

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 28th NOVEMBER 2018 AT
THE GLENBURN CENTRE**

1 SEDERUNT

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

APOLOGIES

A LIVINGSTONE	LEAVE OF ABSENCE
G McNAUGHT	SECRETARY
B McMAHON	MAINTENANCE MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
C McGRAW	HOUSING MANAGER
S FLYNN	TEMP HOUSING MANAGER
J HENDRY	FINANCE MANAGER

The meeting opened at 6.30pm. It was noted that the person who had indicated they would like to join the Committee had intimated they are unable to do so at present.

Committee agreed to encourage them to apply at the next Annual General Meeting.

2 PREVIOUS MINUTES

The previous minutes of 31st October 2018 were proposed a true record by M Davidson and seconded by G Gillespie.

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.

3.1 Probity Report – Notifiable Event

Committee noted the confidential report circulated at the meeting, which was reported under notifiable events.

It was reported the Scottish Housing Regulator has closed this file off as complete.

Committee requested that the email system should be encrypted and that automatic signing should be disabled.

Committee asked that confirmation be sought from our solicitor as to whether there was a requirement to advise any individual of a breach which contained their information.

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 the report circulated with the agenda and noted the contents.

Committee approved the Health and Safety Policy Statement and this was duly signed by M Davidson, Chairperson.

Committee also noted their specific responsibilities and this was duly approved and signed by those in attendance.

6 AUDIT & FINANCE SUB COMMITTEE

The draft minute of the Audit and Finance Committee was circulated with the agenda along with a report outlining key items from this meeting.

Committee noted the contents of the minute and considered the actions as presented within the report.

Committee approved the updated audit and finance remit as enclosed.

Committee noted the Factoring and Payroll internal audit reports which gave full assurance for both audits.

Committee approved the Audit and Finance Committees' recommendation that the senior management team have delegated authority to determine whether the minor recommendations in the report are undertaken or not.

Committee approved plans to review the internal audit function with a brief to be prepared and issued in January for consideration.

It was noted and agreed that this brief would look at ICT management controls as distinct from the General Data Protection Regulations (GDPR) audit.

Committee noted that the Audit and Finance Committee had requested that the Homeworking Policy circulated for consideration at their meeting is reviewed further before presenting for approval and that this will be presented in the New Year.

7 MANAGEMENT ACCOUNTS

The Finance Manager presented the second quarter management accounts which were circulated with the agenda.

It was reported that the Audit and Finance Committee had reviewed these accounts at their meeting.

Committee noted performance had exceeded expectations, loan covenants were being met and they approved these accounts.

8 LONG TERM PROJECTIONS

The long-term financial projections were circulated with the agenda and reviewed at the meeting.

It was noted that the Audit and Finance Committee had considered the main principles of these projections and contained in the report were the areas that had changed since their first report.

It was reported that at the request of the Audit and Finance Committee additional money has been set aside for additional internal audit work.

It was noted that the projections were aligned with and were key to the successful delivery of the Easthall Park strategic plan.

Committee noted the overview of the financial projections.

Confirmation was sought that the cashflow did not fall below £1m in any year and it was reported that at no point during the plan that this occurred.

It was agreed that further analysis of the projections would be undertaken after the outcome of the proposed rent consultation which would be considered at agenda item 10.

9 BUDGET 2019/20 (Draft)

Committee were informed that a further draft budget would be presented to Committee in January 2019 following the conclusion of the rent consultation.

10 RENT AND FACTORING REVIEW

The Director reviewed the report on the forthcoming proposals for a rent and factoring charge increase as circulated with the agenda.

Consideration was given to the average rent increase in the past 5 years and it was noted that Easthall Park have one of the lowest increases in comparison with the Registered Social Landlords (RSLs) in Greater Easterhouse.

Committee also noted the November 2016 survey which outlined value for money statistics along with tenants perception of the affordability of rents and factoring charges applied.

Committee considered the proposal to hold the rent consultation period week beginning 7th January 2019 for a 3 week period and this was duly approved.

Committee approved that the consultation methods would follow that as carried out last year given the high percentage of returns in particularly in relation to the use of text messaging.

Committee requested that a number of opportunities be given to respond via text messaging as part of this consultation.

It was agreed to consult the members on a rent increase of 3.3%, 3.5% and 4.0% as proposed in the report.

11 CORRESPONDENCE & GROUP UPDATES

Committee noted the following correspondence:

- Scottish Federation of Housing Associations (SFHA)
 - Planned Membership Fees – increase of £194 (£7,586 per annum)

- Employers in Voluntary Housing (EVH)
 - Membership Renewal 2019 database update – it was agreed that M Davidson and J Gracey would represent the Co-operative
 - 40th Anniversary Report
 - EVH 2019 diaries – these were distributed at the meeting

Committee noted the Easterhouse Housing Regeneration Alliance (EHRA) minute of 14th November 2018 as circulated with the agenda for information.

It was noted that the meeting with the Cabinet Secretary has been arranged for Wednesday 23rd January at 9.00am at Blairtummock Hall.

12 COMMITTEE TRAINING

Committee considered the report circulated with the agenda outlining proposals for the training plan along with outcomes of training already undertaken.

Committee reviewed the skills matrix and agreed the proposed training plan.

Consideration was given to the priority order of the training and the following were identified:

- Annual Assurance Statement Compliance
- Internal Audit Guidance - Overview
- What constitutes the right skills on a Committee and how do you ensure succession
- A Guide to Human Rights Legislation
- Affordable Rents – How can you determine affordability

It was also agreed to consider the possibility of carrying out external training on risk management with two members indicating they would like this training.

It was reported that once further EHRA training is identified this will be presented at future meetings.

13 STRATEGIC PLAN PROGRESS REPORT

Committee noted the report circulated at the meeting updating the outcome of the operational plan position statement at September 2018.

This report was reviewed at the meeting and noted.

14 WHISTLEBLOWING POLICY

Committee considered the report and draft Whistleblowing Policy that was circulated with the agenda and after consideration approved this policy.

15 MEMBERSHIP APPROVALS

Committee noted the membership update as circulated at the

meeting and this was duly approved.

16 AOCB

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

Meeting Closed at 7.50pm.

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