

Minutes of the Management Board meeting held on Tuesday 3 March 2020 at 6.00pm in Drumchapel Housing Co-operative's office, 4 Kinclaven Avenue, Glasgow, G15 7SP

Ag3

Present: Joan McFarlane
Helen Eakin
David Riddell
Sheila Smyth
Elspeth Kerr
Margaret Bowie
Tanith Diggory

In attendance: Pauline Burke, Acting Director
Sharon Flynn, Depute Director (temporary)
Duncan McKnight, Technical Manager
Jackie McGoran, Senior Finance Officer
Stephen Watt, Corporate Services Assistant

1. Apologies

- 1.1 Apologies were received from P McBride and J McAllister.
- 1.2 P Burke advised that Board member E Stowell has resigned from the Board due to personal reasons but may reconsider re-joining in future.
- 1.3 The Board were also asked to consider the two casual vacancy positions. Former Co-optee F Russell has expressed an interest in returning and will be contacted to enquire about her availability. P Burke asked to identify interested tenants to fill one of the casual vacancies.

Action – PB

2. Declaration of interest

- 2.1 There were no declarations of interest.

3. Minute of the previous meeting

- 3.1 The minute of the meeting on 28 January 2020 was proposed by E Kerr and seconded by D Riddell.

4. Matters arising

- 4.1 Item 10.2: The £250 compensation awarded from Bank of Scotland was discussed, and a decision was taken to use this money towards an emergency fund for the Easter Holidays.

5. Acting Director's report

5.1 Management accounts to December 2019

- 5.1.1 J McGoran presented the Management accounts to December 2019 for review and comment. It was noted that efforts are being made to reduce costs in all areas, and the total comprehensive income for the year stands at £576,616.

- 5.1.2 The Board approved the third quarter Management accounts for 2020/21.

5.2 Meeting Schedule – Board and sub-Committee

- 5.2.1 P Burke presented the proposed meeting schedule for 2020-21.

- 5.2.2 It was requested by Board members to change the time of the Audit, Risk & Staffing sub-Committee on 5 November to 4.00pm due to fireworks events in the area.

Action – P Burke

- 5.2.3 The Annual General Meeting (AGM) was scheduled for 27 August. It was ascertained that two Board members may be unavailable that evening, it was agreed to change the date to accommodate all Board members.

- 5.2.4 The DRUMCOG training schedule for the next two years had been previously agreed, and it was agreed that P Burke would e-mail the remainder of the schedule round the Board members.

Action – P Burke

- 5.2.5 The Board approved the Meeting Schedule, subject to the above updates.

5.3 Board Workplan 2020/21

5.3.1 P Burke presented the Board Workplan for the next twelve months.

5.3.2 The Board approved the workplan.

5.4 Policy Review Schedule 2020/21

5.4.1 P Burke presented the policy review schedule for 2020/21. Owing to the number of policies due for review, it was proposed to:

- Appoint a policy consultant to assess the HR policies.
- The review date of the other policies will be staggered between one, two and three years to have a more manageable timetable in future years.

5.4.2 The Board approved the Policy review schedule and for a consultant to review the HR policies.

5.5 Board Effectiveness Review – Action Plan

5.5.1 P Burke invited the Board to agree the Board Effectiveness Review action plan.

5.5.2 The Board approved the action plan.

5.6 Arrangements for annual strategy day

5.6.1 The Board agreed to the annual strategy day taking place on Friday 29 May.

5.6.2 It was agreed that the Golden Jubilee hotel remains a suitable location if available, and P Burke was tasked with finding a suitable facilitator for the date.

Action – P Burke

6. Temporary Depute Director's report

6.1 Bad debt report

6.1.1 The final Bad Debt write-off for the year was approved by the Board.

6.2 Former tenant – credit write-off

6.2.1 The former tenant credit write-off was approved by the Board.

6.3 Exception report – performance to January 2020

6.3.1 There are no exceptions to report.

6.4 Planned Maintenance – update

6.4.1 D McKnight provided an update on planned maintenance projects carried out in 2019/20 and progress on the appointment of consultants for the 2020/21 investment programme. The Board noted the update.

6.5 Housing Maintenance expenditure report – December 2019

6.5.1 D McKnight provided an update on Housing Maintenance expenditure. It was recognised that variations against the budget primarily relating to timing issues. The favourable variation figure included in 2.3 was corrected to £208,048. The Board noted the report.

7. Policy review

7.1 P Burke requested the Board approve the Audit policy.

7.2 The Board approved the policy

7.3 The Reward and Recognition policy appeared in the Board papers incorrectly, and the Risk Management Methodology policy is not due until May 2020.

8. Governance

8.1 Membership Report

8.1.1 The Board approved Membership applications for prospective members and the ten Share Certificates to be signed and issued to new tenants.

Staff were asked to leave the meeting at this point. P Burke, S Flynn, D McKnight, J McGoran and S Watt departed at 7.05pm.

8.2 Ethical Conduct and Notifiable Events

8.2.1 The Board noted one notifiable event is open and ongoing.

9. Audit, Risk and Staffing sub-Committee

- 9.1 The Board approved the recommendations from the Audit, Risk and Staffing sub-Committee.

Staff P Burke returned to the meeting at 7.45pm.

10. Any Other Competent Business

- 10.1 Coronavirus update following guidance from the Government.
- 10.2 Governing body exchange (previously named Office Bearers'/Vice Chairs' retreat) will take place from 2 to 3 September. Members interested to contact S Watt.
- 10.3 Jonathan McAllister attending training as part of Induction training – The Role of the Board Delivering Good Governance.
- 10.4 GWSF Mentoring Service for staff and Board –interested members to contact S Watt.
- 10.5 Parliamentary Review update.
- 10.6 E Kerr highlighted 3D are holding a training event on Friday 6 March 2020. 10.00am – Childhood trauma at Community Centre.
- 10.7 PATH is having a fundraising event at the Stand Comedy Club on 29 April 2020. Donation welcome for the raffle.

Staff S Flynn, D McKnight, J McGoran and S Watt returned to the meeting at 7.55pm.

11. Date of next meeting

- 11.1 The next meeting will take place on Tuesday 14 April 2020 at 6.00pm in the Co-operative's office.

The meeting closed at 7.55pm.