

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 2nd OCTOBER 2019
AT THE GLENBURN CENTRE**

1 SEDERUNT

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

APOLOGIES

C COOPER	COMMITTEE MEMBER
C HARVEY	COMMITTEE MEMBER
G GILLESPIE	CO-OPTED MEMBER
P THOMPSON	LEAVE OF ABSENCE
C McGRAW	HOUSING MANAGER
J HENDRY	FINANCE MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
B McMAHON	MAINTENANCE MANAGER

The meeting opened at 6.30pm.

It was agreed to review P Thompson's leave of absence at the January 2020 meeting.

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

2 ELECTION OF OFFICE BEARERS

2.1 Chair

P Waddell was proposed as Chairperson by A Cushingham and seconded by G McNaught.

J Gracey was proposed as Chairperson by M Davidson and seconded by D Barnes.

There were no other nominations for this position.

As the vote was tied at the meeting it was agreed to draw lots for this position and J Gracey was appointed as Chair on this basis.

J Gracey chaired the meeting from this point.

2.2 Vice-Chair

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

2.3 Treasurer

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

2.4 Secretary

G McNaught was proposed as Secretary by P Waddell and seconded by D Barnes. As there were no other nominations this was unanimously agreed.

Consideration was given to Committee representation at various affiliated groups and it was agreed that the Chair and Vice Chair would represent the organisation on the following groups:

Scottish Federation of Housing Associations (SFHA)

Employers of Voluntary Housing (EVH)

Easterhouse Housing and Regeneration Alliance (EHRA)

Glasgow West of Scotland Forum (GWSF) – it was noted that this group held open meetings and all members were encouraged to attend at some point

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, D Barnes, A Cushingham, M Davidson, G Gillespie and P Thompson.

It was agreed that P Waddell would chair this committee as nominated by A Cushingham and seconded by D Barnes.

4 PREVIOUS MINUTES

The previous minutes of 28th August were proposed a true record by M Davidson and seconded by A Cushingham.

The previous minute of 25th September were proposed a true record by A Cushingham and seconded by D Barnes.

5 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 along with the amended dates to individual items as requested at the last meeting.

Committee noted that the internal audit tender has been uploaded to the Public Contract Scotland website and returns are due by 12 noon on the 21st October 2019.

It was agreed that J Gracey and P Waddell would open this tender on behalf of the Co-operative and report the outcome to the Audit and Finance Committee.

Committee noted the confidential report circulated under separate cover which outlined the equality monitoring report in relation to staff appointments.

It was reported that we have sought legal opinion on the use of mandates and the solicitor has confirmed that these should be used.

It was reported that we have sought legal opinion relating to a requirement to hold business insurance for committee members claiming mileage expenditure and our Insurance Broker and solicitor have both confirmed that this is required.

After reviewing this point, it was agreed that the policy agreed at the August meeting stands.

There were no other matters arising from the previous minutes.

6 DECLARATION OF INTEREST & NOTIFIABLE EVENTS

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

Committee noted the declarations as outlined at agenda 8 regeneration report along with agenda item 13 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 and members that had not attended the last meeting were reminded to submit their annual declarations.

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

Consideration was given to how declarations of interest will be published in line with Freedom of Information and it was agreed that these should be published subject to confidential information being removed and that advice will be taken on how to deal with this.

Committee considered the confidential report relating to General Data Protection Regulations circulated under separate cover along with another update confidential report issued at the meeting.

It was agreed that the outcome of this will be reported under a confidential minute.

7 HEALTH & SAFETY

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

It was noted that the Health and Safety inspection would be undertaken at the tea break and if any items to be reported were required these would be presented at the end of the meeting.

No other health and 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 approved.

Committee noted the outcome of the financial gains report that was contained in the report.

9 CORRESPONDENCE & GROUP UPDATES

Committee noted the following correspondence received:

- Scottish Information Commissioner (SIC)
 - Freedom of Information – Model Publication Scheme & Statistical Reporting Requirements
- Scottish Housing Regulator (SHR) News
 - Assurance Statements two copies to be supplied one with no signature for publishing
- Scottish Federation of Housing Associations (SFHA)
 - Data Protection Officer (DPO) Services – 3 varying options one internal DPO Advisory Service and two options for direct DPO services

After reviewing the options along with the costs outlined in the confidential report it was agreed to appoint option 2 on the DPO Premium Service Package for a 6-month period

It was reported that revised data privacy notices will be issued to tenants, owners, staff as a consequence of this appointment and Committee approved amending the various documents that are affected by this change

- Scottish Public Services Ombudsman (SPSO)
 - Decision Notices – Anonymised decision notices being used from 1st October 2019
- Employers in Voluntary Housing (EVH)
 - September 2019 Briefing
- Health & Social Care Partnership
 - Local Letting Plan targets for 2020/21 – Committee noted the target and agreed to support this accordingly

Committee reviewed some key points from work undertaken by Easterhouse Housing & Regeneration Alliance (EHRA) along with the training sessions planned.

