

COPPERWORKS HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 29TH OCTOBER 2019 AT 5.30PM
IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET

PRESENT:	JIM LAING	CHAIRPERSON
	ROSEMARY GALLAGHER	SECRETARY
	LUIS PAULINO	COMMITTEE MEMBER
	PETER KANE	COMMITTEE MEMBER
	CATHERINE COLLINS	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MAGS BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	CLARK DAVIDSON	FINANCE AGENT
	CURTIS HOLD	ARCHITECT

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

MAUREEN FLYNN	VICE CHAIRPERSON
GERALDINE MCLAUGHLIN	TREASURER
STEPHEN PENRICE	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 24th September 2019

Committee requested an amendment at item 8.4 in the minute to show Spire View Chairperson was also in attendance at the Finance Assistant interviews. Following this amendment the minute of the Management Committee meeting held on 24th September 2019 was proposed by Rosemary Gallagher and seconded by Alan Shute.

3.0 MATTERS ARISING (including Actions Tracker)

The Management Committee noted that that there was 1 item open on the actions tracker however this was on the agenda to be discussed at tonight's meeting.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 FINANCE REPORTS

5.1 Revised 30 year Projections

Committee noted the content of report. The Finance Agent and Committee discussed the 30 year financial projections. The Finance Agent answered all questions put forward by Committee. Committee took into account all the information provided and approved the 30 year financial projections.

5.2 Donation Report

Committee noted the content of the report. Committee discussed the donation budget and spend to date. There were no further questions.

The Finance Agent was then excused and left the meeting at 5.50pm.

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Business Plan Progress Report to 30th September 2019

Committee carefully considered the content of the KPI report, Delivery Plan Report and the Risk Report and noted the progress that has been made in the year to date.

6.2 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 development / improvement works.

6.3 Internal Audit Report – Allocations and Lettings

Committee noted content of report (copy available). Committee noted that Quinn Internal Auditors recently carried out an audit of allocations and lettings and received full assurance with no recommendations. Committee congratulated the Housing Management team on their efforts. It was noted that the Internal Auditor did not feel it necessary to attend the meeting given the outcome of the audit and this had been agreed with the Chairperson.

6.4 Model Publication Scheme – Guide to Information

The Director advised that due to a change in classification the Association now falls under the freedom of information legislation. Committee considered the content of the report and agreed the following;

- (a) Adoption of the Scottish Information Commissioner's Model Publication Scheme.
- (b) Approval of the draft 'Guide to Information' for publication in order to fulfil the Association's duties under the Model Publication Scheme and FOISA.

The Director advised that the Guide to Information will be updated with all the relevant links to the website and posted by the 10th November 2019 to comply with the legislation. Once this has been completed the Director will notify the Information Commissionaire and submit the compliance notification.

The Director advised that the Corporate Governance Officer will take on the role of Data Protection Officer and TC Young provide a support package to assist with any subject access requests that are received. This will require a review of our Privacy Policy and Fair Processing Notice which will be tabled at a future meeting.

6.5 ICT Disaster Recover Plan – Report on Testing

Committee noted content of report. The Director advised that the Senior Management Team and the Corporate Governance officer have all been briefed on the procedure should the worst happen, the IT company M2 are also in the process of implementing a new system which will mean we will be able to test the system fully without causing disruption to service provision.

6.6 Recruitment Report – Finance Assistant

Committee noted 29 applications received for this post with 6 being selected for interview. Committee noted that the successful candidate had now been offered the post and accepted. The start date for this new member of staff is 2nd December 2019. The temporary member of staff currently filling this role will remain in post until 20th December 2019 to allow a comprehensive handover.

6.7 Annual Business Planning / Away Day Event

Committee noted the date, time and venue of this event. Committee noted the progress made with arrangements of this event and discussed the agenda content.

6.8 Committee Appraisal

Committee noted the content of report. A discussion took place with regards to this year's appraisal process. Committee agreed that the Chairperson should carry out the 1-2-1 appraisal discussions. They also agreed that the Chairperson should undergo a 360 appraisal and agreed the timescales to complete this year's appraisal.

6.9 Complaints Handling Report to 30th June 2019

Committee noted content of report. Committee discussed recent complaints and advised that they had heard some complaints regarding lack of bins in Roystonhill leading to an increase in dog fouling, the Housing Manager confirmed that she would raise this with the neighbourhood sustainability team with a view to trying to resolve this issue.

