

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 26th AUGUST 2020
VIA VIDEO CONFERENCING
FROM 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
P THOMPSON	CO-OPTED MEMBER
J KENNA	CO-OPTED MEMBER
G GILLESPIE	CO-OPTED MEMBER

APOLOGIES

B McMAHON	MAINTENANCE MANAGER
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IN ATTENDANCE

J McMORROW	DIRECTOR
C McGRAW	HOUSING MANAGER
P MORRICE	ALEXANDER SLOAN

The meeting opened at 6.30pm.

It was agreed to consider agenda item 6 first on the agenda.

6 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 31st March 2020.

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 there had been a few presentational changes to the accounts circulated along with an amendment to insert the figure for Committee expenses as outlined on page 32.

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

After consideration of the accounts these were duly approved and it was agreed that they would be duly signed by J Gracey, P Waddell and the Secretary.

Consideration was given to the Management letter and there were no audit issues or recommendations which Committee noted therefore the management response would indicate this accordingly.

The letter of representation was circulated with the agenda and this was approved and it was agreed that the Director would arrange for this to be signed by the Chairperson and Treasurer.

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

2 PREVIOUS MINUTES

The previous minutes of 24th June 2020 were proposed a true record by J Gracey and seconded by A Cushingham.

The previous minutes (confidential) of 22nd July 2020 were proposed a true record by J Gracey and seconded by A Cushingham.

3 MATTERS ARISING & OUTSTANDING ISSUES

Committee reviewed the report circulated with the agenda relating to previous minutes and matters arising along with action taken.

Committee noted any outstanding items awaiting action; those actions completed as outlined in the register of items outstanding.

Committee noted the Covid-19 update as presented in the report.

Committee noted the confidential report circulated with the agenda under separate cover and Committee approved the following:

- Veranda Project it was agreed to accept option 2 in relation to this contract as outlined in the report

One member expressed a contrary view to the above with their preference being option 1.

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.

Committee noted that there was one notifiable event reported to the Scottish Housing Regulator which has subsequently been closed.

5 HEALTH & SAFETY

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

Committee noted the report circulated with the agenda.

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

7 OPERATIONS REPORT

Committee reviewed the summary operations report which was screen shared at the meeting.

The summary report outlined performance in relation to arrears, emergency repairs and the letting of void properties.

It was noted that staff will review the current arrears target as this is most likely unachievable due to the current pandemic and that any revised target would be challenging albeit achievable.

8 AUDIT & FINANCE SUB COMMITTEE

Committee noted the contents of the draft minute of the Audit & Finance Sub Committee meeting held on the 17th August 2020 along with the report outlining work undertaken by this Committee.

Committee noted the self-assessment undertaken.

Committee also noted the work undertaken in relation to risk assessments.

Committee reviewed the staffing report circulated under separate cover (confidential reports) which outlined the current staffing resources available.

9 CORRESPONDENCE & GROUP UPDATES

Committee noted the following correspondence received:

- Glasgow West of Scotland Forum (GWSF)
 - Response to SHR Consultation available at the following site
 - <http://gwsf.org.uk/wp-content/uploads/AAS-consultation-response-Aug-2020.pdf>
 - Update via email 12th August re SHR guidance, Resilience group guidance and extension of longer notice periods in recovery actions
 - What constitutes essential services for reopening of offices – note no non-essential offices to open before 14th September
 - Call for Nominations to GWSF Board – closing date Friday 4th September
 - Homelessness Challenges in Glasgow
- Scottish Housing Regulator
 - Meeting Statutory and Regulatory targets during the pandemic letter
- Employers & Voluntary Housing (EVH)
 - EVH Update 2nd & 9th June 2020
 - EVH Member Protect Scheme – it was agreed to participate in this scheme
 - Remote working policy template

Committee noted the report which was issued to the Scottish Housing Regulator as circulated under separate cover with the confidential reports.

Consideration was given to the Easterhouse Housing & Regeneration Alliance minute and it was agreed not to participate in attending other meetings at this point in time.

Committee noted plans to develop the Poverty Action plan with a specific meeting and details will be issued for those that wished to attend.

10 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 G McNaught, D Barnes and C Cooper 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.

It was agreed to contact those that normally attend the Annual General Meeting and offer additional support for attending electronically if they wished this support.

11 STRATEGIC PLAN – PROGRESS REPORT

Committee considered the report circulated with the agenda relating to the progress of the current strategic plan.

Committee approved the revised strategic plan timetable.

Committee noted and approved the plans for the review should the current pandemic continue.

Committee agreed the proposals to retain various elements of the current plan should the Governance Conference not be possible prior to Spring 2021.

12 SCOTTISH HOUSING CHARTER REPORT

Committee noted proposed amended dates in relation to the Scottish Housing Charter Report as outlined in the Scottish Housing Regulators consultation document.

Committee noted issues in relation to further developing the Residents and Customer Care panels.

It was agreed to produce a simplified report for issuing prior to the deadline and the Housing manager was given delegated authority to prepare and publish this accordingly.

13 COMMITTEE ATTENDANCE AT CONFERENCES

Committee reviewed the revised Committee Attendances at Conferences policy that was circulated with the agenda along with the equality impact assessment.

Committee approved this policy at the meeting.

14 MEMBERSHIP APPROVALS

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

15 AOCB

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

Meeting Closed at 8.30pm.

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