



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 24th of June 2021 at 19:00 hrs through the Association's on-line virtual meeting portal.

AGENDA

*** for approval / decision

- 01.0 MANAGEMENT COMMITTEE
 - 01.01 APOLOGIES
 - 01.02 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
 - 01.03 TRAINING
 - 01.04 REGULATORY & STATUTORY RETURNS 2021 / 22
 - 01.05 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2021 / 22
 - 01.06 HEALTH & SAFETY MATTERS
- 02.0 SHARE REGISTER
 - 02.01 NEW MEMBERSHIP APPLICATIONS
 - 02.02 SHARE CANCELLATION REPORT
- 03.0 DOCUMENTS FOR SIGNING AND USE OF SEAL
- 04.0 CORRESPONDENCE
- 05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 27.05.21
 - 05.01 APPROVAL OF MINUTES ***
 - 05.02 MATTERS ARISING
- 06.0 CORPORATE GOVERNANCE REPORTS
 - 06.01 REGULATORY COMPLIANCE ACTION PLAN UPDATE
 - 06.02 COVID-19 REPORT
- 07.0 FINANCE REPORTS
 - 07.01 TREASURY MANAGEMENT REPORT
 - 07.02 POLICY REVIEW REPORT
 - 07.02.1 Factoring Policy
- 08.0 MAINTENANCE & DEVELOPMENT REPORTS
 - 08.01 DEVELOPMENT SCHEME REPORT
- 09.0 HOUSING MANAGEMENT REPORTS
 - 09.01 LEGAL ACTION CASE REPORT
 - 09.02 TENANCY TERMINATION 2020 / 21 SURVEY REPORT
 - 09.03 SETTLING-IN VISIT SATISFACTION SURVEY REPORT
 - 09.04 POLICY REVIEW REPORT
 - 09.04.1 Tenant Mobility Policy
 - 09.04.2 Comprehensive Tenement Improvement Moves Policy
 - 09.04.3 Particular Needs Policy
- 10.0 DATE OF NEXT MEETING 26.08.21
- 11.0 A.O.C.B.

Distribution

1. Shields, Graeme (Chairman)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	6. Jarvis, Anna-Maria	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11. Wronowska, Agnieszka	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2. Ballantyne, Mary	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	7. Parker, Morag	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	12. McKendrick, Mick	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3. Busby, Elaine	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	8. Ryan, Isobel	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	13. <i>Casual Vacancy</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Donnelly, Lisa-Marie	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	9. Porter, Josephine	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	14. <i>Casual Vacancy</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Fleming, Anne	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	10. Walker, Catriona	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		



MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 24th of June 2021 at 19:00hrs through the Association's on-line virtual meeting portal.

Present

Shields, G (Chair)
Ballantyne, M
Busby, E
Donnelly, L
Fleming, A
Jarvis, A
McKendrick, M
Ryan, I
Walker, C

In Attendance

Forrest, C J (Director)
Bryce, L (Senior Property Services Officer)
Freeman, K (Secretary / Senior Housing Services Officer)
McKay, K (Finance Services Officer)

01.0 MANAGEMENT COMMITTEE

01.01 APOLOGIES

Apologies for absence were received from M Parker, J Porter and A Wronowska.

01.02 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

G Shields noted that there were no other declarations beyond those already registered on the register of interests schedule.

01.03 TRAINING

G Shields referred to the training monitoring schedule and following brief discussion the schedule was noted by those present.

01.04 REGULATORY & STATUTORY RETURNS 2020 / 21

G Shields referred to the report and those present noted that it had been updated to reflect the Loan Portfolio Return approved for submission at the previous meeting. It was noted that the only outstanding Return to the Scottish Housing Regulator (SHR) was the Annual Financial Statements (AFS) Return and that this would be completed once available on the SHR's on-line submission system.

The report was then noted by those present.

01.05 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2020 / 21

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.

01.06 HEALTH & SAFETY MATTERS

G Shields asked if there were any health and safety matters to be raised and the Director confirmed that there were no matters to report under health and safety.



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02.0 SHARE REGISTER

02.01 NEW MEMBERSHIP APPLICATIONS

There were no new membership applications.

02.02 SHARE CANCELLATION REPORT

The writing-off of thirteen shares for members who had gone away without providing a forwarding address, deceased or failed to attend at least five Annual General Meetings without giving apologies were proposed by E Busby, seconded by C Walker and unanimously approved by those present.

03.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

The signing of the Service Level Agreement with Glasgow City Council's community relations unit for the provision of anti-social behaviour support was unanimously approved for signing by those present.

The Senior Property Services Officer explained that she had signed the annual development Programming Agreement with Glasgow City Council on behalf of the Association the previous week.

There were no documents for signing or use of seal.

04.0 CORRESPONDENCE

The following items of correspondence were noted by those present.

[Scottish Housing Regulator – Annual Assurance Statements – Equalities and Human Rights](#)
[Tenants' Information Service – Charter Consultation](#)

05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 27.05.21

05.01 APPROVAL OF MINUTES

The Minutes were proposed by I Ryan, seconded by M Ballantyne, and unanimously approved by those present.

05.02 MATTERS ARISING

The Director explained that expressions of interest from tenants in joining the Management Committee had been followed up in response to their being sponsored by E Busby and I Ryan. Both tenants had been asked to review background material and to fully consider the commitment required before making a final decision.

The Director explained that one tenant has subsequently withdrawn interest as it was felt the commitment was too great while the second tenant has yet to come back with a final decision.

There were no other matters arising.

