

Minutes of the Management Board meeting held on Tuesday 10 September 2019 at 6.00pm in Drumchapel Housing Co-operative's office, 4 Kinclaven Avenue, Glasgow, G15 7SP

Present: Joan McFarlane
Cllr Elspeth Kerr
Margaret Bowie
Helen Eakin
Paul McBride
David Riddell
Sheila Smyth
Sharon McCotter
Jonathan McAllister
Emma Stowell

In attendance: Pauline Burke, Acting Director
Duncan McKnight, Technical Manager
Jackie McGoran, Senior Financial Officer
David Ampofo, FMD Financial Services
Stephen Watt – minute-taker

At the beginning of the meeting, Chair J McFarlane asked everyone to introduce themselves to the new Board members.

1. Apologies

1.1 Apologies were received from G Rankin.

2. Declaration of interest

2.1 There were no declarations of interest.

3. Board Business

3.1 P Burke advised that the elected members had met immediately after the Annual General Meeting (AGM) to nominate office bearers for 2019/20, to

nominate the sub-Committee members and authorise the signatories for 2019/20.

4. Minute of the previous meeting

- 4.1 The minute of the meeting on 6 August 2019 was proposed by P McBride and seconded by M Bowie. There were no matters arising.

5. Matters arising

- 5.1 There were no matters arising.

6. Director's report

6.1 Management accounts to June 2019

- 6.1.1 J McGoran discussed the Co-operative's financial performance for the first quarter to 30 June 2019. All points relating to the April to June first quarter surplus, overheads, employee costs, balance, money in the bank, pension deficits, and key performance indicators (KPIs). Board members were further advised that a training session with FMD Financial Services and J McGoran would be organised in the near future.

- 6.1.2 The Board approved the Management Accounts to June 2019.

6.2 Long-term financial projections

- 6.2.1 D Ampofo presented the 30-year long-term projections.

- 6.2.2 The Board approved the long-term financial projections.

6.3 SHAPS financial assessment 2019

- 6.3.1 Board members noted that the Co-operative is in the "Low" risk category.

D Ampofo and J McGoran leave the meeting at 6.35pm.

6.4 Annual Assurance Statement – 2018/19

- 6.4.1 The first annual Assurance Statement (AAS) due to the Scottish Housing Regulator (SHR) by 31 October 2019 was presented by P Burke. The AAS was prepared using the SFHA toolkit and was distributed to Board along with

the Board papers for the meeting. Subsequently P Burke attended the SFHA Governance conference and suggested a few minor amendments to the statement from the information presented by Linda Ewart at the conference.

- 6.4.2 After a lengthy discussion regarding the AAS and supporting evidence the Board approved the AAS with the amendments for submission to the SHR, and to delegate authority to the Acting Director to submit on the Co-operative's behalf.

6.5 Co-operation Agreement

- 6.5.1 P Burke referred to the Co-operation Agreement, due for review 2019/20.
- 6.5.2 The Board approved delegated authority to P Burke to seek an independent consultant to assist with the review.

7. Operational report

7.1 Exceptions report – to July 2019

- 7.1.1 D McKnight advised the Board that we continue to perform well and there are no exceptions to report.
- 7.1.2 The Board noted the Exceptions report.

7.2 Planned maintenance 2019/20 update

- 7.2.1 D McKnight advised that following the assessment of tenders and price validation by Scottish Procurement Alliance (SPA), CMS Window Systems had been appointed to carry out the window replacement contract. A report on tenders will be provided to the October Board meeting.

Action – D McKnight

- 7.2.2 D McKnight confirmed that a lead contractor had been identified for the bathroom replacement contract. However, prior to appointment, a meeting has been scheduled to discuss potential value for money adjustments and clarify final details.
- 7.2.3 A discussion took place concerning the timing of planned maintenance contracts. D McKnight confirmed that consultants will be appointed at an early stage, to develop contract documents and help ensure the works commence earlier in the calendar year.

