

**COPPERWORKS HOUSING ASSOCIATION LTD**  
**MINUTE OF MANAGEMENT COMMITTEE MEETING**  
**HELD ON TUESDAY 7<sup>h</sup> APRIL 2020 AT 5.30PM**  
**VIA ZOOM**

<b>PRESENT:</b>	JIM LAING	CHAIRPERSON
	GERALDINE MCLAUGHLIN	TREASURER
	LUIS PAULINO	COMMITTEE MEMBER
	STEPHEN PENRICE	COMMITTEE MEMBER
	PETER KANE	COMMITTEE MEMBER
	FLORENCE DIOKA	COMMITTEE MEMBER
	NICK BROWN	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER

<b>IN ATTENDANCE:</b>	FIONA MURPHY	DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	MARGARET BROWNLIE	DEPUTE DIRECTOR ( <i>from item7-8</i> )
	DONNA RICHARDSON	HOUSING MANAGER
	CLARK DAVIDSON	FINANCE AGENT
	OLWYN GAFFNEY	SHARE

## **1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

### **1.1 Apologies**

Apologies received from;

MAUREEN FLYNN	VICE CHAIRPERSON
ROSE McLAUGHLIN	COMMITTEE MEMBER (LOA)

### **1.2 Welcome**

The Chairperson welcomed everyone to the meeting and thanked everyone for setting up Zoom to support the organisation to continue as much as possible during the COVID-19 outbreak.

## **2.0 MINUTES OF PREVIOUS MEETING**

### **2.1 Minute of Management Committee Meeting 25<sup>th</sup> February 2020**

The Minute of the Management Committee meeting held on 25<sup>th</sup> February 2020 was approved by Committee.

### **2.2 Minute of Joint Office Bearers Meeting 12<sup>th</sup> November 2019**

A Committee member noted an error contained within these minutes where the Chairperson and Vice Chairperson were noted the wrong way around.

Following this amended Committee noted the minutes of the Joint Office Bearers meeting for information.

## **3.0 MATTERS ARISING (including Actions Tracker)**

Committee noted 5 open items contained within the actions tracker from the meeting on 24<sup>th</sup> February 2020. Committee noted that Item 3.0 on the actions tracker was on the agenda for tonight's meeting and would be discussed at the appropriate time.

The Depute Director, when joining the meeting at item 7, updated Committee on item 6.2 in the actions tracker and advised that she had investigated changes in legislation to gas boilers being phased out over the next 5 years. She advised that this did not apply to existing installations but referred to an ongoing campaign for legislation to be put in place to phase out installation of gas boilers in new build properties from 2025 onwards. Committee were happy with this explanation and agreed to close this item.

The Depute Director advised that item 8.3 regarding the Blue Roof works by GCC had been due to start on site. However, she assumed that these works have now been put on hold due to the COVID crisis. However an update would be provided when it becomes available.

Committee noted that Item 6.1 on the actions tracker was on the agenda for tonight's meeting and would be discussed at the appropriate time.

Committee noted that the last open item (item 10.1 allocations) on the actions tracker was due to be reviewed in June 2020 therefore would remain open.

#### **4.0 DECLARATION OF INTEREST**

There were no declarations of interest.

#### **5.0 FINANCE REPORTS**

##### **5.1 Draft Budget for 2020/2021**

Committee noted the content of the report (copy available) and noted that a revised budget had been submitted with the notes attached as requested by Committee in February 2020. The Finance Agent went over the notes page. Following this Committee agreed to the draft budget for the year ending 31<sup>st</sup> March 2021 with the proviso that these are reviewed in August 2020. The Finance Agent advised that lockdown will have an impact on these figures and may delay some works being carried out therefore some of the budget may be carried forward into the next year.

##### **5.2 Revised 30 Year Projections**

Committee noted the content of report (copy available) The Finance Agent went over the Base Projections, Scenario 1 and Scenario 2. Committee discussed the 30 Year Financial Projections and noted that the Association maintains a healthy Balance Sheet throughout and complies with covenants in every year. The Finance Agent recommends that these Projections are reviewed after the COVID-19 issue as this may have an impact. Committee approved the 30 year Projections.

