

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 26<sup>th</sup> JUNE 2019  
AT THE GLENBURN CENTRE**

**1 SEDERUNT**

<b>M DAVIDSON</b>	<b>CHAIR</b>
<b>J GRACEY</b>	<b>VICE CHAIR</b>
<b>G McNAUGHT</b>	<b>SECRETARY</b>
<b>D BARNES</b>	<b>COMMITTEE MEMBER</b>
<b>P WADDELL</b>	<b>COMMITTEE MEMBER</b>
<b>C HARVEY</b>	<b>COMMITTEE MEMBER</b>
<b>J KENNA</b>	<b>CO-OPTED MEMBER</b>
<b>G GILLESPIE</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMPSON</b>	<b>LEAVE OF ABSENCE</b>
<b>C McGRAW</b>	<b>HOUSING MANAGER</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>J HENDRY</b>	<b>FINANCE MANAGER</b>
<b>B McMAHON</b>	<b>MAINTENANCE MANAGER</b>

The meeting opened at 6.30pm.

**2 PREVIOUS MINUTES**

The previous minutes of 29<sup>th</sup> May 2019 were proposed a true record by J Gracey and seconded by G McNaught.

**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.

It was suggested that an additional cheque signatory along with the member proposed at the following meeting be approved.

It was therefore agreed that J Gracey be added as a signatory.

Committee approved that the financial regulations and procedures be amended to reflect this change.

It was also noted that as a consequence of our meeting with the Regulator and a subsequent meeting they had with the Information Commissioner's Office (ICO) they have amended the regulatory requirement and notifiable events in relation to the requirement to register with ICO.

There were no other matters arising from the previous minutes.

#### **4 DECLARATION OF INTEREST & NOTIFIABLE EVENTS**

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.

It was reported that the Housing Manager has been appointed as a Committee Member on a Housing Association and is observing on another Housing Association and these will be recorded on their declaration.

Committee noted that there have been no notifiable events since the last meeting.

#### **5 HEALTH & SAFETY**

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

No health and safety matters were raised at the meeting.

#### **6 ANNUAL GOVERNANCE REVIEW**

Committee noted the report circulated with the agenda relating to the annual governance review.

Committee approved that the next self-assessment on Governance is undertaken in October 2019.

Committee approved the members continuing after 9 years as outlined in the report.

Committee agreed to amend the plan for the away day to the 14<sup>th</sup> September and that the annual assurance statement would be reviewed at this event. It was agreed to hold this event at the Garfield House Hotel.

## **7 CORRESPONDENCE & GROUP UPDATES**

Committee noted the following correspondence received:

- Scottish Fire & Rescue Service
  - Fire Risk Recognition Training
- Glasgow West of Scotland Forum
  - May/June Update
  - Call for Board Member nominations
- Employers in Voluntary Housing (EVH)
  - Annual conference – 22<sup>nd</sup> – 24<sup>th</sup> November  
Celebrating our Communities early bird booking £725 per member – it was agreed to book three places and that any members interested in this are requested to complete the learning and development request form
  - EHV & SHAPS Group annual fee £150, but proposing a £350 to cover a three year period to end May, Committee were happy to proceed with the latter
- SHAPS (Scottish Housing Association Pension Scheme)
  - 5<sup>th</sup> June 2019 letter valuation – changes to methodology in assessment had result in increase on deficit and after debate has remained neutral as the changes had not been communicated effectively, overall issue for future valuations is that these could increase, resulting in additional payments being required

- Scottish Government – Property Factors Act
  - Notification of Registration it was noted that we had completed our 3 yearly renewal
- Scottish Federation of Housing Associations (SFHA)
  - Call for Board Member nominations
  - 2019 affiliation pack including 2019/20 certificate of Directors and Officers liability insurance

Committee reviewed some key points from work undertaken by EHRA and the following were noted:

- Community Conference booked for Friday 9<sup>th</sup> August at Platform
  - deadline for display (old photographs etc) 27<sup>th</sup> June
- Training Programme – copy available upon request as this was previously circulated
- Work Plan for 2019/20 developed with the following proposals
  - programme of speakers to be agreed,
  - training programme ongoing,
  - Chair, Vice Chair and aspiring meetings ongoing, next two sessions in September and October planned to look at
    - succession planning for staff and committee
    - salaries and benefits

It was noted that the current day for holding these meetings were not suitable for the vice-chair and it was agreed to see if the day could be changed for future meetings

## **8 WELFARE REFORM**

Committee reviewed the report circulated with the agenda in relation to Welfare Reform.

