

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 27th FEBRUARY 2019
AT THE GLENBURN CENTRE**

1 SEDERUNT

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

APOLOGIES

C SKEWIS	COMMITTEE MEMBER
C McGRAW	HOUSING MANAGER
B McMAHON	MAINTENANCE MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
S FLYNN	TEMP HOUSING MANAGER
J HENDRY	FINANCE MANAGER
L LAFFERTY	HOUSING OFFICER

The meeting opened at 6.30pm.

It was reported that A Livingstone had verbally submitted her resignation and this was duly noted and accepted.

It was noted that this was S Flynn's last day with the Co-operative and she was thanked for all her work and best wishes were given for the future.

2 PREVIOUS MINUTES

It was noted that the Sederunt had the wrong title for P Waddell and G McNaught on the previous minute.

With this amendment the previous minutes of 30th January 2019 were proposed as a true record by M Davidson and seconded by P Waddell.

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 insurance tender and agreed to place these with the various companies recommended.

Committee approved the Homeworking Policy.

Committee agreed that G Gillespie and C Harvey would be available to open the Information Technology Audit tender on Friday 1st March at 3.00pm in the Glenburn Centre.

Committee reviewed the donation to Easthall Football Club and agreed to increase this donation to allow the Co-operative's logo to be put on the kit.

Committee noted the comments in relation to novation agreement and delegated approval for this to be completed.

There were no other matters arising from the previous minute.

4 DECLARATION OF INTEREST & NOTIFIABLE EVENTS

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

Committee approved the protocol for declaring interests and managing conflicts.

Committee noted the notifiable event reported to the Scottish Housing Regulator and that no further action was required.

Committee approved amending the declarations of interest agenda item to include a report on notifiable events at each meeting.

Committee received a verbal report on one gift received for the sum of £50 from a tenant to the office and it was agreed that although this exceeded the £25 figure it would be accepted and donated to Easthall Residents Association.

5 HEALTH & SAFETY

Committee considered the report circulated with the agenda in relation to Health and Safety and noted the contents.

Committee noted in particular how health and safety is linked to human rights legislation.

Committee noted the outcome of the health and safety inspection carried out before the meeting and it was reported that only one action to clear under the stairs was required.

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

6 AUDIT & FINANCE SUB COMMITTEE

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on 18th February 2019.

One error was spotted in this minute in relation to risk management and the sum of money set aside to deal with freedom of information should be £5,000.

It was agreed that this error be amended and that the Audit and Finance Committee will consider approval of the minute at their next meeting.

Committee approved the treasury management report as circulated and agreed that no ethical investment policy is required.

Committee noted there are no amendments required to current risk register.

Committee approved the internal audit annual report.

7 MANAGEMENT ACCOUNTS

Committee noted the management accounts as circulated with the agenda, which had previously been discussed at the audit meeting.

Committee acknowledged performance exceeded expectations noting the operating surplus was higher than forecast with budgets being effectively controlled.

After consideration the accounts were duly approved.

8 LONG TERM PROJECTIONS

Committee considered the long term projections which were circulated with the agenda.

Committee received a slide presentation on the key elements of the long term projections at the meeting which outlined key assumptions, cashflow projections, planned investment, financial ratios, covenant compliance Brexit risk scenario and the overall planned outcomes.

A question was raised at the meeting on the impact of new build on the current long term projections and it was reported that an options appraisal will be undertaken and as part of this appraisal a comparison with the current projections would be undertaken and presented prior to embarking on any programme.

After reviewing these points and considering the report Committee approved the long term projections.

It was agreed that the projections are to be retained by members for the purposes of reviewing performance in the year ahead.

9 CORRESPONDENCE

Committee noted the following correspondence:

- Information Commissioner
 - Freedom of Information to apply to RSLs from 11th November 2019
- Glasgow West of Scotland Forum (GWSF)
 - 2019/20 Affiliation fee and letter – it was agreed to affiliate for a further year
- Scottish Housing Associations Resource for Education (SHARE)
 - SHARE news
- Employers in Voluntary Housing (EVH)
 - Salary Negotiations email advising that the JNC and the recognised Trade Union – Unite – have reached a “failure to agree” and will use ACAS for conciliation
 - A – Z Guides, Pension Guide circulated to members in your pack
- Scottish Housing Regulator (SHR)
 - Ian Brennan letter dated 22nd February regarding planning for Brexit – it was noted that the strategic plan has addressed the impact of a no deal Brexit and this is considered at agenda item eight and eleven respectively
- Scottish Government
 - Social Housing Allocations in Scotland Practice Guide

10 HOUSING & REGENERATION ALLIANCE

Committee reviewed the report circulated with the agenda relating to an update on work with Easterhouse Housing and Regeneration Alliance (EHRA).

Committee noted the training sessions and considered whether shadowing is something they would like to happen and agreed that this is not required at this point in time.

11 STRATEGIC PLAN

Committee noted the contents of the report and considered any

amendments required to the draft strategic plan that was circulated with the agenda.

Committee noted the outcome of the full options appraisal which was incorporated within the plan.

Committee noted the implications of a no deal Brexit as outlined within the threats section of the SWOT analysis.

It was noted that any interest rates rises will have little impact on loan repayment due to the high level of loans on fixed rate and that the current financial projections have additional headroom with a 6% interest rate payable.

Committee agreed to finalise the plan at the March meeting.

12 MEMBERSHIP APPROVALS

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

13 COMPLAINTS REVIEW

Committee noted the contents of the Complaints Review report which was circulated with the agenda long with the work undertaken to ensure improvements to service.

It was reported that the Scottish Public Ombudsman is reviewing the model complaints policy and we await the outcome of this.

It was also noted that we will be looking more at lessons learnt from compliments along with complaints as this will help the Co-operative identify further examples of good practice.

14 RESIDENT ENGAGEMENT ACTION PLAN

L Lafferty presented the report on resident engagement which was circulated with the agenda.

Committee then considered the review of the resident engagement action plan for 2018/19 along with a proposed plan for 2019/20 which was also circulated with the agenda.

Committee noted the outcome of the current action plan and approved the action plan for delivery in 2019/20.

15 MAINTENANCE POLICY

Committee reviewed the report and the draft maintenance policy as circulated with the agenda.

The repair responsibilities appendix was circulated at the meeting.

Committee approved this policy subject to consultation.

16 INVESTMENT & ASSET MANAGEMENT REPORT

Committee reviewed the investment, asset management and procurement report circulated with the agenda.

Committee approved the contingency plan for electrical inspections and installation of fire safety measures.

Committee delegated authority to Maintenance Manager in line with recommendations of FBN Architects and the Maintenance Policy.

Committee approved J Gracey and P Waddell to assist with the close floor tender opening in March.

Committee approved the strategy for appointing Medical Adaptation contractor(s) for 2019/20.

Committee approved the strategy for appointment of a consultant to assist with Reactive Maintenance and the Gas Maintenance Contractor procurement process.

17 AOCB

17.1 Asset Transfer Easthall Residents Association

It was reported at the meeting that Glasgow City Council have agreed to an asset transfer of Easthall and St Scholastica's primary school sites to Easthall Residents Association under the Community Empowerment (Scotland) Act 2015.

17.2 Apprenticeship Week Conference Sponsorship

Committee considered the request from Tigers to provide sponsorship to the above at a cost of £100 and it was agreed to sponsor this project.

At this point all staff left the meeting except the Director.

17.3 Co-option

Committee considered a request from another Registered Social Landlord and it was agreed that the Director could take on a co-option within this organisation.

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

Meeting Closed at 8.30pm.

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