

Minutes of the Management Board meeting held on Tuesday 29 May 2018 at 6.00pm in Drumchapel Housing Co-operative's office, 4 Kinclaven Avenue, Glasgow, G15 7SP

Present: Joan McFarlane
Cllr Elspeth Kerr
Margaret Bowie
Fiona Russell
Paul McBride
Helen Eakin

In attendance: Caroline Shepherd, Director
Pauline Burke, Depute Director
Duncan McKnight, Technical Manager
Jacqueline McGoran, Finance Officer
Fettes McDonald, FMD Financial Services
Stephen Watt, Minute taker

1. Apologies

1.1 Apologies were received from A Durnin, T Diggory and J Barclay.

2. Declarations of interest

2.1 There were no declarations of interest.

3. Minute of the previous meeting

3.1 The minute of the meeting on 17 April 2018 was proposed by Cllr E Kerr and seconded by F Russell.

4. Matters arising

4.1 Item 8.2.3: Relating to thermal studies being undertaken, C Shepherd advised that she has spoken with Colin Armstrong (Development Manager at Cernach). He advised that we would need to set clear parameters on how the

survey would be undertaken and be specific on how the results were to be interpreted prior to commencing any work; it may be that we do not have the expertise in-house to interpret the results. We will therefore give this some consideration over the coming months.

5. Director's report

5.1 Management Accounts to March 2018

5.1.1 F McDonald presented the management accounts to the end of March 2018. These had been prepared by J McGoran as part of her training and development plan.

5.1.2 The surplus for the year is £87,000 more than forecast. This was the net effect of positive and negative variances across a number of budget areas during the year, but there were no individual items giving rise to any concern. It was also noted that the underspend in planned maintenance was as a result of the tender price being lower than expected rather than the work not being carried out. With £1.9 million "in the bank", the Co-operative remains in a healthy position.

5.1.3 Cllr E Kerr sought an update on the current position with SHAPS. C Shepherd advised that the fund is revalued every three years, with the next valuation due in September 2018 (with the results of this confirmed in autumn 2019). Our deficit reduction payment will therefore not change until 2020/21, apart from inflationary increases of up to 3%. Recent information from SHAPS suggests that fund continues to perform well and remains on course for the recovery plan to complete in 2022, five years earlier than originally forecast. No guarantees can, however, be given but it's a case of "so far, so good".

5.1.4 The Management Accounts were approved by the Board.

F McDonald left the meeting.

5.2 Risk Management Matrix

5.2.1 C Shepherd presented the paper on the annual review of risks.

5.2.2 There was discussion on the work being done to mitigate the risk related to income losses as a result of Universal Credit rollout and the Government's welfare reforms in general – the risk related to the shift to direct payments of housing benefit is now the main risk facing the Co-operative with a score of

24. P Burke expanded on the steps being taken and the positive results achieved from this so far were noted by the Board.

5.2.3 C Shepherd highlighted S9 medium risk relating to Board capacity; our current Rules allow for a maximum of twelve Board members, up to three of whom can be co-optees. We have tended to want to fill the three co-opted places as it gives us an opportunity to secure individuals with particular skills and experience, meaning that there are only nine tenant places. The Board agreed to consider a Rule change to increase the maximum number of places to the more usual fifteen; this would require a Special General Meeting and it is unlikely that there would be time to have this on the same evening as this year's AGM so it was agreed that we would consider this for the AGM in 2019.

5.2.4 The revised risk matrix was approved by the Board and the mitigating actions would be updated on the tracker.

5.3 GDPR - update

5.3.1 All actions planned to have taken place since the last Board meeting have progressed.

5.3.2 A meeting with our solicitor will take place on 30 May 2018 and this will result in an implementation guide that will form the basis of the staff training in June.

5.3.3 The Board noted the update.

5.4 Equality and Diversity – Annual Report

5.4.1 C Shepherd advised that all elements of the equality and diversity action plan from April 2017 had been achieved with the exception of ensuring representation by currently under-represented groups minorities both in the makeup of the Board, staff, tenants and applicants. The Audit, Risk and Staffing sub-Committee previously agreed to explore the option of a PATH trainee once existing traineeships are complete at the end of October 2018.