Committee noted this report which included the financial gain during the last year.

At the meeting the current position for April – June as of the meeting date was circulated and noted too.

## **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 that the 2032 target was launched today in Stirling by the Minister for Local Government and Planning Kevin Stewart MSP.

## **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 still outstanding as staff resources were not available for this project at present.

Committee received a verbal update on the outcome of the Investors in People Assessment undertaken today and it was noted that the consultant will be recommending that we retain the Investors in People Platinum award.

It was reported that this assessment involved a detailed questionnaire, interviewing all staff and reviewing key performance of the organisation.

Committee reviewed further external accreditation and it was agreed that they had no specific plans at present. It was agreed that that as part of the next review of long term projections consideration be given to setting aside some funds should this position change in the future.

## **11 GLENBURN CENTRE MANAGEMENT AGREEMENT**

Committee noted the report and the Glenburn Centre Management Agreement circulated with agenda.

It was reported that Easthall Residents Association had given delegated authority to their Manager to agree the terms and that the document submitted was acceptable to them.

This agreement was duly approved at the meeting.

B McMahon joined the meeting at this point.

## **12 PROCUREMENT REGISTER & PROJECT UPDATE**

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

Committee noted the main points from this report as follows:

- A. Gas Maintenance & Servicing proposed to tender with start date in 1<sup>st</sup> April 2020
- B. Reactive Day to Day and Void Maintenance Contract proposed to tender with start date in 1<sup>st</sup> April 2020
- C. External Auditor and Corporation Tax Services to be tendered
- D. Legal Services – review to be undertaken in 2019/20
- E. Internal audit – additional 2<sup>nd</sup> tender required and to be undertaken after external audit service appointed
- F. IT Support Services – possibility that market to be tested as per IT audit at next review
- G. Computer Equipment – as point F above
- H. Printing, Newsletters – review still to be undertaken
- I. Website Host – possibility of review in line with FOI
- J. External painting contract – report enclosed with the agenda was noted

Committee reviewed the painting contract options and agreed that at this point in time this be purchased via the competitive tendering exercise.

Committee noted the Employability Personal Development funding bid to Investing in Communities.

Committee approved the strategy & development funding bid.

Committee also approved appointing our solicitor to negotiate land transfers and agreed that three prices be obtained from the list of current solicitors that the Co-operative has used in the past.

Consideration was given to a report circulated at the meeting updating Committee on the position with the veranda replacement project and it was agreed that advice will be sought prior to any decision on project.

It was agreed that should the project not proceed due to either party that this could be tendered again via quick quotes inviting previous applicants and window manufacturers to submit a price.

B McMahan left the meeting at this point.

### **13 AUDIT & FINANCE SUB COMMITTEE**

Committee noted the contents of the draft minute circulated with the agenda.

Committee noted that the Information Technology audit plan will be further reviewed by the Audit and Finance Committee in August.

Committee noted and approved the loan portfolio and 5 year projects and agreed that these be issued to the Scottish Housing Regulator.

Committee noted and approved the revised external audit tender specification and timetable.

Committee approved the External Audit Appointments policy and procedure.

### **14 MEMBERSHIP APPROVALS**

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

**15 SUCCESSION TO TENANCY POLICY**

Committee considered the succession to tenancy policy and the report circulated with the agenda.

After reviewing this policy it was duly approved.

**16 AOCB**

**16.1 Eviction Report**

Committee received a confidential report at the meeting in relation to a proposed eviction and after reviewing this agreed with the recommendation contained in the report.

**16.2 Court Case**

Committee received a verbal update on the outcome of the court case relating to a succession request and it was reported that the Co-operative had been successful in the action taken.

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

Meeting Closed at 8.20pm.

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