

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 29<sup>th</sup> AUGUST 2018  
AT THE GLENBURN CENTRE**

**1 SEDERUNT**

<b>M DAVIDSON</b>	<b>CHAIR</b>
<b>P WADDELL</b>	<b>SECRETARY</b>
<b>J GRACEY</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>G McNAUGHT</b>	<b>COMMITTEE MEMBER</b>
<b>C HARVEY</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMPSON</b>	<b>CO-OPTED MEMBER</b>
<b>G GILLESPIE</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>J KENNA</b>	<b>CO-OPTED MEMBER</b>
<b>C SKEWIS</b>	<b>LEAVE OF ABSENCE</b>
<b>A LIVINGSTONE</b>	<b>LEAVE OF ABSENCE</b>
<b>B McMAHON</b>	<b>MAINTENANCE MANAGER</b>
<b>P MORRICE</b>	<b>ALEXANDER SLOAN</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>C McGRAW</b>	<b>HOUSING MANAGER</b>
<b>S FLYNN</b>	<b>TEMP HOUSING MANAGER</b>
<b>J HENDRY</b>	<b>FINANCE MANAGER</b>
<b>K GALLACHER</b>	<b>FINANCE OFFICER</b>
<b>C CUTHILL</b>	<b>FINANCE ASSISTANT</b>
<b>L McNALLY</b>	<b>HOUSING OFFICER</b>
<b>K BOOTH</b>	<b>ALEXANDER SLOAN</b>

The meeting opened at 6.30pm.

**2 AUDITED ACCOUNTS**

Kevin Booth of Alexander Sloan was welcomed to the meeting and he reviewed with the Committee the audited accounts for the period ending 31<sup>st</sup> March 2018.

It was reported that the Co-operative had received an unqualified audit report.

After consideration of the accounts these were duly approved and it was agreed that they would be duly signed.

Consideration was given to the Management letter and as there were no recommendations Committee noted this.

It was agreed that the letter of representation be circulated to G Gillespie for review and if in order this is to be signed as approved.

K Gallacher and C Cuthill were thanked for all their work on the audit.

Kevin Booth was thanked for his attendance and left the meeting at this point.

### **3 PREVIOUS MINUTES**

The previous minute of 27<sup>th</sup> June 2018 were proposed a true record by M Davidson and seconded by J Gracey.

### **4 MATTERS ARISING & OUTSTANDING ITEMS**

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 that the Co-operative undertakes the Scotland Excel Procurement Assessment and agreed that certain procurements listed in the report could move to early in the New Year.

There were no other matters arising from the previous minutes.

### **5 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.

## **6 HEALTH & SAFETY**

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

Committee noted that all actions required from the last audit had been undertaken and also noted additional work undertaken since the last meeting as outlined in the report circulated with the agenda.

Committee approved the staff working late and making calls policy and procedure.

Committee noted and approved the driving risk assessment.

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

## **7 MANAGEMENT ACCOUNTS**

Committee considered the management accounts for the first quarter, April to June 2018 which was circulated with the agenda.

It was noted that the audit and finance sub-committee had reviewed these at their last meeting and were recommending that these be approved.

After consideration the accounts were duly noted and approved.

## **8 ANNUAL FINANCIAL STATEMENT RETURN**

Committee noted that the submission of the Annual Financial Statement Return is due to the Scottish Housing Regulator by end of September.

It was noted that the draft return had been completed since the report was written based on the draft accounts circulated with the agenda.

Now that these accounts have been approved delegated authority was being sought to allow the Director to submit these to the Scottish Housing Regulator and this was approved.

## **9 OPERATIONS REPORT**

Committee reviewed the operations report circulated with the agenda.

A summary of this report was presented at the meeting outlining key operational performance and this was duly noted by the committee.

It was reported that two areas were below the target set namely average void loss and lets to homeless applicants however none are a specific issue.

## **10 AUDIT & FINANCE SUB COMMITTEE**

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on the 20<sup>th</sup> August 2018.

It was noted that Committee will review the membership of the Audit and Finance Committee at the first meeting after the AGM and elect a chairperson accordingly.

Committee agreed that at the next review the terms the wording will be amended to prevent any misunderstanding on co-options.

It was noted that since the meeting the internal audit relating to factoring has been completed and that this had received Full Assurance.

P Thompson and K Gallacher left the meeting at this point.

