

**COPPERWORKS HOUSING ASSOCIATION LTD**  
**MINUTES OF MANAGEMENT COMMITTEE MEETING**  
**HELD ON TUESDAY 25<sup>th</sup> FEBRUARY 2020 AT 6.00PM**  
**IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET**

<b>PRESENT:</b>	JIM LAING	CHAIRPERSON
	ROSEMARY GALLAGHER	SECRETARY
	LUIS PAULINO	COMMITTEE MEMBER
	STEPHEN PENRICE	COMMITTEE MEMBER
	PETER KANE	COMMITTEE MEMBER
	CATHERINE COLLINS	COMMITTEE MEMBER
	NICK BROWN	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER

<b>IN ATTENDANCE:</b>	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	FIONA McGOVERN	OBSERVER

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

### **1.1 Apologies**

Apologies received from;

MAUREEN FLYNN	VICE CHAIRPERSON
ROSE McLAUGHLIN	COMMITTEE MEMBER (LOA)
FLORENCE DIOKA	COMMITTEE MEMBER
CLARK DAVIDSON	FINANCE AGENT

### **1.2 Welcome**

The Chairperson welcomed everyone to the meeting. Fiona McGovern was attending the meeting as Peter Kane is working towards his 'Governance of Scottish Housing Associations' qualification and it is a requirement for Fiona to observe Peter at a meeting.

### **1.3 Leave of Absence**

Committee noted a Leave of Absence request from a Rose McLaughlin, Committee Member. Following discussion this request was granted for 3 months.

## **2.0 MINUTES OF PREVIOUS MEETING**

### **2.1 Minute of Management Committee Meeting 28<sup>th</sup> January 2020**

The Minute of the Management Committee meeting held on 28<sup>th</sup> January 2020 was approved by Committee.

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

Committee noted 3 open items contained within the actions tracker. The Director advised that these actions were addressed within the papers to be discussed fully at items 7.3, 9.1 and 10.2.

The Director was asked to confirm the updated position in relation to the deposit accounts/movements. This will be referred to the Finance Agent and added to the Actions Tracker.

### **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 noted the progress in the attached Health & Safety Audit Action Plan.

## **6.0 FINANCE REPORTS**

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

Committee noted the content of the report submitted by the Finance Agent to accompany the draft budget for the year 2020/2021. Committee considered this report and the budget and agreed to approve on the condition that the budget is resubmitted next month with all relevant notes.

### **6.2 Management Accounts to 31<sup>st</sup> December 2019**

Committee noted the content of report submitted by the Finance Agent and approved the Management Accounts for the period to 31<sup>st</sup> December 2019.

A Committee Member commented that the surplus this year was more than projected and enquired if this was mainly due to some planned maintenance being pushed into the next financial year. It was confirmed that this was the case.

A query was raised by a Committee Member in relation to gas boilers being phased out over the next 5 years. He advised that he heard that a change in regulation would be imminent. The Depute Director confirmed that she would clarify this and report back at the next meeting.

### **6.3 Revised Factoring Report**

Committee noted content of report (copy available). Committee noted that the sequestration and the subsequent arrears position..

## **7.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

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

The Director advised that the Business Plan is currently still under review, and some information was still awaited from the Finance Agent. Once this information has been received, the Director will finalise the business plan and provide a full report to the Committee at the March meeting.

### **7.2 Triangle Site**

The Director confirmed that the official handover of this site would take place in the spring 2020 and this was still on target. Some damage was caused to the site by a GHA sub contractor. However we are pursuing this to ensure that the damage is 'made good' or we will carry out the repairs and recharge.

The Director continues to investigate various funding options to progress this site into the next phase of development and is working with Community Links Scotland to achieve this.

This area will also be included in the annual litter pick with the youth committee and local schools.

### **7.3 Wider Role Projects 2020/2021**

Committee noted the content of the report (copy available) and the funding position in relation to all partners, including North Glasgow Community Food Initiative, the Financial Capability Officer and the Tenancy Support Officer.

A Committee Member advised that he will be taking part in a meeting between Synergy Health Project and Active Travel with regards to potential funding opportunities. He encouraged the Association to become involved in these meetings and advised that once a date was set he would update staff and Committee.