The Director encouraged all Committee to report complaints of this nature to the housing management team or on the 'My Glasgow App'. The Corporate Governance Officer advised that she would promote this app on the social media sites.

6.10 Membership Report

Committee noted the Content of the report (copy available). Committee approved the removal of 12 members from the register.

7. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Planned/Cyclical Maintenance Report

Committee noted the content of report and agreed to approve the revised Investment Strategy.

7.1 Supplementary Report – Smoke and Heat Detectors

Committee considered the content of the report including a report on the outcome of the recent tender exercise conducted for these works. Following discussion and consideration, Committee agreed to the recommendation contained in the report to progress the appointment of the successful contractor.

7.2 Roystonhill Master Plan

The Depute Director provided an update on the recent meeting with various parties within Glasgow City Council. The main issue at the moment is the preference expressed by the Planning Department to retain the Millburn Centre whereas DRS have intimated that the costs of conversion are higher than they could potentially commit to fund. It was agreed that our Architect would carry out further work on the feasibility study on the various options and this would be resubmitted to the planning department for consideration. A further meeting would then be arranged with all parties involved.

Some initial community consultation has been done. However, additional consultation will be progressed into the options.

Curtis Hold arrived at 6.40pm

7.3 Gadshill Street Improvement Works

Curtis Hold attended the meeting to present up to date proposals and associated costs for potential improvement works at Gadshill Street. A short discussion took place and it was agreed that the Depute Director would circulate an update report with recommendations and a copy of the presentation prior to the next meeting to allow Committee to carry out due consideration to allow further debate to take place at next month's meeting.

Curtis Hold then left the meeting at 6.55pm

8.0 HOUSING MANAGER REPORTS

8.1 Housing Management Performance to 30th September 2019

The Housing Manager advised Committee that arrears had increased during this quarter and currently stood at 1.40% however the team are still performing within the target of 2%. The Housing Manager advised that although Universal Credit went live on 31st October 2019 she is confident that the housing

management team have this under control and will use all available resources to minimise the impact on both tenants and the association.

8.2 Outcome Update

Committee discussed the statistical information provided by the Money Advice, Tenancy Support and Financial Capability outreach services in the last quarter. Committee noted the health demand for these services and discussed continued funding to allow the association to continue these services. Committee noted that a funding application had been made to ICF to continue with the Financial Capability service and Hawthorn Housing Co-op has submitted an application to continue to fund the Tenancy Support Service. It was noted that the outcome of these applications would be received in later October/early November 2019.

8.3 Write off Report

Committee discussed the content of this report and following a detailed discussion on this matter regarding measures taken to recoup the loss Committee agreed to write off rechargeable repair case 594. Legal expenses write off case 444, former tenant arrears cases 444, 561 464 and 712.

8.4 Welfare Reform Impact Assessment Strategy

Committee considered the Welfare Reform Impact Strategy and the progress made to date. Committee noted that were some items were not yet complete that the actions were ongoing or underway.

9.0 POLICY REVIEW

9.1 Asset Management Strategy

Committee considered the Associations Asset Management Strategy and agreed to adopt and implement.

9.2 Factoring Written Statement of Services

Committee considered the revised draft Written Statement of Services. Committee asked if legal advice had been sought on the proposed changes and the Housing Manager confirmed that this has been approved by the Solicitors. Committee therefore agreed to the adoption and implementation of this revised Written Statement of Services.

9.3 Code of Conduct for Governing Body

Committee discussed the revised Code of Conduct for Governing Body Members and agreed to the adoption and implementation of the revised code of conduct.

9.4 Freedom of Information and Environmental Information Policy

Committee considered the draft Freedom of Information and Environmental Information Policy approved this for adoption.

10.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place on Tuesday 26th November 2019 at 5.30pm.

11.0 AOCB

11.1 Health & Safety

The Corporate Governance Officer requested a volunteer to attend a health and safety walkabout on Tuesday 26th November 2019 at 5pm. Rosemary Gallagher volunteered to attend along with 2 Spire View Committee Members.

11.2 Christmas 2019

Committee discussed the upcoming Christmas dinner and agreed to attend the Garfield House Hotel on Friday 13th December 2019. The Corporate Governance Officer advised that she will process this booking for those attending.

11.3 New Build Development

The Depute Director advised that a licence to sell alcohol has been lodged for a new build shop on Royston Road, Committee discussed this matter and agreed not to lodge an objection however they wished this information to be circulated to the community to give individuals the opportunity to object.

Meeting closed at 7.30pm
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 _____