

COPPERWORKS HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 24TH SEPTEMBER 2019 AT 5.30PM
IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET

PRESENT:	JIM LAING	CHAIRPERSON
	MAUREEN FLYNN	VICE CHAIRPERSON
	ROSEMARY GALLAGHER	SECRETARY
	GERALDINE MCLAUGHLIN	TREASURER
	ROSE MCLAUGHLIN	COMMITTEE MEMBER
	STEPHEN PENRICE	COMMITTEE MEMBER
	FLORENCE DIOKA	COMMITTEE MEMBER
	NICK BROWN	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MAGS BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

PETER KANE	COMMITTEE MEMBER
CATHERINE COLLINS	COMMITTEE MEMBER

2.0 ELECTION OF OFFICE BEARERS

The Corporate Governance Officer presented a power point presentation on the Code of Conduct for Governing Body members. All Committee Members then duly signed and returned the Code of Conduct for Governing Body Members.

Office Bearers were then duly elected to office as follows:

CHAIRPERSON

Maureen Flynn nominated Jim Laing for the position of Chairperson.
Seconded by Geraldine McLaughlin.
There were no other nominations. Jim accepted the position.

VICE CHAIRPERSON

Jim Laing nominated Maureen Flynn for the position of Vice Chairperson.
Seconded by Rose McLaughlin.
There were no other nominations. Maureen accepted the position.

SECRETARY

Jim Laing nominated Rosemary Gallagher for the position of Secretary.
Seconded by Florence Dioka.
There were no other nominations. Rosemary accepted the position.

TREASURER

Jim Laing nominated Geraldine McLaughlin for the position of Treasurer.
Seconded by Rose McLaughlin.

There were no other nominations Geraldine accepted the position.

At this point, Jim Laing took on his elected position as Chairperson.

2.1 Cheque Signatories

Committee agreed that the following cheque signatories for the coming year would be Fiona Murphy, Geraldine McLaughlin, Maureen Flynn and Rosemary Gallagher.

3.0 MINUTES OF PREVIOUS MEETING

3.1 Minute of Management Committee Meeting 27th August 2019

The minute of the Management Committee meeting held on 27th August 2019 was proposed by Rosemary Gallagher and seconded by Maureen Flynn.

3.2 Minute of Joint Office Bearers Meeting 14th May 2019

The Minute of Joint Office Bearers Meeting held on 14th May 2019 was noted.

4.0 MATTERS ARISING (including Actions Tracker)

The Management Committee noted that that there was 1 item open on the actions tracker. The Director advised that the Finance Agent had not yet prepared the 30 year projections and therefore sought permission to move completion of this task to 29th October 2019. . Committee approved the request.

5.0 DECLARATION OF INTEREST

There were no declarations of interest.

6.0 Health and Safety

6.1 Landlord Safety Manual Action Plan

Committee noted that an external audit of Health and Safety will be carried out on 1st November 2019.

6.2 Legionella Compliance

Committee noted the content of the report (copy available) and agreed the recommendation to appoint William McWilliams to progress these works.

7.0 FINANCE REPORTS

7.1 Revised Budget for 2019/20

Committee noted content of report. In the absence of the Finance Agent, the Director went over the content of the revised budget and the reasons for the revisions. A Committee Member noted some errors contained within the report. He pointed out that on page 24 the balance was 1k out of budget and on page 25 the columns across the page did not match the columns down the page. Committee approved the revised budget subject to the errors being rectified.

7.2 Revised 30 year Projections

The Director apologised that the 30 year financial projections were as yet incomplete. As agreed at item 4.0, this item will be carried forward to 29th October 2019.

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Self-Assessment and Annual Assurance Statement

Committee carefully considered the content of the 'self-assessment' element of the report and noted the progress that has been made over the past 6 months. The Director advised that, whilst John Mulholland was unable to attend the meeting, he has reviewed the report and the action plan and advised that he is satisfied with the content.

Committee considered the draft 'Annual Assurance Statement' and following some discussion agreed that the content was acceptable and approved signing by the Chairperson. The Director will then submit this to the Scottish Housing Regulator.

8.2 Triangle Site – The Park on the Hill

The Director updated Committee on contract progress and possible funders that could be approached in the hope of securing further funding to move onto the next stage of works. Committee discussed recent usage of the site and asked that enquiries are made to place bins in this area. The Director advised that she would ask the Housing Management team to look into this.

8.3 Wider Role – Tenancy Support and Financial Capability Funding

Committee noted content of report (copy available). Committee considered the content of the report and approved the recommendation to bridge the funding gap in relation to Financial Capability and Tenancy Support Services for a period of up to 3 months from 1st October 2019.