5.4.2 C Shepherd informed the Board that equalities training for all staff had been delivered in addition to the session for Board members (as part of the DRUMCOG training plan) in late 2017.

5.4.3 The Board noted the equality and diversity annual report and agreed the action plan for 2018/19.

6. Depute Director's report

6.1 Performance report – outturn v targets

6.1.1 P Burke presented the annual performance report. The Board noted our ongoing very good performance in relation to almost all indicators.

6.1.2 The Board noted their thanks to staff for another positive set of results.

6.2 Annual Report on the Charter (ARC) 2017/18

6.2.1 There were no specific questions posed concerning this year's ARC report. However, Board members were asked their opinion about the full ARC being distributed in future or if a summary would suffice. It was agreed that the report, at 96 pages, was substantial reading a summary would be distributed for next year's Return (any Board member wishing a copy of the full ARC could request this and, if we have established the Board members' area on the website by this time, the full ARC can be uploaded to this).

6.2.2 The Board approved the ARC report for 2017/18.

6.3 Planned maintenance – procurement

6.3.1 An overview of the final costs was provided by D McKnight.

6.3.2 The Board were informed that costs were £56,000 higher than the tender amount due to unforeseen works (as previously agreed by the Board). Nonetheless, the final costs were below the amount set in the 2017/18 budget.

6.3.3 D McKnight presented a paper recommending that we negotiate an extension with the Phase 1 contractor for the follow-on Phase 2 works and, following discussion, this was agreed (subject to the timing of works meeting the Co-operative's requirements and the negotiated cost representing value for money). It was also agreed that we would appoint a Clerk of Works for future phases as it was unlikely that we were going to be able to continue to provide this in-house.

6.3.4 D McKnight advised that discussions would now be held with the contractor and it was agreed by Board members that authority would be delegated to C Shepherd to appoint the contractor on the Co-operative's behalf.

6.3.5 It was also agreed that staff would check the terms of the original contract documentation to check whether this allowed for negotiation for just one follow-on phase or whether we might have the option of negotiating for future phases should this be the Co-operative's preferred option.

6.4 Welfare benefit monitoring report – year-end

6.4.1 The CAB (Citizen's Advice Bureau) year-end report was discussed by all present at the meeting. Updates will continue to be provided on a quarterly basis.

6.4.2 The Board noted the report.

7. Policy review

7.1 There were no policy reviews this month scheduled to take place this month.

8. Governance

8.1 Membership report

8.1.1 There are five Share Certificates to be issued to new tenants. These were to be signed by two Board members at the end of the meeting, and the Secretary at the next meeting which she attends.

8.2 Ethical conduct and notifiable events

8.2.1 There was nothing to report.

9. Audit, Risk and Staffing sub-Committee

9.1 The meeting due to take place on 10 May was cancelled as it would otherwise have been inquorate. This is the first time that this has happened. Sub-Committee members were advised that there were no immediate issues which needed addressed, so it was agreed to carry over the business to the meeting scheduled for 16 August rather than set a re-arranged date in May.

9.2 The Board noted the update.

10. Any other competent business

10.1 C Shepherd advised the Board that the shed at Southdeen Park has been removed. This had been at the request of Cllr Carey following discussions with his constituents.

10.2 The EVH Annual Conference is due to take place between 26 and 28 October 2018 at the Fairmont Hotel in St Andrews. Board members who are interested in attending this should let S Watt know before mid-day on 31 May (deadline for Early Bird discount) to make the necessary bookings.

Action – S Watt

10.3 P Burke advised that the budget had a figure set aside for purchasing iPads to be used by Board members for meetings. A meeting with Resource Telecom will be arranged around the beginning of July to take this forward.

Action – P Burke

10.4 P Burke informed the Board that the Kingsridge Cleddans Economic Development Group's (KCEDG) Annual General Meeting is scheduled for Friday 1 June 2018 at the Phoenix Neighbourhood Centre. Reserved spaces are not necessary and the meeting would be followed by a buffet and refreshments should anyone wish to attend.

11. Date of next meeting

11.1 The next meeting will take place on Tuesday 26 June 2018 at 6.00pm in the Co-operative's office.

The meeting closed at 7.20pm.