

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 30<sup>th</sup> OCTOBER 2019  
AT THE GLENBURN CENTRE**

**1 SEDERUNT**

<b>J GRACEY</b>	<b>CHAIR</b>
<b>M DAVIDSON</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>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>P WADDELL</b>	<b>COMMITTEE MEMBER</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 6.35pm. It was noted that G Gillespie was running late and would get to the meeting as soon as possible.

**2 PREVIOUS MINUTES**

The previous minutes of 2<sup>nd</sup> October were proposed a true record by J Gracey and seconded by M Davidson.

The previous confidential minute circulated at the meeting of 2<sup>nd</sup> October were proposed a true record by J Gracey and seconded by D Barnes.

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

Committee approved the internal audit appointment as outlined within the confidential report.

It was agreed that a notifiable event would be issued to the Scottish Housing Regulator as the appointment was a change from the current Internal Audit service.

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 confidential report which was circulated with the agenda.

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

### **5 HEALTH & SAFETY**

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

Committee noted the work undertaken in the year including the review of the Health and Safety manual.

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

### **6 PROBITY REPORT**

Committee considered the probity report as circulated with the agenda and this was duly noted.

This report included details of gifts and hospitality, code of conduct compliance and it was noted that there had been two notifiable events reported to the Scottish Housing Regulator in this period both of which are closed.

Consideration was given as to whether a separate register was required for notifiable events other than the Scottish Housing Regulator portal and it was agreed that this is not required as long as the probity report outlines these.

It was noted that there have been no issues of fraud during this same period.

It was agreed that the next report would be presented in April 2020.

Committee noted the calendar of returns as outlined in the report and it was reported that this will be amended on future reports to reflect freedom of information requirements.

It was also reported that there were no changes to the current Annual Assurance Statement.

G Gillespie joined the meeting at this point.

## **7 CORRESPONDENCE & GROUP UPDATES**

Committee noted the following correspondence received:

- Scottish Government
  - No Deal Brexit Vulnerabilities for Communities Document
  - National Procurement Conference 29<sup>th</sup> October 19
- Employers in Voluntary Housing (EVH)
  - October Monthly Report
- Scottish Housing Network (SHN)
  - Introduction to new Chief Officer Andrea Finkel-Gates
  - 2018/19 Annual Report

- Positive Action in Housing via email
  - Sponsorship of advert in 2020 Housing Diversity Wall Planner at a cost of £299 – Committee approved this request
- Scottish Housing Regulator (SHR)
  - Regulatory Requirements – Management of Asbestos and Electrical Safety, Cyber Security and Brexit with Resilience of Business Plan

Committee agreed to consider a report outlining the position of each of these risks highlighted by the Scottish Housing Regulator

Committee noted the work undertaken by Easterhouse Housing & Regeneration Alliance (EHRA) along with the training sessions planned.

It was agreed to donate £50 to the Foodbank and to SAMH and Alzheimers Scotland.

## **8 OPERATIONS REPORT**

Consideration was given to the report that was circulated with the agenda along with the summary report circulated at the meeting.

Committee noted in particular the void relet time and the impact of the eviction on one property that has affected this figure.

It was noted that clarity will be sought on whether the void period begins with the initial date or the date that the eviction was carried out prior to any Annual Return on the Charter however both periods are reported for ease of reference.

It was reported that all targets in relation to repairs have been achieved.

## **9 FREEDOM OF INFORMATION**

Committee considered the freedom of information report and various policy and procedures circulated with the agenda.

Committee noted the contents of the report.

Committee reviewed the Guide to Information and agreed that this would be amended prior to publishing.

Concern was raised by Committee at the detail of work undertaken and the potential challenge to maintain the Guide to Information as this did not appear commensurate with other organisations affected by the Freedom of Information Scotland Act who appear to publish less than that being presented.

It was noted that the Guide reviewed had been agreed by Solicitors and representative members such as the Scottish Federation of Housing Associations and Glasgow West of Scotland Forum.

Committee approved the Access to Information policy and procedure along with the Records Management policy and procedures.

Committee also approved the Information Security Policy.

An Access to Information Charging Statement was presented at the meeting and after consideration this was duly approved.

## **10 SCOTTISH HOUSING CHARTER REPORT**

Committee received a copy of the Scottish Housing Charter Report that was issued to members and noted this.

## **11 WELFARE REFORM REPORT**

Committee considered the report circulated with the agenda outlining Welfare Reform issues and outcomes of service delivery till the end of September 2019.

Committee sought clarity on direct payments to Universal Credit clients and it was agreed to report this at the next meeting.

## **12 COMPLAINTS REVIEW**

Committee considered the report circulated with the agenda outlining a review of complaints received along with lessons learnt from complaints to the Scottish Public Services ombudsman in relation to Registered Social landlords.

### **13 STRATEGIC PLAN PROGRESS REPORT**

Committee considered the report circulated with the agenda outlining progress with the strategic plan priorities.

Overall the majority of the targets had been achieved with a few exceptions.

Committee noted the outcomes and were satisfied with the work undertaken.

It was reported that since writing this report two members have indicated that they wished to join the Committee however as the approach was after the Annual General Meeting these members cannot be considered at present.

It was noted that both will be asked to join the Residents panel with a view to joining the Full Committee next year or becoming members if casual vacancies occur.

Committee considered the Investment Appraisal as outlined in the confidential report circulated with the agenda.

After consideration it was agreed to conduct a feasibility study into the potential new build developments to determine whether the assumptions contained in the report would be amended.

### **14 MEMBERSHIP APPROVALS**

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

### **15 RESIDENT ENGAGEMENT UPDATE REPORT**

Committee considered the report circulated with the agenda outlining outturns in relation to resident engagement.

As noted at agenda item 13 two additional members should be joining the Residents Panel.

**16 ANNUAL GOVERNANCE REVIEW**

Committee noted the report circulated with the agenda on Governance.

Committee agreed the timescales for the individual assessments and agreed to complete the post assurance and skills audits prior to these individual assessments.

**17 CONFIDENTIAL REPORT**

Committee received a confidential staffing report which was circulated at the meeting.

**18 AOCB**

**18.1 Credit Card Facility**

Committee considered a draft policy and procedure circulated at the meeting in relation to utilising a credit card for the Co-operative.

Committee requested that the procedure be amended to reflect that the card holder must retain the card on their personal possession.

With this amendment it was agreed that the Finance Manager be given delegated authority to set up the facility.

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

Meeting Closed at 8.45pm.

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