

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 28<sup>th</sup> AUGUST 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>A CUSHINGHAM</b>	<b>TREASURER</b>
<b>D BARNES</b>	<b>COMMITTEE MEMBER</b>
<b>P WADDELL</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>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMPSON</b>	<b>LEAVE OF ABSENCE</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>C McGRAW</b>	<b>HOUSING MANAGER</b>
<b>J HENDRY</b>	<b>FINANCE MANAGER</b>
<b>B McMAHON</b>	<b>MAINTENANCE MANAGER</b>
<b>P MORRICE</b>	<b>ALEXANDER SLOAN &amp; CO</b>

The meeting opened at 6.35pm.

It was noted that the reports circulated with the agenda had the following errors:

- Agenda item 2 Letter of representation a blank page was inserted by mistake
- Agenda item 8 error on Annual Financial Statement to read no for financial statements being qualified
- Agenda item 11 page 32 typing error at donation request should have the word Nationwide removed
- Agenda item 14 page 61 background report should state compliant not complaint

- Agenda item 16 last two pages of sustainability policy were missing so a copy of this was circulated electronically and at the meeting

## **2 AUDITED ACCOUNTS**

Phil Morrice 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 2019.

It was noted that the accounts, letter of representation and the management letter had been reviewed by the audit and Finance Committee and that they would be recommending these to Committee for approval.

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

Committee noted the changes to accounting change in relation to how the Pension scheme was being dealt with.

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 there was one recommendation which Committee approved.

The letter of representation was circulated with the agenda and this was approved and signed at the meeting.

P Morrice was thanked for his attendance and left the meeting at this point.

## **3 PREVIOUS MINUTES**

The previous minutes of 26<sup>th</sup> June 2019 were proposed a true record by M Davidson and seconded by P Waddell.

## **4 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 requested that any item outstanding be given a revised date for completion and after discussion it was agreed to keep both the original date and the revised date to allow monitoring of outcomes against the original date planned.

Clarity was sought on the risk management register comment and it was noted that the comment related to the fact that the Audit and Finance Committee had noted an alternative model for risk which will feed into the review to be undertaken.

A verbal update was given on the outcome of the Assistant Housing Officer interviews.

It was also noted that the Part Time Housing Assistant interviews would be finalised on the 29<sup>th</sup> August 2019.

It was reported that at the next meeting the outcome of the interviews will be reported along with the normal equality monitoring report for information.

There were no other matters arising from the previous minutes.

## **5 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.

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

Consideration was given to the General Data Protection Requirements (GDPR) report as circulated within this report which contained the view of a solicitor on a GDPR matter and Committee requested that further legal opinion be sought on the suggestion that a mandate will be requested prior to providing information to elected members to prevent possible breaches from occurring.

It was agreed in the meantime that any queries relating to queries direct contact will be made to ensure permission is granted.

## **6 HEALTH & SAFETY**

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

It was agreed to hold the Health and Safety inspection at the next meeting.

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

## **7 MANAGEMENT ACCOUNTS**

Committee considered the management accounts for the first quarter, April to June 2019 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.

The draft return had been circulated with the agenda and this was duly approved with one amendment as identified earlier in the meeting namely to read “No” for financial statements being qualified.

Committee noted that this return was based on the audited accounts which were completed earlier in the meeting and that there have been a few amendments to the return including indicating when a tender exercise has been carried out for external and internal audit functions.

It was reported that the system did not allow a zero return so we have based our return on the last reviews with comments to reflect that both have been subject to a tendering exercise this year.

## **9 OPERATIONS REPORT**

Committee reviewed the operations report circulated with the agenda.

A summary report was circulated at the meeting and it was noted that there are no specific issues with performance at present.

It was noted that the arrears figures were for the period ending July 2019 as opposed to the other figures quoted that related to the end of June.

An update was given on the number of evictions undertaken as a consequence of a question from Committee and it was reported that we have a total of four evictions (one to be considered later in the meeting) of which we have received full payment from one, carried out one today and will be carrying out another early September should there be no changes.

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

Committee noted the contents of the draft minutes of Audit & Finance Sub Committee meeting held on the 19<sup>th</sup> August 2019.

Committee reviewed the report circulated at the meeting in relation to an upgrade to the current computer systems.

Committee questioned the ages of the computers which would be upgraded as opposed to replaced and instructed that one additional computer be replaced as it is currently four years old.

Committee requested that a paper be presented on the possibility of introducing tablets for staff and for Committee and a few suggestions were made at the meeting as to options that could be considered.

It was noted that additional resources may be required to facilitate the Information Technology action plan.

Committee noted the self-assessment of the Audit and Finance Committee and agreed to appoint at the next meeting a maximum of six members to the Audit and Finance meeting.

Committee also agreed to consider at the next review of the remit in November ways of reducing duplication of work.

