

COPPERWORKS HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 28th JANUARY 2020 AT 5.30PM
IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET

PRESENT:	MAUREEN FLYNN	VICE CHAIRPERSON
	ROSEMARY GALLAGHER	SECRETARY
	GERALDINE MCLAUGHLIN	TREASURER
	LUIS PAULINO	COMMITTEE MEMBER
	PETER KANE	COMMITTEE MEMBER
	FLORANCE DIOKA	COMMITTEE MEMBER
	ALLAN SHUTE	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	ALISTAIR MACPHEE	FINANCE ASSISTANT
	DONNA MILTON	ARNEIL JOHNSTON
	SALLY THOMAS	SFHA

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

JIM LAING	CHAIRPERSON
ROSE MCLAUGHLIN	COMMITTEE MEMBER
STEPHEN PENRICE	COMMITTEE MEMBER
DONNA RICHARDSON	HOUSING MANAGER
CLARK DAVIDSON	FINANCE AGENT

1.2 Welcome

The Chairperson introduced and welcomed Alistair MacPhee to the meeting and to the Association.

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 26th November 2019

The Minute of the Management Committee meeting held on 26th November 2019 was approved by Committee.

2.2 Minute of Joint Office Bearers Meeting 13th August 2019

The Minute of the Joint Office Bearers meeting held on 13th August 2019 was noted by Committee.

3.0 MATTERS ARISING (including Actions Tracker)

Committee noted 4 open items contained within the actions tracker. With regards item 9.1 (28th January 2020), Committee noted that the Maintenance spreadsheet is currently being reviewed by the Depute Director and agreed an extension for the item to be completed by 25th February 2020.

In relation to item 7.3 (28th January 2020), Committee noted that the factoring report is currently being revised by the Housing Manager and approved an extension for the item to be completed by 25th February 2020.

In relation to item 10.2 (28th January 2020), Committee agreed a further extension to the review of the Allocation Policy until 25th February 2020. The policy is currently being prepared by the Housing Manager.

In relation to item 12.2 (28th January 2020), Committee noted that Sally Thomas, Chief Executive at SFHA will be in attendance at tonight's meeting to outline and discuss the benefits of SFHA membership. Committee therefore agreed to close this item on 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 agreed to approve and sign the Management Committee Health & Safety responsibilities sheet. Committee also noted a RIDDOR report.

6.0 SFHA

The Chairperson welcomed Sally Thomas from SFHA to the meeting.

Sally thanked Committee for their time and for asking her along to the meeting. Sally gave Committee some information on the service that SFHA provide and spoke about the benefits of the association becoming a member. Committee discussed the recent pricing restructure SFHA carried out and the affiliation fee. Committee thanked Sally for her time.

Sally then left the meeting at 6pm.

Committee discussed the information that Sally had provided. Committee discussed the benefits of affiliation and following a vote (4 in favour and 3 against) agreed to affiliate to SFHA up to the 31st March 2021 and review the position thereafter.

7.0 SERVICE SHARING REVIEW

The Chairperson welcomed Donna Milton from Arneil Johnston to the meeting.

Donna thanked Committee for their time and for welcoming her along to this meeting. Donna proceeded to give Committee some information on Arneil Johnston and their background drawing Committee attention to their experience of conducting reviews similar to that being carried out for CHA and SVHA in relation to their service sharing arrangements. Donna outlined to Committee the format in which the review will be carried out and went over in detail the information that would be gathered in order to provide Committee with an extensive report at the end of this process to allow them to consider the options available to them.

Donna advised that some of this information had already been gathered and staff consultation sessions would be arranged. Donna advised that at the end of this process Committee will have an in depth report which will enable the Association to continue to deliver the best possible service that it can to tenants while considering value for money. Donna advised that this is a 5 step process however Arneil Johnston will, in the first instance, carry out steps 1-3 and Committee can consider taking steps 4 and 5 once they have received and considered the initial report.

Donna left the meeting at 6.25pm

8.0 FINANCE REPORTS

8.1 Financial Regulations

Committee noted the content of the report submitted by the Finance agent to accompany the revised Financial Regulations. Committee considered the revised Financial Regulation and noted the amendments contained. Committee approved this document for implementation.

8.2 Financial Procedures

Committee noted the content of report submitted by the Finance Agent and the proposed changes within the Financial Procedures. Committee discussed the changes within sections 6, 8, 10 and 17. Committee approved this document for implementation.

8.3 Donations Register Report

Committee noted content of report (copy available). Committee noted the total donations made to date and the remaining budget for 2019/2020.

8.4 Factoring Report

Committee agreed an extension to the presentation of this report until 25th February 2020.

9.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

9.1 Business Plan Progress Report to 31st December 2019

Committee carefully considered the content of the Business Plan Progress report to 31st December 2019. The Director drew Committee attention to the progress made in the KPI report, Delivery Plan Report and Risk Report.