06.0 CORPORATE GOVERNANCE REPORTS

06.01 REGULATORY COMPLIANCE ACTION PLAN UPDATE

Those present noted that the only outstanding item on the plan remained the adoption of the new model rules and the Director confirmed that the latest version of the plan had been submitted to SHR after the last meeting.

Subsequently, the Association had been notified of a change in SHR personnel with a new Regulation Manager to be appointed following the re-deployment of John Jellema. The Director confirmed that SHR was planning a meeting to discuss future engagement once the new Regulation Manager had been assigned.

The report was then noted by those present.



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06.0 CORPORATE GOVERNANCE REPORTS (Continued)

06.02 COVID-19 REPORT

G Shields noted that timescales for re-opening of the Association's office premises around mid-July remained on schedule subject to any changes in Scottish Government guidance in the interim.

The report was then noted by those present.

07.0 FINANCE REPORTS

07.01 TREASURY MANAGEMENT REPORT

G Shields noted that the report now incorporated a risk rating with the date of that rating for each of the approved financial institutions in the Association's Treasury Management Policy.

The Finance Services Officer asked for approval to include "Virgin Money" on the list of approved financial institutions, explaining that this was part of the Clydesdale Bank – which was already included on the list.

Following brief discussion, inclusion of "Virgin Money" was unanimously approved by those present.

In response to a question from G Shields, the Finance Services Officer confirmed that she would investigate the timescales for updating the risk ratings for financial institutions and acknowledged that these did not appear to follow any set pattern.

A Fleming raised the issue of distributing funds among a larger number of institutions to take advantage of the eighty-five thousand pounds limit through the Financial Services Compensation Scheme (FSCS). However it was acknowledged that with such a large bank balance, it would not be possible to split funds in this way as the number of financial institutions meeting the required risk rating was too small. It was agreed that monitoring the risk rating of a small number of approved institutions was the most effective way to manage risk.

Funds due to mature within the next six months were then discussed by those present and it was agreed that the Finance Services Officer lodge these funds in a further six month fixed-term deposit account on maturity.

The report was then noted by those present.

07.02 POLICY REVIEW REPORT

07.02.1 Factoring Policy

G Shields referred to the revised policy and noted that there were no material changes being proposed at this time.

Following clarification of several minor terms and conditions associated the factoring arrangements the policy was proposed by A Fleming, seconded by M McKendrick and unanimously approved by those present.

At this point the Finance Services Officer left the meeting.



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08.0 MAINTENANCE & DEVELOPMENT REPORTS

08.01 DEVELOPMENT SCHEME REPORT

Blawarthill Hospital Conversion Project

G Shields referred to the report and the Senior Property Services Officer provided an update on scheme progress. She explained that due to building supply problems, it was now unlikely that the rear screens scheduled for site delivery next week were likely to be delivered and that there would therefore be a delay in completing the common close areas.

M McKendrick acknowledged the material supply problems and confirmed that similar experience was being encountered in other organisations.

The Senior Property Services Officer agreed to arrange a site visit to view the properties as soon as they were complete.

Yoker Primary School Site

The Senior Property Services Officer confirmed that the revised report on tender had been provided to Glasgow City Council (GCC). She confirmed that no feedback had yet been received.

The report was then noted by those present.

At this point the Senior Property Services Officer left the meeting.

09.0 HOUSING MANAGEMENT REPORTS

09.01 LEGAL ACTION CASE REPORT

G Shields referred to the report and the Senior Housing Services Officer provided a summary of the case and the recommendation that decree be enforced if keys for the property are not returned by the 15th of July 2021.

Following discussion, enforcement of the Decree was unanimously approved by those present.

09.02 TENANCY TERMINATION 2020 / 21 SURVEY REPORT

The Senior Housing Services Officer provided an overview of the survey results which showed overcrowding or moving in with family or a partner as the main reasons for tenancy terminations during the year.

Those present commented upon the extremely high levels of satisfaction from those completing the surveys and following further discussion the content of the report was noted by those present.

09.03 SETTLING-IN VISIT SATISFACTION SURVEY REPORT

The outcome of the survey was referred to by G Shields who noted the high levels of satisfaction with the pre-tenancy and sign-up processes.

The Senior Housing Services officer reminded those present that the survey was also a key element of the tenant participation strategy. M Ballantyne agreed that this was an important part of the participation process that had been highlighted by tenants through the Tenant Information Service (TIS) and welcomed the fact that the Association was already carrying out this work.

Following further brief discussion the report was noted by those present.



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09.0 HOUSING MANAGEMENT REPORTS (Continued)

09.04 POLICY REVIEW REPORT

09.04.1 Tenant Participation Strategy

G Shields noted that there were only a few minor changes to this policy at this time and the Senior Housing Services Officer provided a brief overview of the amendments being recommended.

Following further brief discussion, the policy was proposed by C Walker, seconded by M Ballantyne and unanimously approved by those present.

09.04.2 Comprehensive Tenement Improvement Moves Policy

G Shields noted that there appeared to be no major changes to this policy being recommended at this time and the Senior Housing Services Officer confirmed that this was the case.

In the absence of any proposed further amendments, the policy was proposed by E Busby, seconded by A Fleming and unanimously approved by those present.

09.04.3 Particular Needs Policy

The policy was reviewed by those present and in the absence of any proposed additional amendments the policy was proposed by M Ballantyne, seconded by A Fleming and unanimously approved by those present.

10.0 DATE OF NEXT MEETING 26.08.21

G Shields noted that the next meeting was scheduled for Thursday the 26th of August 2021.

11.0 A.O.C.B.

There being no other competent business the meeting closed at 20:15 hrs.

Proposed By _____

Seconded By _____