



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 30th of March 2023 at 18:30 hrs in the Association's offices, 2310 Dumbarton Road, Yoker.

AGENDA

*** for approval / decision

- 1.0 MANAGEMENT COMMITTEE
 - 1.1 APOLOGIES
 - 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
 - 1.3 TRAINING
 - 1.4 REGULATORY & STATUTORY RETURNS 2022 / 23
 - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2022 / 23
 - 1.6 HEALTH & SAFETY MATTERS
- 2.0 NEW MEMBERSHIP APPLICATIONS
- 3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL
- 4.0 CORRESPONDENCE
- 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 23.02.23
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
 - 6.1 INTERNAL AUDIT REPORT
 - 6.1.1 Review of Business Plan
 - 6.1.2 Follow-Up Review
 - 6.2 INTERNAL AUDIT PLAN 2023 / 2024 ***
 - 6.3 EXTERNAL AUDIT PLAN
- 7.0 DEVELOPMENT REPORTS
 - 7.1 DEVELOPMENT SCHEME REPORT
 - 7.2 STRATEGY & DEVELOPMENT FUNDING PLAN ***
 - 7.3 GCC POST COMPLETION REVIEW REPORT BLAWARTHILL HOSPITAL CONVERSION
- 8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
 - 8.1 MAINTENANCE SCHEME REPORT ***
- 9.0 DATE OF NEXT MEETING 27.04.23
- 10.0 A.O.C.B.

Distribution

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|-------------------------------|-----|-----------------------|-----|----------------------------|-----|
| 1. Shields, Graeme (Chairman) | ☑☑☑ | 6. Jarvis, Anna-Maria | ☒☑☑ | 11. Thompson, Margaret | ☑☑☑ |
| 2. Ballantyne, Mary | ☑☑☑ | 7. McKendrick, Mick | ☑☑☑ | 12. Walker, Catriona | ☒☑☑ |
| 3. Busby, Elaine | ☒☑☑ | 8. Parker, Morag | ☑☑☑ | 13. Wronowska, Agnieszka | ☒☑☑ |
| 4. Donnelly, Lisa-Marie | ☑☑☑ | 9. Porter, Josephine | ☒☑☑ | 14. Vandermotten, Roderick | ☒☑☑ |
| 5. Fleming, Anne | ☒☑☑ | 10. Ryan, Isobel | ☒☑☑ | | |



MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 30th of March 2023 at 18:30hrs in the Association's offices, 2310 Dumbarton Road, Yoker.

Present

Shields, G (Chairman)
Busby, E
Donnelly, L
Thompson, M
Walker, C

In Attendance

Forrest, C J (Director)
Freeman, K (Secretary / Housing Services Manager)
Leitch, G (Property Services Assistant)

McCready, S (Wylie + Bisset – Internal Auditors)

G Shields welcomed S McCready of Wylie + Bisset, Internal Auditors, to the meeting and explained that he would be speaking to agenda items 6.1 and 6.2.

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

Apologies for absence were received from M Ballantyne, M Parker, J Porter, A Jarvis, R Vandermotten, M McKendrick, A Wronowska and I Ryan.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

In addition to those recorded in the Register of Interests – none declared.

1.3 TRAINING

Following the recent distribution of individual learning assessments, G Shields suggested that those present consider their individual training requirements with a view to achieving these over the course of the next year and in advance of the next committee training assessment.

The report was then noted by those present.

1.4 REGULATORY & STATUTORY RETURNS 2022 / 23

G Shields referred to the report and those present noted that all regulatory and statutory returns due for the current financial year had been completed and submitted.

1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2022 / 23

G Shields referred to the report and all those present or in attendance confirmed that they were not aware of any new whistleblowing, fraud or notifiable events having been raised since the last meeting.

The report was then noted by those present.

1.6 HEALTH & SAFETY MATTERS

G Shields asked if there were any health and safety matters to be raised and those present noted that there were no matters to report at this time.



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2.0 MEMBERSHIP APPLICATIONS

There were four new membership applications from bona fide applicants as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1318	[REDACTED]	[REDACTED]
1319	[REDACTED]	[REDACTED]
1320	[REDACTED]	[REDACTED]
1321	[REDACTED]	[REDACTED]
1322	[REDACTED]	[REDACTED]
1323	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by E Busby, seconded by C Walker, and unanimously agreed by those present.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

Other than the aforementioned share certificates, there were no other documents for signing and use of the Seal.

4.0 CORRESPONDENCE

Glasgow City Council – Health and Social Care Partnership

In response to the request for additional allocations, and after lengthy discussion, those present unanimously agreed to approve the increase in allocations on the same terms as in previous years.

A Crews

A request to undertake part-time self-employed work out-with normal working hours was discussed and approved by those present subject to certain conditions.

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 23.02.23

5.1 APPROVAL OF MINUTES

The Minutes were proposed by L Donnelly, seconded by M Thompson, and unanimously approved by those present.

5.2 MATTERS ARISING

There were no other matters arising.