##### **5.3 Deposits Update**

The Finance Agent requested Committee permission to present a report on the deposits Update at the meeting on 28<sup>th</sup> April 2020. Committee granted this extension.

*The Finance Agent left the meeting at 5.55pm*

#### **6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

##### **6.1 Business Plan Review 2020/21**

Committee noted the content of report (copy available). Committee were satisfied with the content of the revised draft Business Plan and unanimously approved this for implementation.

##### **6.2 Committee Reporting Schedule**

Committee noted the content of report (copy available). The Director advised that although staff will continue to work to our original timescales, the Scottish Housing Regulator have advised that they will extend the deadline for the five year financial projections and ARC submission until 31<sup>st</sup> July 2020 in a bid to support associations who are dealing with the COVID crisis.

##### **6.3 Policy Review Timetable**

Committee noted the content of report (copy available).

##### **6.4 Triangle Site**

The Director apologised that this item was wrongly noted on the agenda as 'Roystonhill Community Hub'. The Director advised that the handover of this site originally planned for the spring 2020 has now been delayed. As soon as a further update on this is available a report will be submitted to Committee. The Director confirmed that additional funding for this project is still being sought.

#### **6.5 Self-Assessment Review – Governance & Financial Management**

The Director advised that work on the Self-Assessment Review has commenced and asked for Committee approval to present this in August 2020 to Committee ahead of the October 2020 deadline for submission of the Annual Assurance Statement. Committee agreed to this request.

#### **6.6 Committee Appraisals**

*This item was discussed after item 5.3 on the agenda.*

Committee noted content of report (copy available). Olwyn Gaffney attended the meeting via Zoom and went over the Committee Appraisal Survey process. Olwyn advised that there was a good level of conversation throughout all the 1-2-1 meetings and thanked everyone for their attendance and support during this process. Olwyn advised that there is a good range of skills/ knowledge and experience within Committee.

Olwyn went over some areas for improvement for Committee such as staying up to date with the tenant profile, needs and priorities of tenants, Committee discusses and agrees the shared vision and values for the organisation and investigates training on Chairing skills.

Olwyn confirmed that Individual Learning Statements (ILS) will be distributed in the next few days and an organisational training plan will be provided and worked towards as a group and by individuals over the coming year. Olwyn encouraged the use of e-learning as this is free to members and will cover some of the topics identified within the ILS.

Overall Olwyn advised that Copperworks is a very high performing Committee trying to keep abreast of current changes and the global climate. Committee discussed hosting Committee training sessions via Zoom or other electronic platforms.

*Olwyn left the meeting at 6.15pm*

#### **6.8 Membership Report**

Committee noted the content of the report (copy available)

### **7. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS**

*The Depute Director joined the meeting at 6.30pm*

#### **7.1 Revised and Updated Investment Strategy**

Committee noted the content of report (copy available). Committee noted that in principle approval was given to the draft investment strategy in August 2019 with the proviso that the Finance Agent would prepare a revised budget and 30 year projections that demonstrated that the works incorporated were affordable.

Following further internal discussion, the investment strategy was revised slightly and the revised version was approved by Committee in October 2019. This revision was based on what we thought was achievable within the timescales. However, in practice, it has proven difficult to achieve the planned works anticipated for completion by 31<sup>st</sup> March 2020 as reported in the Planned/Cyclical Maintenance update report. Therefore Committee noted that the works programmed and spend anticipated for financial year 2019/20 has been pushed into financial year 2020/21. Procurement is still on going at this time.

#### **7.2 Planned/Cyclical Maintenance Report**

Committee noted the content of report (copy available). The Depute Director advised that a section of the 'quality weighting assessment' had been omitted from the report issued and the full document was displayed on screen at the meeting for Committee consideration. Committee agreed the tender list for kitchen and boiler contract. However, Committee noted that the tender could not be issued until after lockdown and the issues around COVID – 19 are resolved.

A supplementary report had been issued to committee under this agenda item, prior to the meeting. Committee noted the content of report and agreed to approve the appointment of CAS Cleaning Services for the initial period of one year with the facility to approve a further two years.

