

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 26th SEPTEMBER 2018 AT
THE GLENBURN CENTRE**

1 SEDERUNT

M DAVIDSON	CHAIR
J GRACEY	VICE-CHAIR
A CUSHINGHAM	TREASURER
G McNAUGHT	SECRETARY
P WADDELL	COMMITTEE MEMBER
C SKEWIS	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
D BARNES	COMMITTEE MEMBER
K MUIR	COMMITTEE MEMBER
J KENNA	CO-OPTED MEMBER

APOLOGIES

P THOMPSON	CO-OPTED MEMBER
G GILLESPIE	CO-OPTED MEMBER
A LIVINGSTONE	LEAVE OF ABSENCE
S FLYNN	TEMP HOUSING MANAGER
B McMAHON	MAINTENANCE MANAGER
J HENDRY	FINANCE MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
S McGRAW	HOUSING MANAGER

The meeting opened at 6.35pm.

J McMorrow chaired the meeting whilst the election of the office bearers was being considered.

D Barnes and K Muir were welcomed to their first Committee meeting.

It was agreed that J Gracey and P Waddell would act as support for the new members.

It was noted that one member had intended to join at the AGM however

due to extenuating circumstances was unable to attend.

It was agreed to examine the possibility that this member be invited to future meetings as an observer so that if a vacancy was to arise they could take up the position.

It was agreed that the Director would check this with the member and the co-operative's solicitor.

It was agreed to review A Livingstone's leave of absence at the next meeting.

2 ELECTION OF OFFICE BEARERS

2.1 Chair

M Davidson was proposed as Chairperson by J Gracey and seconded by P Waddell. As there were no other nominations this was unanimously agreed.

It was noted that this would be Mary's fourth year of being the Chairperson.

M Davidson chaired the meeting from this point.

2.2 Vice-Chair

J Gracey was proposed as Vice-Chair by M Davidson and seconded by C Cooper. As there were no other nominations this was unanimously agreed.

2.3 Treasurer

A Cushingam was proposed as Treasurer by M Davidson and seconded by J Gracey. As there were no other nominations this was unanimously agreed.

2.4 Secretary

P Waddell was proposed as Secretary by M Davidson and seconded by C Skewis. P Waddell declined the nomination.

G McNaught was proposed as Secretary by M Davidson and

seconded by C Skewis. As there were no other nominations this was unanimously agreed.

Consideration was given to Committee representation at various affiliated groups and the following representative members were agreed:

SFHA	M Davidson and J Gracey
EVH	M Davidson and J Gracey
EHRA	It was agreed to await the outcome of the discussion at agenda item 16 before determining the representatives.

Committee in attendance duly completed their individual code of conduct forms and updated their declarations of interest forms and close relative declarations at the meeting.

3 AUDIT & FINANCE COMMITTEE MEMBERSHIP

Committee reviewed membership of the audit and finance committee and it was agreed that the following would represent the organisation.

P Waddell, C Skewis, A Cushingam, P Thompson , G Gillespie and K Muir.

It was agreed that P Waddell would chair this sub committee.

It was agreed that co-opted members to the Full Committee would be deemed full members of the sub committee.

4 PREVIOUS MINUTES

The previous minutes of 29th August 2018 were proposed a true record by M Davidson and seconded by P Waddell.

5 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.

It was reported that one member had intimated that they would prefer to see proposed dates for all actions outstanding however due to unforeseen circumstances could not attend the meeting.

This was approved and dates were agreed at the meeting and would be inserted into next month's matters arising and outstanding items report.

It was noted that at the Committee away day has been prepared for the 20th October. Apologies for this meeting were given by G McNaught, J Kenna and G Gillespie.

Committee also approved delaying the senior staff team appraisals under after the outcome of this day.

There were no other matters arising from the previous minutes.

6 DECLARATION OF INTEREST

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

Committee noted the declarations as outlined at agenda item 10 relating to the investment report that would be considered later in the meeting.

It was noted that any new declarations would be added to the register from the annual review undertaken.

There were no other declarations of interest noted at this point in the meeting.

7 HEALTH & SAFETY

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

It was agreed to arrange a training session for Committee on Health and Safety.

No Health & Safety matters were raised at the meeting.

8 REGENERATION REPORT

Committee considered the regeneration report as circulated with the agenda and this was duly noted.

Committee noted the support to Easthall Residents Association as previously agreed.

Committee noted the outcome of the financial gains report that was circulated with the report.

Committee requested a breakdown of the 2017/18 in kind contribution and it was agreed that this will be presented at the next meeting.