9.2 Rent Review 2020/2021

Committee noted content of report (copy available). Committee noted that following on from the last report the association had consulted with tenants on a rent increase of 2.5% from the 1st April 2020. The Director confirmed that the association received a total of 91 responses from tenants, representing a response rate of 29.35%. Committee noted that this was a significant increase on previous years where the average response rate was very low. Committee discussed the success of using various methods on gaining tenant feedback and advised that they would like to build on this in the future.

With 75% of tenants in agreement with a 2.5% rent increase Committee agreed to this increase from 1st April 2020.

9.3 Triangle Site

The Depute Director advised that the association would take handover of the Triangle Site in the summer. She confirmed that some damage to the site had taken place when sub-contractor employed by GHA used the site as a base for a container unit. The association are current pursuing GHA for the damage.

The Depute Director confirmed that further funding is being sought to move this project into the next phase of improvements.

An issue has been raised regarding the lack of bins in this area however Blochairn Housing Association confirmed that they would like a bin to be removed from one of their streets and the Depute Director have contacted Glasgow City Council with a view to having this bin relocated to Milburn Street.

9.4 Internal Audit Report – Planned and Cyclical Maintenance

Committee noted content of report (copy available). Committee noted that full assurance had been awarded and that there were no recommendations made. Committee congratulated staff on this achievement. The Director advised that as there were no recommendations, the Internal Auditor was happy not to attend the meeting. This was agreed with the Chairperson. The Director reminded Committee that should they wish to meet with the Internal Auditor at any time, this can be arranged.

9.5 Committee Appraisal Update

Committee noted content of report (copy available). The Corporate Governance Officer updated Committee on progress made thus far with regards to Committee Appraisal. Committee noted that the 1:1 interviews were almost complete with the remaining interviews scheduled to take place in the coming weeks. Committee noted that following this SHARE would collate all the information gathered and issue Individual Learning Statements and Organisational Training Plan.

Florence Dioka left the meeting at 7pm

9.6 Complaints Handling Report to 31st December 2019

Committee noted the content of the report (copy available)

9.7 Membership Report

Committee noted the Content of the report (copy available). Committee approved 2 new membership applications and use of the seal.

10. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

10.1 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available)

10.2 Roystonhill Masterplan – Verbal Report

The Depute Director confirmed the issues currently being faced regarding this project. Glasgow City Council Planning Department would prefer for the Milburn Centre to be retained. A valuation of the property is due to be carried out in March 2020. The Depute Director will update Committee as this progresses.

10.3. Gadshill Street – verbal report

The Depute Director confirmed that Committee had previously agreed to move towards tender for these works. She therefore asked Committee for volunteers to form a working party to move this project forward. Committee discussed this working party and asked that all Committee Members are sent invites once a date and time has been arranged.

11.0 HOUSING MANAGER REPORTS

11.1 Housing Management Performance Reports to 31st December 2019

Committee noted the content of report (copy available) The Director advised that an error was noted within this report (section 4.1.1) the report should read the Total Gross Rent Arrears stood at 1.5% against a target of 2.5%. Furthermore, it should state that former tenant arrears stood at 0.40% and not 0.41%.

11.2 Housing Assistant Vacancy – verbal report

The Director advised that Hollie McGowan finished up her post as Housing Assistant with the association on 17th January 2020. Hollie has taken up a post with Thenue. The Director advised that following discussion with the Housing Manager and Housing Officer they have agreed that until the Service Sharing Review has been completed the Housing Officer who works Monday – Thursday will work every second Friday to cover this post. The Housing Manager feels this will be enough cover in the short term however should this change consideration will be given to employing a temporary member of staff until permanent recruitment can take place.

12.0 POLICY REVIEW

12.1 Privacy Policy

Committee considered the revised draft Privacy Policy and after some discussion Committee agreed to adopt and implement.

13.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place on Tuesday 25th February 2020 at 6.00pm.

14.0 AOCB

14.1 Dolly Parton Imagination Library

The Director advised that she had recently been contacted by our local MSP and a representative from the Dolly Parton Imagination Library with a view to the Association signing up to a new initiative where every

child under the age of 5 is issued with 1 book per month for £25 per year per child. Committee discussed the cost implications of this and the benefits to these children and their families and agreed that this would be beneficial to our Community therefore to sign up to this project, subject to there being sufficient funds remaining in the budget. Current estimate is that there are 29 children under the age of 5 years, which would result in a cost of £725 per annum. However this needs to be confirmed. . The Director advised that she has requested some assistance from our Solicitors with regards to remaining GDPR compliant and will clarify where and how tenant information will be stored and processed prior to signing up.

14.2 Financial Capability Officer Funding Update

The Director advised that funding for the Financial Capability Officer (FCO) post was previously applied for and claimed by Spire View Housing Association however as Spire View had applied for funding of a Volunteer Co-ordinator post this year, it was felt appropriate that Copperworks applied for the FCO post funding. This application was successful and the Director therefore requested Committee signatures to authorise the appropriate personnel to make applications, claims and complete monitoring forms. This funding will run from 1st October 2019 until 31st March 2022.

14.3 Thank you – Glasgow City Mission

Committee noted a thank you letter from Glasgow City Mission thanking Committee for their recent donation to their night shelter.

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 _____