

COPPERWORKS HOUSING ASSOCIATION LTD
MINUTE OF MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 26^h MAY 2020 AT 5.30PM
VIA ZOOM

PRESENT:	JIM LAING	CHAIRPERSON
	ROSEMARY GALLAGHER	SECRETARY
	GERALDINE McLAUGHLIN	TREASURER
	LUIS PAULINO	COMMITTEE MEMBER
	STEPHEN PENRICE	COMMITTEE MEMBER
	PETER KANE	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	CLARK DAVIDSON	FINANCE AGENT

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

ROSE McLAUGHLIN	COMMITTEE MEMBER
FLORENCE DIOKA	COMMITTEE MEMBER
MAUREEN FLYNN	VICE CHAIRPERSON

1.2 Welcome

The Chairperson welcomed everyone to the meeting. The Director read out an email from Florence Dioka advising of her intention to resign her position from the Management Committee. Committee discussed this matter and asked the Director to contact Florence to try to find out the reason behind this and to investigate options open to Florence to allow her to remain on the board should this be possible.

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 28th April 2020

The Minute of the Management Committee meeting held on 28th April 2020 was approved by Committee.

3.0 MATTERS ARISING (including Actions Tracker)

Committee noted 4 open items, contained within the actions tracker. Item 10.1 Allocation Policy is ongoing and will remain open until June 2020 when the Housing Manager will report further. Item 5.1 Draft Budget is ongoing and will remain open until August 2020 until reviewed again along with the 5 Year Financial Projections by the Finance Agent and Committee. Item 7.1 was closed by Committee after noting the explanation given by the Housing Manager on the update arrears figure following verification by Lilian from Visual Stats Solutions. This matter was therefore closed. The Finance Agent advised that under item 8.2 he was currently waiting on forms arriving from the Nationwide Bank and the Bank of Scotland to allow him to progress the spreading of our investments. The Finance Agent will pursue this matter and update Committee as it progresses.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 Staff Service Sharing Review

A separate confidential minute is available in relation to this item.

6.0 Health & Safety Report

Committee noted the content of the report (copy available) and noted the updated position in relation to the action plans attached. Committee were also asked to note their Roles and Responsibilities in relation to the Landlord Facilities Manual as outlined in section 4.2.3 of the report and the attachment in relation to these. Given that Committee were unable to sign these physically at the meeting, The Depute Director advised that she would circulate these again by email and ask for each Committee member to respond to confirm their acknowledgement and acceptance. This document would usually be signed at the Committee meeting but due to the COVID pandemic, email acceptance would be acceptable until it is safe to sign the documentation.

7.0 FINANCE REPORTS

7.1 Management Accounts to 31st March 2020

Committee noted the content of report (copy available). The Finance Agent presented his report to the Management Committee and went over the Statement of Comprehensive Income including the Associations turnover and operating costs. He went over the Statement of financial position, fixed assets, current assets, creditors due after one year, budgets verses actual and key ratios. The Finance Agent confirmed that the Association has had a very credible performance this year. The Finance Agent advised that these figures will change in the final version of the accounts for 2020 due to additional accrued invoices. He also advised Committee that is awaiting the final statement from the pensions trust regarding our outstanding liability.

There was a short discussion regarding some mis-postings, which will be rectified.

The Finance Agent left the meeting at 5.55pm

7.2 Factoring Report 2019/2020

Committee noted the content of the report (copy available) A Committee member asked the Housing Manager to clarify what arrangements were put in place for the four remaining owners at section 4.1. The Housing Manager explained that since writing this report two of these owners and made contact and put an arrangement in place and staff were currently pursuing the remaining 2 owners.

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 COVID-19 Update

Committee noted the content of the report circulated. The Director provided the following information, supplementary to the written report provided;

Scottish Housing Regulator

Monthly updates will continue to be submit to the regulator covering items such as staff sickness, arrears and voids. Staff are currently working on these figures for May and the Director will submit them before the deadline on 6th June 2020.

Financial Matters

Both the 30 and 5 year projections are programmed to be reviewed in August 2020. However, this timeframe will also be kept under review. A Committee Member asked for clarification on FYFP, the Director advised that this referred to the Five Year Financial Projections.

Gas Servicing

The Director advised that Copperworks now has 2 instances where gas safety checks have not been carried out within the required 12 month period, due to tenants shielding or isolating and not allowing access to their properties. Staff are currently keeping in regular contact with these tenants and provided additional information on the precautions that are in place to help ease tenants worries and allow the Association to carry out these very important checks.

Allocations

As some of our Contractors have been able to return to work, we have now been able to allocate 2 properties contactless letting service. Staff will continue to take into account advice from the Scottish Government and follow a protocol with clear instructions to ensure that allocation of void properties is as safe as possible.

Rent Management

Rent collection continues to be a challenge during these difficult times however staff are monitoring this situation very closely and making regular contact with tenants to minimise the impact of COVID-19 and the impact on rent arrears. Staff continue to see an increase in UC claims however they continue to assist tenants and make referrals to the Money Advisors and Financial Capability Officer.