8.4 Staffing Report – Finance Assistant Recruitment

The Director advised that 29 applications had been received. The Director and Corporate Governance Officer had shortlisted this down to 10 and both Copperworks and Spire Views Chairpersons and Vice Chairpersons shortlisted this down again to 6 applicants to invite to interview. Committee discussed this and agreed that both the Director and Corporate Governance Officer would carry out interviews along with the Copperworks and Spire View's Chairpersons.

8.5 Membership Report

Committee noted the Content of the report (copy available). The Corporate Governance Officer advised that an exercise will now require to be carried out to assess if any shares require to be cancelled under the '5 year rule'.

9. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Maintenance Performance Report to 30th June 2019

Committee noted the content of report (copy available)

9.2 Insurance Report – Annual Update

The Depute Director circulated an updated report. Committee noted the content of the report and approved the recommendation that the Depute Director proceed with the renewals to ensure that the Association continues to have appropriate cover.

9.3 Planned/Cyclical Maintenance Report

The Depute Director advised that staff have been disappointed with the service currently being provided by the ground maintenance contractor. However, we met with them recently and they have advised that all works would be brought up to speed and we are in the process of monitoring this. Committee were advised that there are clauses within the contract that provide options for performance management and ultimately termination if things do not improve. However, meantime, we will continue to monitor performance and Committee will be updated on performance as matters progress.

The Depute Director advised that an advert for the Smoke and Heat Detection upgrade contract has been placed on Public Contract Scotland. Committee noted the timetable for the tender process.

9.4 Roystonhill Master Plan

The Depute Director advised that she had received the final draft of the feasibility study. There is an issue currently where Planning have indicated that they would like the Millburn Centre to be retained and DRS have advised that it is unlikely they would fund a conversation scheme. Therefore, as agreed, the next step will be to meet with various departments within Glasgow City Council who have a vested interest in the sites to discuss how things may be progressed. This meeting is scheduled for 9th October 2019.

Some community consultation on the proposals was carried out at both Copperworks and Spire Views' AGMs as well as Spire View's 30th Anniversary event. Further community consultation will be progressed.

9.5 Gadshill Street Environmentals

The Depute Director apologised she had hoped to have an update ready on this project. However, due to illness, the Architect had not been able to provide the final draft as yet. The Depute Director will therefore bring this back to Committee in October 2019 and the Architect will also attend.

10.0 POLICY REVIEW

10.1 Asset Management Strategy

The Depute Director advised Committee that she had hoped to present a report on the Asset Management Strategy at this meeting however, to do this she required the 30 year projections to be completed to ensure investment plan is viable. These are currently being prepared by the Finance Agent. The Depute Director advised that she will bring this back for Committee consideration on 29th October 2019.

10.2 Protocol for Management, Appraisal & Support of Director.

Committee considered the revised draft protocol in relation to the management, support and appraisal of the Director. Committee agreed to the adoption and implementation of this revised Protocol.

10.3 Equality and Diversity Policy

The Director advised that whilst this policy is not due for review until 2020, the intention was to bring forward the review to align with the introduction of revised equalities monitoring (including all protected characteristics). The equalities monitoring guidance has not yet been received and it was therefore suggested and agreed by Committee that the policy review date will remain at 2020 for the time being, until guidance on monitoring has been received and considered / implemented.

10.4 Confidential Protocol

Committee considered the content of the confidential report and draft document and approved this for adoption.

11.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place on Tuesday 29th October 2019 at 5.30pm.

12.0 AOCB

12.1 Notifiable Event

The Director circulated a report and advised that as the Association has had a change of external Auditors from Armstrong's to French Duncan who were appointed at the AGM then this is a notifiable event to Scottish Housing Regulator (SHR). A notifiable event submission was made on the Associations behalf on 19th September 2019. SHR have advised that they no longer require any further information.

12.2 Donation Request

Committee discussed the recent fundraising efforts of a local boy Ben Tibbs who is currently raising funds to purchase a defibrillator for Spire View's new Community Hub. Committee decided to approve a donation to this fund of £150. Proposed by Maureen Flynn and seconded by Jim Laing.

12.3 Christmas 2019

The Corporate Governance Officer circulated a report on Christmas night out options and venues. She asked that Committee consider these and contact her with their preferred option.

Meeting closed at 7.10pm

Minutes taken by Gillian Spence

I certify that the above minute has been approved as a true and accurate reflection of the proceedings

Signed (Chair) _____

Date _____