7.2.4 The Board noted the Planned maintenance update.

7.3 Cyclical painterwork

7.3.1 D McKnight discussed the cyclical painterwork contract, which had been procured collaboratively with Cernach Housing Association. It was confirmed that to achieve the budgetary requirements of both organisations a revised price had been negotiated with Mitie, who had subsequently been appointed to carry out this project.

7.3.2 A discussion took place in relation to the scope of work. The Board noted the cyclical painterwork update.

7.4 Housing maintenance expenditure report – June 2019

7.4.1 D McKnight provided the key points from the Housing maintenance expenditure report as at 30 June 2019.

7.4.2 The Board noted the housing maintenance expenditure update.

7.5 Allocation policy review

7.5.1 D McKnight referred the Board to item 7.5 highlighting proposed changes to the Allocations policy. The changes were gathered through tenant and customer consultation and in line with the Housing Scotland Act 2014.

7.5.2 The Board approved the Allocation policy.

7.6 Eviction report

7.6.1 D McKnight referred the Board to the eviction report.

7.6.2 The Board approved the eviction report.

8. Policy and practice

8.1 Policy review

8.1.1 Notifiable events

8.1.2 P Burke presented the Notifiable Events policy reviewed in line with the guidance revised by the Scottish Housing Regulator June 2019 on RSL's responsibilities and requirements in relation to notifiable events.

8.1.3 The Board approved the Notifiable Events policy.

8.1.4 Information Security

8.1.5 P Burke requested that the Information Security policy review is postponed until later in the year due to the new appointment of our new I.T consultant.

8.1.6 The Board approved the request.

L Logan enters the meeting at 7.16pm

8.2 Bite size briefing

8.2.1 Managing gas safety

8.2.2 L Logan provided a brief presentation detailing the gas safety process. It was explained that City Building engineers carry out this work on our behalf and that access issues were our greatest problem. The process of contacting persons where access could not be ascertained was explained, beginning with the distribution of access letters through to forced entry.

8.2.3 The Board thanked L Logan for her briefing.

L Logan leaves the meeting at 7.30pm.

9. Governance

9.1 Membership report

9.1.1 There were three Share Certificates to be issued to new tenants. These were passed to two Board members and the Secretary to sign.

Action – S Watt

9.2 Ethical conduct and notifiable events

9.2.1 There was nothing to report.

10. Audit, Risk and Staffing sub-Committee

10.1 Minutes of meetings

- 10.1.1 The minutes from the sub-Committee meeting on 9 May 2019 were approved. This was proposed by J McFarlane and seconded by H Eakin.

S Watt and D McKnight leave the meeting at 7.30pm.

10.2 Business from meeting on 15 August 2019 – CONFIDENTIAL

- 10.2.1 A recommendation paper from the confidential discussion on 10 September 2019 was circulated and approved.

S Watt and D McKnight return to the meeting at 7.45pm.

11. Any other competent business

- 11.1 The Board were asked to think where and when would be a suitable venue/time for the Christmas lunch or activity for the Board and Staff this year. All suggestions to be passed to S Watt.

Action – S Watt

- 11.2 A new date for Finance training is to be arranged by S Watt who will be in touch with everyone prior to the next meeting.

Action – S Watt

- 11.3 S Watt advised that the DRUMCOG training for Health & Safety will take place on Monday 16 September at the Titan Restaurant from 6.00pm to 8.00pm. A buffet will be provided and it is anticipated that this will be a useful networking event for the Drumchapel housing organisations. H Eakin, J McFarlane, P McBride, E Stowell, J McAllister and M Bowie advised that they were interested in attending. Taxis will be arranged by S Watt for those who wish for transport.

Action – S Watt

- 11.4 Cllr E Kerr informed the meeting that the Post Office at Hecla Square is under threat of closure. As a consequence, an event “Don’t use it, lose it” has been planned to take place at the Post Office on Thursday 19 September from 1.00pm-2.30pm. Leaflets and posters will be passed into the office to display.

12. Date of next meeting

- 12.1 The next meeting will take place on Tuesday 22 October 2019 at 6.00pm in the Co-operative’s office.

The meeting closed at 7.55pm