Housing Support

We are now distributing 200+ food parcels and from the week commencing 18th May 2020 have been able to increase the hot meal deliveries to 175 each week.

We continue to issue fortnightly updates to all tenants and owners to ensure we keep tenants and residents updated with information on service provision. We have received very positive feedback on this process which has helped staff to enhance the ongoing relationship.

We continue to attend the Royston Coronavirus Response Group and meet with all member agencies every 2 weeks.

Complaint

The Director advised that she had received a call from Glasgow City Council to advise that Police Scotland had received a report from regarding Social Distancing within the office. The Director advised that she had provided all the information request by GCC and is confident that all the correct measures were in place to ensure we comply with current government advice. The Director advised that staff are only permitted to work within the office if they cannot carry out that duty from home. A further update will be provided once GCC investigation is concluded.

8.2 Annual Return on the Charter to 31st March 2020

Committee noted content of report circulated, including the ARC/ESSH and report from Visual Stat Solution. The Director outlined a summary of this year's Annual Return to the Charter submission in a PowerPoint presentation. The presentation included information on previous 3 years to allow Committee to consider any trends in the data.

The Director confirmed that Lilian Peters from Visual Stats Solutions had carried out verification 42 of the 43 applicable indicators that apply to the association and of this 42 examined 8 items required to be amendment. The Director advised that this has highlighted some possible areas for training for staff which the Depute Director and the Housing Manager would progress.

Committee unanimously approved the submission to the SHR.

8.3 Risk Register Report

Committee considered the content of this report and revisions / additions made to the revised risk register, particularly those in relation to COVID-19. After some discussion Committee approved the revised Risk Register.

8.4 Confidential Report

Details of this report will be made available on request.

8.5 Membership Report

Committee noted the content of the report (copy available). Committee approved 1 new membership application and use of the seal.

9.0. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Maintenance Performance Reports 2019/2020

Committee noted the content of report (copy available). A Committee Member pointed out an error at item 4.1.4 where the date stated was 1.4.18 - 31.12.18 – this should have read 1.4.19 - 31.3.20.

A Committee Member requested some background information on why a request for Right to Compensation was refused. The Depute Director advised that this decision is based on a calculation specified by the legislation and is related to the lifespan of each component. In this case the component had exceeded its lifespan (as specified in the legislation) and as such, the calculation returned a nil compensation result.

Committee noted that only 3 Stage 3 Adaptations were carried out during 2019/2020. This figure was low in comparison to previous years and efforts had been made by staff to identify additional cases. However, no additional cases were identified.

9.2 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available).

Close Cleaning:

The Depute Director advised that CAS are now in a position to commence a full close cleaning service. Therefore, as approved by Committee, the contract has been awarded. In compliance with procurement regulations, we must now observe a stand still period to allow for any objections. If no objections are received, it is anticipated that the contract can commence mid-June.

Ground Maintenance:

Committee approved the tender list for the ground maintenance contract contained at item 4.2.1 of the report. The Depute Director will now progress the tender for this service.

9.3 Roystonhill Masterplan

Committee noted the content of report (copy available). The Depute Director advised that a response had been received from Planning. The Depute Director will arrange a meeting with the Design Team and other partners to discuss the next step.

9.4 Gadshill Street Improvements

The Depute Director advised that following the report last month the Design team continue to work on the tender documentation. Due to the current COVID-19 situation, many staff who would be responsible for pricing tenders have been placed on furlough and therefore tender documents cannot be issued until lockdown is eased and these staff return. However, the timescale for issue of tender for the building elements of the works still remains as end of June but if this is impacted upon, The Depute Director will update Committee. The environmental package is being slightly delayed due to ongoing discussions with cleansing but it is hoped that this will be resolved soon. The building warrant application was submitted to 16th April 2020 and we await the outcome.

10.0 POLICY REVIEW

10.1 Scheme Development Policy

Committee considered the reviewed draft Scheme Development Policy and agreed to the adoption and implementation of this Policy.

10.2 Contact Finance Policy

Committee considered the revised draft Contact Finance Policy and agreed to the adoption and implementation of this Policy.

10.3 Contract Management Policy

Committee considered the reviewed draft Contact Management Policy and agreed to the adoption and implementation of this Policy.

10.4 Scheme Completion Policy

Committee considered the reviewed draft Scheme Completion Policy and agreed to the adoption and implementation of this Policy.

10.5 Contractor Liquidation Policy

Committee considered the reviewed draft Contractor Liquidation Policy and agreed to the adoption and implementation of this Policy.

10.6 Disciplinary Policy

Committee considered the draft Disciplinary Policy and agreed to the adoption and implementation of this Policy.

10.7 Grievance Policy

Committee considered the draft Grievance Policy and agreed to the adoption and implementation of this Policy.

11.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place via Zoom on Tuesday 30th June 2020 at 5.30pm.

12.0 AOCB

There was no other competent business.

Meeting closed at 7.00pm
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 _____