

Minutes of the Management Board meeting held on Tuesday 3 December 2019 at 6.00pm in Drumchapel Housing Co-operative's office, 4 Kinclaven Avenue, Glasgow, G15 7SP

Ag3

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

In attendance: Pauline Burke, Acting Director
Sharon Flynn, Depute Director (temporary)
Duncan McKnight, Technical Manager
Jackie McGoran, Senior Finance Officer
Alan Kennedy (Knowledge Partnership) until 6.15pm
David Mills (RGDP) from 6.15-6.30pm

1. Apologies

- 1.1 No apologies noted.
- 1.2 The Chair advised the Board that there were two guest speakers at the meeting to cover items 6.1 and 5.7 and these items will be taken first.

2. Declaration of interest

- 2.1 There was one declaration of interest from the Chair on item 8.1.

3. Minute of the previous meeting

- 3.1 The minute of the meeting on 22 October 2019 was proposed by Paul McBride and seconded by Jonathan McAllister.

4. Matters arising

- 4.1 Matter Arising at item 6.6.3; S Flynn updated Board on the court action going to proof hearing on 4 December 2019.

5. Director's report

5.1 Management Accounts to 30 September 2019

- 5.1.1 J McGoran presented the management accounts discussing the Co-operative's financial performance for the year to 30 September 2019, highlighting the following:

- The "underspend" against planned and cyclical maintenance is due to timing and budget will be on track by year end.
- Once both planned and cyclical programs complete, surplus will come more into line with budget and indications still remain that the forecast surplus will be achieved by year end
- The Co-operative met its loan covenants.

- 5.1.2 J McGoran advised the Board we continue to demonstrate a robust financial position and invited any questions and approval of management accounts.

- 5.1.3 The Board approved the Management Accounts to 30 September 2019.

5.2 Draft Budget

- 5.2.1 J McGoran presented the draft budget for 2020/2021 which had been circulated in full with Board papers.

- 5.2.2 Following discussion the Board approved the initial draft budget for 2020/2021. A final budget will be presented at the meeting on 28 January 2020.

5.3 Co-operation Agreement

- 5.3.1 P Burke distributed to the Board the minute of the annual review meeting with the Chairs on the Co-operation Agreement. Staff left the meeting with the Chair requesting P Burke remained at the meeting to discuss the paper.
- 5.3.2 The Chair and Vice Chair updated members on the outcome from the meeting with Joyce Stewart, Regulation Manager that took place on 3 December 2019.

S Flynn, J McGoran and D McKnight left the meeting due to this confidential matter, returning for item 5.4.

5.4 Assurance Statement Action Plan

- 5.4.1 The Board considered the action plan and sought assurances on the progress being made for the working group. P Burke noted that S Flynn will lead on the assurance evidence alongside Board members and staff.
- 5.4.2 The Board noted the actions in place.

5.5 Risk Management Matrix

- 5.5.1 P Burke presented the report on key risks and highlighted 5 risks that had changed since May 2019; 3 have increased and two reduced. The report also noted mitigations in place to monitor and manage the risks.
- 5.5.2 The Board noted the report.

5.6 Board Inductions

- 5.6.1 P Burke updated the Board on progress with induction of new members which was now complete.

5.7 GDPR and FOI Progress Report

- 5.7.1 This item was taken at the beginning of the meeting.
- 5.7.2 The Board noted progress to date and sought assurance.

5.8 Procurement of Financial Services

- 5.8.1 P Burke advised that the current contract with Cernach/FMD was due to expire and open for re-tendering during the last quarter of 2019/20 and offered options for Board to consider.

5.8.2 The Board decided to continue with the status quo arrangement with Cernach/FMD.

6. Temporary Depute Director's report

6.1 Tenant Satisfaction Survey 2019

6.1.1 This report was taken at the beginning of the meeting alongside the presentation by Alan Kennedy.

6.1.2 The Board were pleased with the overall results and information provided. It was acknowledged that the dissatisfaction levels were very low, however the Board sought further information on this be brought at a later meeting.

6.2 Rent Review 2020/2021

6.2.1 S Flynn presented the rent review consultation report providing 3 options for consideration. The report was delivered alongside the draft budget at 5.2 to allow Board to consider the financial position and the consultation document together.

6.2.2 Following considerable discussion, the Board agreed to offer tenants 2 options of 1.5% CPI at October 2019 and 2.1% RPI at October 2019 and directed S Flynn to begin the consultation in the December newsletter.

6.3 Planned Maintenance Update

6.3.1 D McKnight presented a progress report on planned maintenance 2019/20.

6.3.2 The removal of vinyl floor coverings from the bathroom replacement contract was revisited and Board requested information on alternative options for consideration at the next meeting.

6.4 Performance Exception Report

6.4.1 J McGoran noted no exceptions to report to 31 October 2019.

STANDING ORDERS WERE SUSPENDED BY THE CHAIR AT 8PM

6.5 Scottish Housing Regulator letter to all RSL's

- 6.5.1 D McKnight presented a report on compliance with Tenant and Resident Safety, Cyber Security and Brexit.
- 6.5.2 On reviewing this communication from SHR; we identified areas that require further work to ensure compliance, in particular:
- Electrical Safety - inspections required for 9 properties.
 - Legionella Management – progress actions in accordance with risk assessment carried out by ACS Risk.
 - Asbestos – progress surveys to common closes and lofts, together with sample of other selective properties.
- 6.5.3 The Board approved additional expenditure (£21,000) on Asbestos management for 2019/20.

6.6 Housing Maintenance Expenditure

- 6.6.1 D McKnight presented a report on expenditure to 30 September 2019, highlighting variations. A commitment was also given to ensure that works would be completed by year end made at Ag.5.1.1.
- 6.6.2 The Board noted the report.

7. Policy review

- 7.1 Board members were asked to note that five policies were due to be presented at the meeting and these had been placed on the members portal of the website for members to review; this was due to the agenda for the meeting being onerous. Members were advised the policies would be fully presented for questions prior to approval at the meeting in January 2020.
- 7.2 Board were asked to note that the Data Retention Policy appendix was still being completed with the aim of being ready for the next meeting.

8. Governance

8.1 Membership Report

- 8.1.1 The Board approved Membership applications for prospective members and agreed that Share Certificates should be signed and issued to new tenants.

8.2 Ethical Conduct and Notifiable Events

8.2.1 There was nothing to report.

9. Audit, Risk and Staffing sub-Committee

9.1.1 There was no meeting during the reporting period to update.

10. Any Other Competent Business

10.1.1 P Burke advised that FMD had notified us that D Ampofo would be on a leave of absence for a period of time and replaced by F MacDonald. Board noted this change.

10.1.2 P Burke reminded the Board that the Staff/Board lunch was booked for 6 December 2019 and that the office would close at 2.30pm. Board were reminded to ensure staff are notified of any transport requirements before 6 December.

10.1.3 P Burke sought feedback on the EVH Conference attended by a few members; feedback was very positive on the workshops and particularly opportunity to network with other board members within the sector.

10.1.4 Board were asked for guidance on catering for meetings; it was agreed that individual members would make a request to staff in advance of the meeting for food and that tea/coffee/juice and biscuits would be routinely provided.

11. Date of next meeting

11.1 The next meeting will take place on Tuesday 28 January 2020 at 6.00pm in the Co-operative's office.

The meeting closed at 8.30pm