### **7.4 Committee Appraisal Update**

Committee noted content of report (copy available). The Corporate Governance Officer updated Committee on progress made thus far. Committee noted that all 1 to 1 interviews had been completed. This was a very smooth process and could possibly be done by phone in the future or possibly Facetime/Skype. It was noted that SHARE will now collate all the information gathered and issue Individual Learning Statements and an Organisational Training Plan. SHARE will attend the March Committee meeting to present their findings.

### **7.5 Membership Report**

Committee noted the Content of the report (copy available).

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

### **8.1 Maintenance Performance Report to 31<sup>st</sup> December 2019**

Committee noted the content of report (copy available). The Depute Director advised that the layout of the appended spreadsheet on maintenance spend had been revised as requested by Committee. Committee agreed that they were happy with the new layout. The Depute Director pointed out that the section on Insurance was omitted from the spreadsheet. This is due to a change in staff within the Finance Department and uncertainty over where this information is stored. However it is hoped that this will be resolved and the figures will be reported to Committee at the next quarter.

### **8.2 Planned/Cyclical Maintenance Report**

Committee noted the content of report (copy available) and approved the progression of the tender for electrical safety checks as outlined.

The Depute Director circulated a supplementary report to provide Committee with an update in relation to the Roystonhill Window Contract. Committee noted the quality assessment process that had been undertaken and approved the recommendation contained within the report in relation to the approved tender list for these works.

It was noted that a timescale for procurement of the ground maintenance contract has not been received yet and the Depute Director has chased the QS for this information. This will be presented to Committee once received.

### **8.3 Roystonhill Masterplan**

The Depute Director advised that the Architect continues to pursue Glasgow City Council Planning Department for a response to the submission. Thereafter, a follow up meeting can be arranged with all relevant parties.

The Depute Director advised that it had been agreed to obtain an updated valuation for the Millburn Centre so that negotiations could commence with City Property in relation to a possible purchase price. However, given it has been 3 years since the last valuation, the cost for the District Valuer to do this is in the region of £2,000. Therefore the Depute Director will speak to the other partners (Blochairn HA and RDT) to ask if they wish to progress and if so, if they will split this cost.

A Committee Member requested an update on the progress at the Blue Roof. The Depute Director advised she would make contact with the relevant person in Glasgow City Council and report back to Committee.

### **8.3 Gadshill Street Improvements**

The Depute Director advised that a meeting had been arranged on Friday 28<sup>th</sup> February 2020 with the Design Team to discuss progress towards tender. Committee were advised that there had been some recent reports of water penetration and these are being investigated. This could possibly be related to some vibration from the Glenbarr Street development but this is being checked out.

A Committee member had raised some queries previously and had sought clarification on this. The Depute Director advised that should he have any further queries, these can also be directed to the Architect or herself.

### **8.4 SHQS and EESH Failures Update**

Committee noted the content of report (copy available). Committee noted the recent stock condition survey reported 32 SHQS failures. The failures identified are being progressed as part of the kitchen replacement works being procured.

## **9.0 HOUSING MANAGER REPORTS**

### **9.1 Housing Assistant Vacancy**

The Housing Manager advised that following the Housing Assistant's departure in January 2020 arrangements have been made with the part time Housing Officer to work an extra day every second week. This arrangement is working well and would continue until the completion of the service sharing review, unless temporary support is required in the interim period.

## **10.0 POLICY REVIEW**

### **10.1 Allocation Policy**

Committee considered the revised draft Allocation Policy and accompanying report. It was noted that the reference in the cover report to 'welcome meetings' 4.3.1 did not apply to Copperworks.

After some discussion Committee agreed to adopt and implement the revised policy. It was further agreed that the Housing Manager should report back in June 2020 with an update on the outcomes of the policy in order to ensure it is working as intended.

### **11.0 DATE & TIME of NEXT MEETING**

The next Management Committee meeting will take place on Tuesday 31<sup>st</sup> March 2020 at 5.30pm.

## **12.0 AOCB**

### **12.1 Affiliation Fee – GWSF**

The Director advised that she had received an email from Glasgow West of Scotland Forum regarding re-affiliation for 2020/21. The cost to re-affiliate is £1,826 which is an increase of 2% (£36) from last year. Committee discussed this and felt GWSF still provided good value for money. Therefore, Committee unanimously agreed to re-affiliate for 2020/2021.

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 \_\_\_\_\_