The Depute Director advised that this contract would be held in reserve until after the COVID-19 crisis

### **7.3 Roystonhill Masterplan**

The Depute Director advised that due to the COVID issues there have been no further updates provided by Glasgow City Council or any of the partners however an update will be provided as soon as possible.

### **7.4 Gadshill Street Improvements**

The Depute Director advised that unfortunately due to the COVID crisis this project has not been moved forward at the pace we would like however works are ongoing in the background by staff and the design team so that once the COVID issues are over we will be in a position to proceed with this project.

## **8.0 HOUSING MANAGER REPORTS**

### **8.1 Write Off Report**

Committee noted the content of report (copy available). Committee noted errors contained within the recommendations and therefore approved the following;

- a. Noted the balance of rechargeable repairs and agreed the proposed write off.
- b. Noted the balance of legal expenses
- c. Noted the balance of former tenant arrears

### **8.2 Housing Assistant Vacancy**

The Housing Manager provided Committee with an update on current measures put in place with regards to staffing to mitigate the impact of the Housing Assistant vacancy. Committee agreed that this matter should be monitored and reviewed alongside the Service Sharing Review currently being carried out by Arneil Johnston. Committee noted that Arneil Johnston hope to have their report ready to be presented to Committee at the end of April 2020.

## **9.0 POLICY REVIEW**

### **9.1 Factoring Debt Recovery Policy**

Committee considered the revised draft Factoring Debt Recovery Policy and agreed to the adoption and implementation of this Policy

### **9.2 Tenant Participation Strategy**

The Director confirmed that both she and the Housing Manager were working on a Tenant Participation Strategy at the moment however as consultation was required for this matter the Director advised that she felt it was appropriate to wait a couple of weeks before carrying this out, Tenants have recently been consulted on the Rent Increase and Estate Management (at SVHA) and it was felt that another consultation so soon may not gain public interest. COVID-19 may also have an impact on tenant consultation however work is still going on behind the scene by staff to have the consultation document ready to circulate when the time is right. Staff are also working toward achieving a TPAS accreditation.

### **9.3 Estate Management Policy**

Committee noted the content of report (copy available). Committee agreed to an extension in reviewing this Policy until August 2020.

**10.0 DATE & TIME of NEXT MEETING**

The next Management Committee meeting will take place via Zoom on Tuesday 28<sup>th</sup> April 2020 at 5.30pm.

**11.0 AOCB**

**11.1 Notifiable Event – COVID-19**

Committee noted the content of the report circulated.

**11.2 Annual Assurance Statement Feedback from SHR**

Committee noted the content of report and the feedback letter from SHR.

**11.3 Salary Exchange**

*This item was discussed after item 5.3 on the agenda* - No Copperworks staff were present during this discussion.

Committee noted the content of report (copy available). The Finance Agent explained what Salary Exchange/Sacrifice is and how savings can be made on national insurance for both the employee and employer. Committee discussed this matter and its similarities to the childcare voucher scheme that the Association signed up to. Committee discussed the implications this would have to Terms and Conditions of Employment and the potential savings to the Association. Committee noted that the Finance Agent took advice on this matter from Chiene & Tate and EVH.

Committee approved the adoption of Salary Exchange Scheme on an opt in basis and agreed that any savings accrued from this scheme should be paid into staff pension.

*The Finance Agent left the meeting at 6.24pm*

**11.4 Royston Coronavirus Response Group**

The Director advised Committee that Spire View Housing Association was successful in securing 63k funding from The National Lottery to provide local people with food parcels and hot food for 16 weeks during the COVID outbreak. This project was a result of the formation of a Royston Coronavirus Response Group being set up with Copperworks, Spire View and Blochairn Housing association amongst other local partners such as Rosemount Development Trust, Rosemount Lifelong Learning, Simon Community and Royston Youth Action. The Director advised that Spire View lead on this project as they already had a funding stream in place with the National Lottery.

The Director confirmed that this funding will allow us to provide up to 100 hot meals every week to local people and up to 200 food parcels.

**11.5 Thank you – St Mungo’s Primary**

Committee noted a thank you card sent from St Mungo’s Primary School thanking Committee for their recent donation of £100 for their trip to Italy.

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 \_\_\_\_\_