## **11 CORRESPONDENCE**

The following correspondence was noted at the meeting:

- Pensions Trust
  - Financial Assessment questionnaire receive via email – completed and low risk as per audit and finance meeting
- Parkhead Housing Association
  - John Wheatley Lecture 26<sup>th</sup> October

- Scottish Federation of Housing Associations (SFHA)
  - 2018-19 elections to the SFHA Board – vote was prior to meeting and audit and two votes have been cast for Community based organisation representatives
  - Annual General Meeting – 29<sup>th</sup> August at 11.00am
- Scottish Housing Associations Resources for Education (SHARE)
  - Strategic Plan
  - Latest learning & development brochures
- Scottish Government
  - PCF Continuation Funding 2018/19 SVQ2 Health & Social Care – grant offer
- Glasgow West of Scotland Forum
  - Annual Report 2017/18
- Employers in Voluntary housing (EVH)
  - 40<sup>th</sup> Anniversary tickets and details
- Easterhouse Housing & Regeneration Alliance (EHRA)
  - Community Conference 7<sup>th</sup> September – it was agreed that J Gracey and M Davidson would attend if their diary allowed for this
- Glasgow City Council – Development & Regeneration Services
  - Programme Agreement 18/19 no funding for development programme this year however the appendix indicates a possible development programme for the Co-operative in later years.

## **12 SECRETARY’S REPORT & AGM**

Consideration was given to the Secretary’s Report that was circulated with the agenda and the contents were duly noted.

It was noted that J Gracey had been elected on September 2016 and not 2015 as noted in the report.

A revised second page detailing dates that members were elected was therefore distributed at the meeting.

After considering this revision it was agreed that C Cooper, A Cushingam and C Harvey would stand down and seek re-election at the Annual General Meeting.

It was also agreed that all the co-options would be extended subject to the approval of the membership.

It was noted that we had only received one application to join the Committee at present and the deadline is Monday 3<sup>rd</sup> September however it was anticipated that there would be at least two other nominations before this point.

### **13 STRATEGIC PLAN – PROGRESS REPORT**

Committee considered the report circulated with the agenda relating to the progress of the current strategic plan.

Committee noted progress (operational plan) on the first quarter delivery of the strategic plan as outlined at agenda item nine.

Clarity was sought in relation to two policies for the previous year namely Rechargeable Repairs and Stress Management that were not showing if they had been achieved.

It was agreed that the director would confirm whether these had been dealt with.

### **14 RESIDENTS CHARTER REPORT**

Committee reviewed the report circulated with the agenda relating to the residents' charter report.

Committee agreed to continue with the same format as last year which was a simplified report and noted that this would meet Annual Return on Charter requirements.

Committee agreed that a review of this format would be undertaken next year to coincide with the Scottish Housing Regulators annual assurance statement.

## **15 RENT MANAGEMENT POLICY**

Committee reviewed the rent management (arrears) policy as per the strategic plan timetable of reviews which was circulated with the agenda and after consideration approved this policy.

## **16 MUTUAL EXCHANGE POLICY**

Committee reviewed the mutual exchange policy which was circulated with the agenda as per the strategic plan timetable of reviews and after consideration approved this policy subject to the following amendment:

Section 7.1 - remove reference to recharging to outgoing tenant for gas and electrical safety checks.

## **17 MEMBERSHIP APPROVALS**

Committee noted the membership update as circulated at the meeting and the memberships (1231 – 1340) were duly approved as outlined in the report.

All staff with the exception of the Director, Housing Manager and temporary Housing Manager left the meeting at this point.

## **18 AOCB**

### **18.1 Confidential Report**

Consideration was given to a confidential report and the recommendations in the report were agreed.

P Waddell expressed an interest at this point in the meeting and left the meeting at this point.

### **18.2 Donation Request**

Committee noted that a donation request for a sponsored walk in behalf of Beatson Cancer Charity (undertaken on the 26<sup>th</sup> August 2018) had been received from a close relative of a Committee Member.

After consideration it was agreed to donate £100 and record this in the Co-operative's benefits register for reference purposes only.

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

Meeting Closed at 8.15pm.

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

**Post Meeting Note:**

Agenda Item 13

Both policies have been reviewed as follows:

Rechargeable Repairs Policy    March 2018

Stress Management Policy        September 2017