

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

1 SEDERUNT

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

APOLOGIES

P THOMPSON	LEAVE OF ABSENCE
G GILLESPIE	CO-OPTED MEMBER
B McMAHON	MAINTENANCE MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
C McGRAW	HOUSING MANAGER
J HENDRY	FINANCE MANAGER

The meeting opened at 6.35pm. It was noted that P Thompson's leave of absence would end at the end of December and Committee looked forward to welcoming her back to meetings in the New Year.

2 PREVIOUS MINUTES

The previous minutes of 30th October were proposed a true record by J Gracey and seconded by M Davidson.

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 reviewed the report outlining the position statement in relation to the Scottish Housing Regulators letter issued to all landlords dated the 22nd October 2019.

This position statement covered tenant and resident safety, cyber security, Brexit awareness and this was duly noted and approved with no issues of concern.

Committee reviewed the asbestos policy and this was duly approved.

Consideration was given as to the value of cyber accreditation and it was agreed to examine this after the conclusion of IT audits planned.

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 approved the Health and Safety Policy Statement and this was to be signed by J Gracey, Chairperson.

Committee also noted their specific responsibilities and these were duly approved and to be signed by those in attendance.

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

6 AUDIT & FINANCE SUB COMMITTEE

The draft minute of the Audit and Finance Committee was circulated with the agenda along with a report outlining key items from this meeting.

Committee noted the contents of the minute and considered the actions as presented within the report.

Committee reviewed the updated audit and finance remit as enclosed with the agenda. After consideration it was agreed to submit an additional report on the pros and cons of the additional responsibilities at the next meeting and thereafter Committee would determine whether the remit met their requirements.

Committee received a copy of the treasury management report that was circulated at the meeting and this was duly noted.

Committee noted the revised audit strategy and internal audit plan for 2019/20 to 2021/22 and noted the detail and associated costs.

It was noted that year 1 plan audits would be undertaken prior to March 2020 and that at this point a review of year 2 plan would be undertaken.

This was therefore approved at the meeting.

Committee also noted that consideration was given to revised covenants submitted by the bank and that it was agreed that these revised any covenants be tested by a third party to support work undertaken by the Finance Manager.

It was noted that the sub committee had suggested two quotes to be obtained and Committee approved this accordingly.

7 MANAGEMENT ACCOUNTS

The Finance Manager presented the second quarter management accounts which were circulated with the agenda.

It was reported that the Audit and Finance Committee had reviewed these accounts at their meeting.

Committee noted performance had exceeded expectations, loan covenants were being met and they approved these accounts.

8 LONG TERM PROJECTIONS

The long-term financial projections were circulated with the agenda and reviewed at the meeting.

It was noted that the Audit and Finance Committee had considered the main principles of these projections and contained in the report were the areas that had changed since their first report.

A summary of the key elements was presented via PowerPoint at the meeting by the Finance Manager.

It was noted that the projections were aligned with and were key to the successful delivery of the Easthall Park strategic plan.

Committee noted the overview of the financial projections.

Various scenarios were noted at the meeting and it was recognised that the net present cashflow dipped below £1m in year 15 however it was anticipated that as a number of the assumptions were prudent that this was not an issue.

It was also noted that an assumption on costs for EESSH 2 had been incorporated within the plan and these costs will need to be tested in future plans.

It was agreed that further analysis of the projections would be undertaken after the outcome of the proposed rent consultation which would be considered at agenda item 10.

9 BUDGET 2020/21 (Draft)

A summary of the key elements of the budget for 2020/21 was presented via PowerPoint at the meeting by the Finance Manager.

Committee were informed that a further draft budget would be presented to Committee in January 2020 following the conclusion of the rent consultation and any amendments to the long-term projections.

10 RENT AND FACTORING REVIEW

The Director reviewed the report on the forthcoming proposals for a rent and factoring charge increase as circulated with the agenda.

Consideration was given to the average rent increase in the past 5 years and it was noted that Easthall Park have one of the lowest increases in comparison with the Registered Social Landlords (RSLs) in Greater Easterhouse.