Committee noted the current position in relation to our risk assessment and it was highlighted that in preparing this review further work will be undertaken and it was agreed to have the review undertaken by May 2020 which was the date for the next annual review.

Committee approved the recommendation of the appointment of Alexander Sloan as external auditor to the membership at the Annual General Meeting.

Committee approved the tender of the internal audit function and it was agreed that should the three companies proposed not be in a position to tender that additional companies be sought if at all possible.

## **11 CORRESPONDENCE & GROUP UPDATES**

Committee noted the following correspondence received:

- The Pensions Trust (TPT)
  - Past Service deficit Contributions – requirement to plan for payments continuing to March 2023
  - Information request for Employer Committee – it was noted that this has been issued with permission granted
- Employers in Voluntary Housing (EVH)
  - July/August Monthly Report
  - Helen McGregor Award – deadline 30<sup>th</sup> August for nomination
- Glasgow West of Scotland Forum
  - Regulation Update 26<sup>th</sup> July 2019

- Scottish Housing Associations Resources for Education (SHARE)
  - Strategic Plan 2019 - 2021
  - Latest learning & development brochures
- Scottish Housing
  - Scottish Annual Conference – 5<sup>th</sup> September
- Scottish Government
  - Investing in Communities - Funding Bid awards delayed until end of October due to high level of applications
- Scotland’s Regeneration forum (SURF)
  - Annual Awards Applications open till 2<sup>nd</sup> September
- Shettleston Housing Association
  - Passivhaus new build opening 30<sup>th</sup> August
- Legal Island (via email)
  - IIP Platinum Company looking to publish book on IIP Platinum organisations with examples of what makes them an IIP Platinum awarded company – it was agreed not to participate due to staff resources
- Nationwide
  - Information requirements under the facility have been reduced to cashflow requirements
- Donation Request (Cllr Morgan)
  - Fireworks Display 5<sup>th</sup> November contribution request – it was agreed not to donate to this cause
- Representative Bodies (various)
  - Domestic Abuse Good Practice Guide
- Scottish Housing Regulator (SHR) News
  - Pressure on Affordability
  - Annual assurance Statement to embed culture of assurance, openness and transparency
  - Annual Assurance Toolkit published
  - Various other articles published since the last meeting

All articles are available at  
[www.scottishhousingregulator.gov.uk/about-us/news](http://www.scottishhousingregulator.gov.uk/about-us/news)

Committee reviewed some key points from work undertaken by Easterhouse Housing & Regeneration Alliance (EHRA) and it was noted that the Community Conference held on 9<sup>th</sup> August was viewed as a success.

The training programme was noted with future topics agreed as follows:

- Equalities & Human Right Legislation
- Equality Impact Assessments
- Code of Conduct Reviews and Personal Relationships
- Whistleblowing

It was also reported that EHRA would be holding their Annual General Meeting on the 11<sup>th</sup> September directly after the normal meeting at 10.00am.

## **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.

Committee agreed that M Davidson, J Gracey & P Waddell 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 not received any applications to join the Committee at present and it was agreed to encourage applications prior to the deadline.

## **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 on the first quarter delivery of the strategic plan as reported.

#### **14 SCOTTISH HOUSING CHARTER REPORT**

Committee reviewed the format of the Scottish Housing Charter Report circulated at the meeting.

It was noted that a number of residents had given their view on the format and content of this report.

Committee agreed to publish this report with the Scottish Housing average figures published by the Scottish Housing Regulator and should these not be forthcoming use the Scottish Housing Network benchmarking figures currently available.

#### **15 SUCCESSION PLANNING POLICY**

Committee considered the report and succession planning policy along with the equality impact assessment as circulated with the agenda.

Committee noted and approved the skill set requirements for Committee Members as contained in the policy.

Committee also approved the competency skill set requirements for senior management team members as contained in the policy.

After reviewing these documents it was agreed to adopt the succession planning policy.

It was agreed that a flow chart be prepared to support this policy.

#### **16 SUSTAINABILITY POLICY**

Committee considered the report and sustainability policy along with the equality impact assessment as circulated with the agenda.

After reviewing this it was agreed to approve this policy.

**17 MEMBERSHIP APPROVALS**

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

**18 EXPENSES POLICY COMMITTEE**

Committee considered the report and Committee Expenses policy along with the equality impact assessment as circulated with the agenda.

Committee noted and requested that additional views be sought from a solicitor on the terms of insurance requirements required before any expenses relating to car mileage would be approved.

After reviewing this it was agreed to adopt this policy subject to the insurance criteria being checked.

**19 AOCB**

**19.1 Eviction Report**

Committee received a report relating to an eviction at the meeting and after consideration the recommendation to undertake the eviction was granted.

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

Meeting Closed at 9.00pm.

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