

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 29th JANUARY 2020
AT THE GLENBURN CENTRE**

1 SEDERUNT

J GRACEY	CHAIR
G McNAUGHT	SECRETARY
A CUSHINGHAM	TREASURER
D BARNES	COMMITTEE MEMBER
P WADDELL	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
P THOMPSON	CO-OPTED MEMBER
G GILLESPIE	CO-OPTED MEMBER
J KENNA	CO-OPTED MEMBER

APOLOGIES

M DAVIDSON	VICE CHAIR
C HARVEY	COMMITTEE MEMBER
J HENDRY	FINANCE MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
C McGRAW	HOUSING MANAGER
B McMAHON	MAINTENANCE MANAGER

The meeting opened at 6.30pm. P Thompson was welcomed back to the Committee.

Committee approved amending the agenda order to facilitate external requirements.

2 PREVIOUS MINUTES

The previous minutes of 27th November 2019 were proposed a true record by J Gracey and seconded by P Waddell.

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.

It was noted that the training plan was under review and Committee noted the work undertaken by the short life working group which was verbally reported at the meeting.

It was agreed to look at the mini conference in October as opposed to May to allow this group more time to look at the programme, review costings and determine availability of members to attend prior to any recommendations being made.

Committee approved the current training priorities as previously identified and it was agreed that some external providers would be invited to undertake work in this financial year.

Committee reviewed the IT audit programme and it was noted that the access controls dates had been changed by the consultant with him attending the office on the 30th January.

Consideration was given to the Information Technology Strategy and Committee approved this strategy.

Consideration was given to the Audit and Finance Committee remit and there was some debate on the amendments identified.

Committee noted the report outlining the pros and cons of amending the remit and it was put to a vote as to whether the changes would apply.

The vote was 5 in favour of the changes, 1 against and 3 abstentions.

The remit was then approved and the Chairperson wished to express his dissension on this point within the minute.

It was noted that amendments will be required to the scheme of delegated authority as a consequence and changes to the remit and this was agreed.

Committee reviewed the outcome of the Annual Assurance Statement visit by the Scottish Housing Regulator and it was noted that this was a very successful visit.

Committee approved the Governance Review and agreed that the outstanding Committee appraisal be undertaken as soon as practical.

There were no other matters arising from the previous minutes.

P Waddell left the meeting at this point.

8 BUDGET 2020/21 & RENT REVIEW

Committee reviewed the report circulated with the agenda in relation to the preparation of the draft budget as extracted from year one of the long-term projections and this was agreed.

Committee received a verbal report which outlined the consultation outcomes and it was noted that we had received 150 returns for the rent consultation element which equates to 22% of our tenants.

The verbal report presented at the meeting outlined the total consultation returns with the following votes:

- No Increase 3 returns (2%)
- 2.85% 100 returns (67%)
- 3.0% 33 returns (22%)
- 3.25% 14 returns (9%)

It was noted that one member had completed their form tonight and that this was not included within the above figures however as this was not material it will be included in the overall consultation responses outcome report.

After consideration of the consultation responses Committee approved the rent increase of 2.85%.

It was reported that the factoring increase consultation had been issued at the same time however there were only two returns with neither wishing any increase to make any direct recommendation and after reviewing this it was agreed to increase the factoring charge at the same level as the rent increase.

11 OPERATIONS REPORT

Committee reviewed the Operations report circulated with the agenda and the contents were duly noted.

Committee reviewed the main points from the report that was circulated with the agenda.

The maintenance operation report was presented at the meeting and this contained key information in relation to maintenance performance which was not in the original report circulated with the agenda.

Committee noted the performance all of which were on or exceeding targets set.

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.

There were no new notifiable events reported at the 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 STAFF SATISFACTION REPORT

Committee reviewed the report circulated with the agenda outlining staff satisfaction and noted the high levels of staff satisfaction with Easthall Park as an employer.

C McGraw left the meeting at this point.

7 LONG TERM PROJECTIONS

Committee reviewed the report circulated with the agenda outlining amendments to the long-term projections that had been considered at the last meeting.

It was noted that approval of the long-term projections will be sought at the next meeting now that the outcome of the rent increase has been clarified and with any other changes identified.

9 CORRESPONDENCE & GROUP UPDATES

Committee noted the following correspondence received:

- Glasgow West of Scotland Forum (GWSF)
 - Regulation Update
- Scottish Government Investing in Communities Fund
 - Employability & Training project
 - Letter
 - Grant Offer

Committee approved the employability project officer grant offer. Delegated authority was given to the Director to prepare the appropriate job description and advertise the post.

- Scottish Federation of Housing Associations (SFHA)
 - Housing Scotland Winter Issue
- Donation to SAMH
 - Acknowledgement of donation
- SHARE
 - Training Programme brochures
- Employers in Voluntary Housing (EVH)
 - Thanks for staying with EVH and things to look out for in 2020
 - Reviewed Governing Body Appraisal
 - Collective Staff Appraisal Tool

Committee noted the EHRA group update. It was reported that M Cameron will be attending the next meeting of the group on the 12th February.

10 ASSET MANAGEMENT STRATEGY

Committee reviewed the report and draft asset management strategy that was circulated with the agenda.

Committee noted the general declarations of interest in relation to this strategy.

After reviewing the asset management strategy was approved.

12 MEMBERSHIP APPROVALS

Committee noted the membership update and this was duly approved.

13 AUDIT & FINANCE RISK MANAGEMENT

The draft minute of the Audit and Finance Committee was circulated with the agenda outlining work undertaken in relation to revising the risk register.

Committee noted the contents of the minute and the actions recorded.

14 HUMAN RESOURCES REPORT

Committee noted the contents of the confidential report which was circulated with the agenda.

Committee approved the maternity cover arrangements and delegated authority to the Finance Manager to appoint temporary cover.

15 AOCB

15.1 Director's Appraisal

Committee were reminded that the Director's appraisal is due soon.

15.2 Tender Returns

Committee noted various tender returns and agreed that the Maintenance Manager will arrange members to review these returns.

It was also reported that the Development Feasibility Study tender has been issued via Public Procurement Scotland portal.

15.3 Skip Hire

One member highlighted positive views of the skip hire during Christmas and New Year and how this helped maintain the area.

Another member highlighted fly tipping in Glasgow City Council land and it was noted that this has been reported to them on multiple occasions.

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

Meeting Closed at 8.00pm.

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