Committee also noted the 2019 tenant satisfaction survey which outlined value for money statistics along with tenant's perception of the affordability of rents and factoring charges applied.

It was noted that the Co-operative's rents would meet the SFHA affordability tool and that additional work via Welfare Rights was being undertaken to understand further the implications of rent increases on the small percentage of tenants that viewed rent increases as an issue.

Committee considered the proposal to hold the rent consultation period week beginning 6th January 2019 for a 3-week period and this was duly approved.

Committee approved that the consultation methods would follow that as carried out last year given the high percentage of returns in particularly in relation to the use of text messaging.

Committee requested that a number of opportunities be given to respond via text messaging as part of this consultation.

It was therefore agreed to consult the members on a rent increase of 2.85%, 3.0% and 3.25% as proposed in the report.

11 CORRESPONDENCE & GROUP UPDATES

Committee noted the following correspondence received:

- Scottish Housing Regulator (SHR)
 - Annual Assurance Statement Visit – agreed to be held on Wednesday 11th December 2019
 - Letter of thanks for support (Director as appointee) to Arklet HA

- Changes to SHR
 - Website addresses: www.housingregulator.gov.scot
 - Email: shr@shr.gov.scot
- How we Regulate Guide for tenants and service users
- Employers in Voluntary Housing (EVH)
 - Membership Renewal 2020 and database
 - November Monthly Report
- Re:markable
 - Invite to Platinum Club
- Scottish Federation of Housing Associations (SFHA)
 - Membership Fee for 2020/21 £7,763
- Glasgow City Mission
 - Glasgow Winter Night Shelter Donation Request – it was agreed to donate £200 to this cause
- Glasgow West of Scotland forum (GWSF)
 - Charter Report 2018/19
- Platform
 - Christmas Panto Monday 17th December at 7.00pm £5 per ticket availability – it was agreed not to purchase tickets for this event
- Investing in Communities Fund
 - Employability Project approved for funding – it was noted that a principal partner in this project had not received funding and that additional work would be required before any acceptance of the grant offer

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

There was an extension of standing orders approved

12 COMMITTEE TRAINING PLAN

Committee considered the report circulated with the agenda outlining proposals for the training plan along with outcomes of training already undertaken.

Committee noted the revised skills matrix as circulated at the meeting in comparison with trends over the last three years for the returns to date.

It was noted that we are awaiting a few returns and the overall average score may be amended once these are returned.

It was reported that the lowest score related to understanding housing law and therefore consideration needs to be given as to how this would be incorporated within the training plan.

Committee considered the possibility of holding a mini conference sometime in the Spring and this was approved in principle and it was agreed to set up a short life working group to prepare with the Housing Manager leading on this.

J Gracey, P Waddell and D Barnes were appointed to this group.

It was agreed that the proposed training plan be brought to the next meeting for further consideration.

13 ICT STRATEGY

Committee noted the report circulated at the meeting along with the draft Information Communication Technology Strategy and approval was given to the Director to seek the views of our IT auditor on this strategy prior to approval by Committee.

14 GOVERNANCE REVIEW UPDATE

Committee noted the verbal update on the Governance Review and it was agreed to finalise the remaining appraisals within the next few weeks.

It was agreed that a report on the outcomes would be reported along with the training plan update in January.

The current position of pre and post assurance statement scoring was verbally reported at the meeting.

It was agreed that the final position will be reported at the January meeting.

15 MEMBERSHIP APPROVALS

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

One member declared an interest and left the meeting for this point as the membership approval related to a relative.

16 AOCB

16.1 Eviction Reports

Committee noted two eviction reports presented in relation to updates on evictions granted at the meeting and approved that one should proceed with another the Housing Manager receiving delegated authority to agree a payment.

16.2 Salary Payments

Committee approved changes to the salary payment dates over the Christmas period.

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

Meeting Closed at 9.00pm.

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

Post Meeting Note: Agenda Item 15 – After reviewing the declaration as this was not a close relative this was only noted and not recorded in the declarations of interest register.