support for a volunteer within the Co-operative and delegated authority to the Director to appoint if appropriate.

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

Meeting Closed at 7.45pm.

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