It was agreed that D Barnes and M Davidson would attend the afternoon session on the 11th November 2019 at 2.00pm.

10 ANNUAL ASSURANCE STATEMENT

Consideration was given to the report that was circulated with the agenda along with the Annual Assurance evaluation that was circulated under separate cover.

It was reported that since writing this report SFHA have circulated suggested clauses for use in assurance statements.

After consideration Committee approved the revised Annual Assurance Statement circulated at the meeting along with the Action Plan and the explanation cover sheet which was circulated with the agenda.

It was therefore agreed to submit to the Scottish Housing Regulator the Annual Assurance Statement that confirmed that the Co-operative is compliant with all the standards and that there were no material non-compliances identified.

Committee agreed that the qualitative improvements contained in the Action Plan would be considered as part of normal business and that the evidence and work undertaken would formulate the basis of our Governance self-assessment review beginning in October.

11 GOVERNANCE – ANNUAL APPRAISALS

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

Committee agreed that the annual appraisals would be undertaken in October and November.

12 VALUE FOR MONEY REVIEW

Committee noted the report circulated with the agenda outlining the 2019 review on value for money.

It was noted that there were two items that had fallen below the Scottish Average and these were percentage of overall satisfaction and rent being value for money.

Committee therefore approved the value for money assessment.

13 INVESTMENT REPORT

Committee reviewed the report circulated with the agenda.

Committee noted the relevant declarations as reported in the report.

Committee gave in principle approval for the major adaptation work to one property subject to funding and planning permission being achievable.

Committee approved the review of the balcony replacement programme on the basis that the current proposed contractor had voluntarily removed themselves from the process and it was agreed that this contract be subject to a further tender exercise.

It was noted that we have issued the voluntary removal letter received from the Contractor to our solicitor to determine whether this removes all obligations from both parties effectively prior to

any response and that any tender exercise will only be after this matter is fully concluded.

Committee reviewed the recommendation of the consultant to amend future tender exercise scoring in relation to reactive maintenance and gas serving contracts to reflect a 70% Price and 30% Quality score on the basis that the quality of tender submissions tend to be similar in quality.

14 CALENDAR OF RETURNS REPORT

Committee considered the report circulated with the agenda relating to the calendar of returns made and due for the remainder of the year.

Committee noted the contents of this report.

The Financial Conduct Authority Annual Return was circulated at the meeting and after consideration this was approved for submission.

It was noted that a new portal had been set up for this submission and the Director was given delegated authority to make the submission on behalf of the Secretary.

15 STANDING ORDERS

Committee reviewed the Standing Orders that were circulated with the agenda and after consideration these were duly approved.

16 ESTATE MANAGEMENT POLICY

Committee considered the report and draft estate management policy and it was agreed to accept this as policy subject to the outcome of the consultation exercise with Committee looking for an amendment to the draft policy.

The amendment is to reflect that the garden maintenance letters although planned to be issued on the 7 day periods set in the policy can be amended in the event of adverse weather which prevents a tenant from taking action within the proposed timescales.

17 MEMBERSHIP APPROVALS

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

18 AOCB

18.1 Statutory Appointment

Committee reviewed the extension of a statutory appointment for the Director with another RSL and it was agreed to approve this extension.

18.2 Office Closure

Committee approved closing the office on the 11th December to undertake an office training session.

18.3 Freedom of Information Training

Committee noted that the next training session will look at Freedom of information and General Data Protection Requirements with this timetabled for Monday 7th October at 6.00pm.

It was agreed that if the date was unsuitable to the new Data Protection Officer that this can be amended and that an invite will be issued confirming whether the 7th October is available.

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

Meeting Closed at 8.45pm.

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

Post Meeting Note: D Barnes to attend EHRA meetings along with reps.