9 CORRESPONDENCE

Committee noted the following correspondence:

- Employers in voluntary Housing (EVH)
 - Employers Discussion Document – consultation closes 29th October, consideration was given to the various questions and it was agreed to respond to these as follows:
 1. It does not matter what inflationary factor is used to determine any increase as our rent increases are based on real costs and we zero base our budgets annually.
 2. Multi-year arrangements suit the organisation best to allow planning.
 3. A two year deal is the preferred timescale.
 4. A formula based approach is preferred.
 5. There are no fixed views on how the formula is determined and there are varying views as to whether any percentage increase is to be for all staff or a more generous offer for staff other than the senior management team.

- Glasgow West of Scotland Forum (GWSF)
 - Committee Member Induction Briefing
 - Annual conference – 23rd November - C Skewis to attend

- David Linden MP House of Commons
 - What the future new build will look like after 2021 and whether Vat could be reduced on improvement to old sandstone properties

- Scottish Government Aileen Campbell Minister
 - Confirming that she will meet with Easterhouse Housing & Regeneration Alliance (EHRA) to look at the new Community Bill being consulted upon

- Scottish Housing Regulator
 - Landlord Report

- Cambuslang Colts FC
 - Donation Request – It was agreed not to donate to this request

10 INVESTMENT

Committee reviewed the report circulated with the agenda.

Committee noted the relevant declarations as reported in the report.

Committee approved the review of the balcony replacement programme and noted amendments to reflect possible requirements as a consequence of Grenfell.

Committee approved the split in relation to Phase 9 kitchen contract based on date of build.

Committee noted the updates on various contracts and approved the possibility of using some of the money set aside for energy purposes to Kildermorie defects if required.

11 GOVERNANCE REVIEW – ANNUAL APPRAISALS

Committee considered the report circulated with the agenda outlining plans relating to the next Governance review.

Committee agreed that annual appraisals would be undertaken after the 20th October Review Day.

It was also agreed that the senior staff team appraisals be delayed until after the outcome of this day.

12 VALUE FOR MONEY REVIEW

Committee noted the report circulated with the agenda outlining the 2018 review on value for money.

It was noted that there was only one item that was below the Scottish Average and this related to the rent being value for money.

It was agreed to monitor the outcome of the next satisfaction survey on this result to determine whether tenants' perceptions had changed.

Committee therefore approved the value for money assessment.

Consideration was given to the Value for Money Strategy and this was duly approved at the meeting.

13 ENTITLEMENTS PAYMENTS & BENEFITS POLICY

Committee reviewed the Entitlement Payments & Benefits Policy which was due for review as per the strategic plan timetable and after consideration this policy was duly approved.

14 SCOTTISH HOUSING REGULATOR

A report was considered at the meeting outlining the Scottish Housing Regulators, Regulatory Review consultation process and what was anticipated to change.

It was noted that the Director has sat on the working group to review these changes and that an annual assurance statement will more than likely be required for this time next year.

It was agreed to consider adding a section to reports entitled annual assurance linking whether the report would act as evidence towards the assurance statement.

15 MEMBERSHIP APPROVALS

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

Clarity was sought on one membership that was not showing on the report and it was noted that the person was a transferring tenant and therefore they already had membership.

16 EASTERHOUSE HOUSING REGENERATION ALLIANCE

Committee reviewed the various questions raised at the last Easterhouse Housing Regeneration Alliance (EHRA) meeting in relation to membership which would support a review of this constitution.

Committee agreed that the following was their preference:

1. Easthall Park wanted to remain a member
2. Membership of the group should be solely community based organisations.
3. If associate membership was offered to partners in the community there would be no voting rights in relation to membership.
4. Committee representation should remain at two members with only one vote per organisation.
5. The same principle should apply for each organisation that if four general meetings are missed in a row then the member should step down and be replaced by another representative.
6. That senior officers of each organisation can attend as the representative with voting power if no individual committee members are present to represent the Co-operative.
7. That rather than having sleeping partners a leave of absence can be granted to an organisation for specific circumstances however this should be reviewed after a four month period.
8. That all members are expected to share the workload and this to be rotated for each function with no member organisation holding a post for more than three years.

It was agreed that M Davidson and J Gracey would represent the organisation at EHRA meetings and that they would represent these preferences at the next meeting.

It was noted that EHRA are planning to set up a Chairs, Vice Chair and Future Chairs Forum with quarterly meetings beginning sometime in October.

It was agreed that any member could attend this event.

17 AOCB

17.1 Mutual Society Annual Return

The Annual Return (AR30) relating to the Financial Conduct Authority was presented at the meeting and it was agreed that this be issued.

It was noted that this report will be amended to reflect the new office bearer positions before issuing.

17.2 Treasury Management Report

Committee considered the Treasury management Report circulated with the agenda and after consideration approved placing £500,000 and £400,000 with two banking institutes as outlined in the report for a 6 and 3 month period respectively.

17.3 Anniversary Dinner

It was noted that the two original members that had planned to attend the Employers in voluntary Housing (EVH) 40th anniversary dinner could not attend therefore it was agreed that P Waddell and K Muir would represent the organisation.

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

Meeting Closed at 8.35pm.

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