6.0 CORPORATE GOVERNANCE REPORTS

6.1 INTERNAL AUDIT REPORT

6.1.1 Review of Business Plan

S McCready referred to the report and provided an overview of the internal audit work carried out in arriving at the conclusion that the business plan and the business planning process was rated “strong” – the highest level of assurance.

G Shields noted that there were no recommendations for further action in the report and that this compared to an average of three recommendations when benchmarked against other organisations.

In the absence of any recommended actions, the report was noted by those present.



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6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.1 INTERNAL AUDIT REPORT (Continued)

6.1.2 Follow-Up Review

S McCready briefly explained the purpose of the follow-up review and confirmed that all the actions recommended in the internal audits over the last year had been subsequently implemented in full.

On that basis, he confirmed the follow-up review was graded "strong" and that there were therefore no outstanding matters to be addressed.

Following brief discussion, the report was then noted by those present.

6.2 INTERNAL AUDIT PLAN 2023 / 2024

G Shields referred to the draft internal audit plan and S McCready provided an overview of the thinking behind the programme of work for the subsequent year.

The inclusion of additional work on the electrical safety and testing regime was discussed and agreed along with a review of arrears management and planned maintenance systems.

Following further brief discussion the programme was unanimously approved by those present.

At this point those present thanked S McCready for his attendance and he left the meeting.

6.3 EXTERNAL AUDIT PLAN

G Shields referred to the report and the Director confirmed that it was being provided at the request of the external auditors to formalise their expectations and information requirements in advance of the commencement of the external audit scheduled for 11 April 2023.

The Director confirmed that the external audit timetable remained on schedule albeit that it would be challenging to have all the necessary information within the required timescales.

The report was then noted by those present.

7.0 DEVELOPMENT REPORTS

7.1 DEVELOPMENT SCHEME REPORT

G Shields referred to the report and those present noted the progress of the Blawarthill development which remained approximately eight weeks behind schedule.

The report was then noted by those present.

7.2 STRATEGY & DEVELOPMENT FUNDING PLAN

The Director referred to the content of the plan and specifically whether or not to continue include the Yoker Primary School site on the basis that the proposals as they currently stood had been rejected on cost grounds by the Association.

He went on to explain that an independent consultant had approached the Association with a view to providing alternative options for development of the site including additional funding streams. A meeting had been scheduled for early May and pending the outcome of that discussion, the Director suggested that it may be prudent to retain an interest in the site by including it within the Strategy and Development Funding Plan (SDFP).



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7.0 DEVELOPMENT REPORTS (Continued)

7.2 STRATEGY & DEVELOPMENT FUNDING PLAN (Continued)

There then followed discussion during which the merits of retaining an interest in the site were argued. Following that discussion, it was unanimously agreed that an interest in the site be retained by inclusion within the SDFP.

The content of the SDFP was then unanimously approved by those present.

7.3 GCC POST COMPLETION REVIEW REPORT BLAWARTHILL HOSPITAL CONVERSION

G Shields referred to the report and noted the positive feedback from the review on the Association's management of the development process.

Those present noted that there were no recommendations from the report which confirmed the high quality of the development and that it had achieved value for money.

The report was then noted by those present.

8.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

8.1 MAINTENANCE SCHEME REPORT

The Housing Services Manager provided an update on progress with the various planned maintenance projects currently underway.

Rear Glazed Screens 1951 / 1959 / 1965 Dumbarton Road

He confirmed that work at 1959 Dumbarton Road had been completed.

The work at 1965 Dumbarton Road had been delayed as additional scaffold was now required to provide support for the stone lintols that were to be installed on the rear elevation of this building.

Due to delays in progressing 1965 Dumbarton Road, work at 1951 Dumbarton Road had been postponed until financial year 2023 / 24.

Despite the delays in progressing these works, GCC had confirmed the continued availability of fifty percent improvement grant for owners into 2023 / 2024.

Stonework repairs

As had been previously reported, he confirmed that due to delays in the production and availability of stone, the stone works scheduled for completion in the current year were delayed. He now anticipated completion in May 2023 for the works a Kelso Street and Kelso Place.

Kitchen replacement contract

The Housing Services Manager confirmed that this contract had been completed on 24 February 2023.

Bathroom replacement contract

The Housing Services Manager confirmed that this contract had been completed on 17 March 2023.

1945 Dumbarton Road

He explained that the anticipated completion of this project had been further delayed due to the withdrawal of the sub-contractor who had quoted for the installation of a sprinkler system as required by Building Regulations. He was at this time unable to give a firm date for completion of the project due to a lack of clarity on when this sub-contractor could be replaced.

However in the interim GCC had confirmed the on-going availability of grant funding towards the cost of this project.

The report was then noted by those present.



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9.0 DATE OF NEXT MEETING 27.04.23

G Shields confirmed that the next meeting was scheduled to take place on the 27th of April 2023.

10.0 A.O.C.B.

There being no other competent business the meeting closed at 19:45 hrs.

Following the formal business of the meeting there was a presentation to mark the retirement of Gillian Leitch who had joined the Association from school in 1980 and had been employed following her initial placement under the Youth Training Scheme (YTS). Those present thanked Gillian for her forty-three years of continuous service and offered best wishes for a long and healthy retirement.

Proposed By _____

Seconded By _____