

COPPERWORKS HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 26TH NOVEMBER 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	TRESURER
	ROSE MCLAUGHLIN	COMMITTEE MEMBER
	LUIS PAULINO	COMMITTEE MEMBER
	NICK BROWN	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MAGS BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	CLARK DAVIDSON	FINANCE AGENT
	OLWYN GAFFNEY	CONSULTANT (SHARE)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

PETER KANE	COMMITTEE MEMBER
DONNA RICHARDSON	HOUSING MANAGER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 29th October 2019

The Minutes of the Management Committee meeting held on 29th October 2019 were approved by Committee.

3.0 MATTERS ARISING (including Actions Tracker)

There were no matters arising and all items on the actions tracker were now closed.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 HEALTH AND SAFETY REPORT

Committee noted the content of the report and the content of the Action Plan from the recent Health and Safety Audit. The Depute Director advised that ACS carried out the Health and Safety Audit on Friday 1st November. Overall the audit went well and any minor issues raised at the audit and contained within the action plan will be progressed. Committee were advised that the auditor will also make a return visit to the office Friday 13th December to assist in streamlining our health and safety files to make them more user friendly for both organisations.

6.0 SERVICE SHARING REVIEW

The Chair updated Committee to advise that 4 consultants were invited to tender, with 1 comprehensive submission subsequently received from Arneil Johnston. Both the Chair and the Spire View Chair met with the consultants who are revising their submission based on discussions at the meeting. The Consultants will attend a future meeting to outline the process to Committee.

7.0 FINANCE REPORTS

7.1 Management Accounts to 30th September 2019

Committee considered the Management Accounts to the 30th September 2019. The Finance Agent went over the content of this report drawing Committee's attention to turnover, operating cost, current and net assets creditors due after one year and budgets. He advised that taking all of this information into consideration the Association has a strong balance sheet. The Finance Agent noted that the association's arrears figure was exceptionally low and congratulated the organisation on this achievement. Committee approved the Management Accounts to 30th September 2019.

7.2 Draft Budgets 2020/2021

Committee approved the draft Budget for the period ending 31st March 2021 and agreed, subject to item 8.1 on the agenda, to consult with tenants on a 2.5% rent increase.

7.3 Factoring Report

The Director explained that she had noted errors contained within this report and requested Committee permission to bring a revised version back to Committee for consideration in January 2020. Committee approved this request.

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Rent Review 2020/21

Committee carefully considered the content of the Rent Review report and agreed to consult tenant on a rent increase of 2.5% (CPI plus 1%) from the 1st April 2019. Committee felt that the most appropriate approach is to consult on the minimum increase required to fulfil our commitments rather than to offer options, when tenants will understandably opt for the lowest increase.

Committee discussed various methods on gaining Committee feedback and agreed that along with telephone surveys, face to face surveys, flyers, text and newsletter articles, an online survey would be devised to ensure that the association uses all resources available to encourage tenant participation. A prize draw would also be included to encourage returns.

The Finance Agent was then excused and left the meeting at 6.00pm.

8.2 Triangle Site - The Park on the Hill

Committee noted the content of the report and that efforts continue to secure funding for additional improvement works.

8.3 Business Planning Away Day – Feedback / Update

Committee noted content of report (copy available). Committee commented that they enjoyed this event and felt the session were very interesting. The also advised that they liked the new venue.

8.4 Committee Appraisal Update

Committee noted content of report (copy available). The Corporate Governance Officer updated Committee on progress made thus far and advised that a copy of the draft appraisal questionnaire would be circulated for Committee consideration. Following this the final appraisal survey would be circulated to all members for completion and 1-2-1 interviews would be arranged to take place in January 2020.

8.5 Membership Report

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

8.6 Christmas 2019

Committee noted content of report (copy available). Committee noted the date, time and venue of this year's Committee Christmas night out. Committee also agreed to the purchase and distribution of £10 Love to Shop Vouchers for all tenants over the age of 60. Committee agreed that this Christmas gift to all over 60 year olds would be an annual exercise and there would be no requirement to seek Committee approval on this purchase going forward.

9. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Maintenance Performance Reports to 30th September 2019.

Committee noted content of report (copy available). Committee noted an overspend on ground maintenance and landlord supply however the Depute Director advised that this cost is spread over the financial year and actual spend is higher during April-October. Committee should see this reduce over the coming months.

9.2 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available) Committee approved the appointment of Reid Associates for QS services.

Committee also discussed the grounds maintenance contract and the options available to Committee on how to proceed with this contract however The Depute Director advised that she had sought legal advice on this issue and was currently awaiting a response on this. Committee discussed this and agreed to await a further update from the Depute Director following legal advice to allow an informed decision to be made.

9.3 Roystonhill Masterplan – Verbal Update

The Depute Director advised that she is currently awaiting information from the Architect regarding retention options for the site. Once these have been received she will report back to Committee and forward onto the Glasgow City Council Planning Department for their input.

9.4 Gadshill Street Improvement Works

Committee discussed the content of report (copy available).

A Committee member raised an issue in relation to an element of the internal specification with regard to the flue recovery system and it was agreed that further information/advice could be sought on the specification and the Depute Director will raise this with the Architect. Committee agreed to move towards progression of this project to tender stage and agreed the fees associated with this.

10.0 POLICY REVIEW

10.1 Attendance Management Policy

Committee considered the revised draft Attendance Management Policy and after some discussed Committee agreed to adopt and implement.

10.2 Allocation Policy

The Director apologised to Committee that this report was not included within this months papers and advised that although it was almost ready to go she felt Committee would require more time to consider this. She therefore sought Committee permission to present this policy early in 2020. Committee agreed to this request.

11.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place on Tuesday 28th January 2020 at 5.30pm.

12.0 AOCB

12.1 Tenancy Support Officer

The Director advised that unfortunately the funding ended for the provision of the Tenancy Support Officer. However the Simon Community have agreed to pay half of this salary and cost until 31st March 2020. Committee are aware that provision was already made within our budget to allow continuation of this service should funding no longer be available. Hawthorn Housing Co-op who currently lead on this project are investigating other funding sources.

12.2 SFHA Affiliation

The Director read out a letter received from SFHA asking if Copperworks would like to affiliate in 2020. Committee discussed this matter and decided to invite a representative along to the next Committee meeting to hear more about the benefits of this service.

12.3 Maintenance Officer – 25 Years' Service

Committee noted that the Maintenance Officer was approaching his 25 years' service and decided to mark the occasion with a gift in line with the Entitlements Payment and Benefits policy. 3 Committee Members volunteered to attend the next staff meeting to present this gift.

12.4 St Roch's Lunch Club

Committee noted a thank you card from St Roch's lunch club thanking Committee for their recent donation.

12.5 Young @ Heart Club

Committee noted a thank you card from the Young @ Heart club thanking Committee for their recent donation.

12.6 Donation Request

The Corporate Governance Officer put forward a donation request from St Roch's Secondary School to Committee as it was the second request in a 12 month period. The policy that states that donations to the same organisation in a 12 month period must be considered by Committee. Committee discussed this donation request for pupils trip to Malawi and agreed to donation £200 in April 2020 to remain within the policy limits.

12.7 Strategy & Development Funding Plan 2020-21 to 2024-25

Committee noted content of report (copy available). Committee approved the circulated SDFP and instructed that this be submitted to DRS Housing & Regeneration Services (DRS) by the deadline of 24th December 2019.

Meeting closed at 7.15pm

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 _____