

**Present:**

Andrea Bell (Chair), Bill Dougan (Honorary President), Ian Smith, Ellen Garscadden, Theresa Findlay, Clare Newton, Esther Skimins, Geraldine Connolly, Ellen Stewart, Agnes Philips and John McMorrow

**In Attendance:**

Clive Douglas, Chief Executive	Tom Hastings, Finance Director
Anne Fitzsimons, Corporate Services Director	Frank Donohoe, Technical Director
Fiona Mills, Housing Manager	Maureen Barnes, Housing Manager
Marie Campbell, Corporate Services Officer (Minutes)	

**Item 1 Apologies and Declaration of Interest:**

- 1.1 Apologies: Brian McNally, Chris Elliot and Steve Fleming
- 1.2 Declaration of Interest – There was one declaration of interest noted for agenda item 7. The Committee member left the meeting during this item and took no part in discussions on this paper.

**Item 2 Minutes of Previous Meetings:**

- 2.1 **Minute of the Management Committee meeting held on Monday 26<sup>th</sup> August 2019:**
  - 2.1.1 **Matters Arising** – None.
  - 2.1.2 **Approval of Minute** – The Minute was approved by general consent.
  - 2.1.3 In response to a query raised, it was noted that the Association does not currently publish minutes, however, is preparing to do so in future in line with the FOISA Publication Scheme.
- 2.2 **Minutes of Sub Committee Meetings** – None due.

**Item 3 Assurance Statement** – Alex Quinn of Quinn Internal Audit, took members through the self assessment report, noting the outcomes. The Committee considered the report and agreed clarification on 4 points relating to standards that do not apply to the Association; CEO appraisal date; ICO registration and review of the publication scheme.

In concluding discussions, subject to the above amendments, the Committee:

- approved the proposed action plan.
- confirmed acceptance of the assurance position/statement as compliant, based on the information provided and confirmed opinion of Quinn Internal Audit.
- noted that in addition to the Assurance Statement being submitted to the Scottish Housing Regulator, it will also be published on the Association's website, quarterly newsletters, etc. In this regard, it was also agreed that a front cover should be prepared for tenants, explaining what the Statement means.
- The Committee thanked Alex Quinn for his work in undertaking the assessment and preparing the report for consideration. Alex Quinn left the meeting at this stage.

**Item 4 Treasury Management Policy** – The Committee noted that the policy had been reviewed in line with the latest CIPFA guidance in addition to the Scottish Housing Regulator’s Regulatory Framework. The Committee agreed that as quarterly update on rates are provided to the Audit & Business Sub Committee, the policy shall be reviewed on a 3 yearly basis. Subject to this amendment, the Treasury Management Policy was approved.

**Item 5 Membership Policy** – The Committee noted and approved:

- 5.1 two new applications for membership.
- 5.2 that in adherence of Rule 11.1.3, cancellation of 15 memberships is required.
- 5.3 It was agreed that renewal of membership in respect of those withdrawn per Rule 11.1.3 should be checked in terms of good practice.
- 5.4 The total membership as at 1<sup>st</sup> October 2019 is 126 with the seal being last used on 26<sup>th</sup> August 2019 to complete a share certificate.

**Item 6 Policy Reviews:**

- 6.1 The Committee noted that the policies on Access to Information and Records Management have now been split to take account of procedural operations. The Committee noted the procedure.
- 6.2 The Committee approved the **Access to Information Policy** for immediate implementation.
- 6.3 The Committee approved the **Records Management Policy** for immediate implementation.
- 6.3 The Committee approved the **Health & Safety Policy** of immediate implementation.
- 6.4 The Committee noted that the Equality Impact Assessments for the three policies as above did not highlight any impact on protected characteristics contained within the Equality Act 2010.

**Item 7 Probity Report** - In noting that all legal requirements, policies and procedures have been followed and the allocation audited by a Housing Manager and Housing Officer, the Committee approved the granting of a benefit in the form of an allocation of tenancy to housing applicant number 19022183, being a relative of a Committee Member, not present at this stage of the meeting.

**Item 8 Update on Universal Credit** – Committee noted the content of the report presented by the Housing Manager.

It was suggested that DWP should be approached to make a case for backdated payments to be made direct to the Association, for those arrears cases resulting in three missed rent payments. In the event that DWP will not consent to this, representation should be made to Councillors, MPs, etc.

- Item 9 Allocation Policy Update** – The Committee considered the draft policy, noting the amendments required. The Committee considered the amendments and highlighted as follows:
- 9.1 **Medical Priority** – It was agreed that prioritising couples over single persons requires to be considered further.
  - 9.2 **Suspensions** – It was agreed that clarity is required with regard to the provision of references.
  - 9.3 **Mutual Exchanges** - It was agreed that clarity is required as to the reasons for refusal.
  - 9.4 **Assignations** – It was noted that the Association’s solicitors are currently advising on this point.
  - 9.5 **Gender Reassignment** – It was noted that as part of the Equalities Impact Assessment, consideration will be given as to the implications in terms of house size, where children in the household have identified as gender neutral, etc.
  - 9.6 In conclusion, the Committee approved the draft Allocations Policy for consultation.
- Item 10 Eviction Reports:**
- 10.1 **Eviction Report No. 10** – The Committee noted the details of the case and in particular the date of tenancy start, the tenant profile and history of non payment of rent. It was noted that at the time of the report arrears of £2,647.45 (excluding legal expenses) was recorded. In noting all actions taken to date to prevent the case escalating, as per the Association’s policies, procedures and the solicitor’s confirmation of the granting of a decree on 18<sup>th</sup> September 2019, the Committee approved by general consent that the decree should be enforced.
  - 10.2 **Eviction Report No. 11 - Eviction Report No. 9** – The Committee noted the details of the case and in particular the date of tenancy start, the tenant profile and history of non payment of rent. It was noted that at the time of the report arrears of £750.83 have been cleared. In noting all actions taken to date to prevent the case escalating, as per the Association’s policies, procedures and the solicitor’s confirmation of the granting of a decree on 18<sup>th</sup> September, the Committee approved by general consent that the decree should **not** be enforced at this stage. In the event of future non payment of rent, the case should be brought back to the Committee to seek approval to enforce the decree.
- Item 11 Tender Approval: Domestic Smoke & Heat Detection Equipment Works** – The Committee approved the granting of the contract, subject to the notification to other tenderers and the 10 day standstill period for appeals. It was noted that the Association has received an enquiry as to the tender process and if this is challenged successfully, the contract may require to be re-tendered.

- Item 12**      **Development Update** – Committee members noted the content of the development report. In response to a query raised regarding mid-market rent, it was noted that should an applicant(s) financial circumstances change during the tenancy, the lease can continue with the provision of housing benefit.
- It was agreed that a table outlining grant funding, private funding, costs, etc., for each development should be provided with the development update.
- Item 13**      **Update on Subsidiary – Auchenshuggle Develops** – The Committee approved the establishment of the Association’s new subsidiary company with immediate effect, noting that the Scottish Housing Regulator’s requirements will be met in full and they will be kept updated as the process progresses. It was agreed that BTO Solicitors should now be instructed to progress with all the required documentation for Companies House and that they progress with the production of the Independence Agreement. The Committee noted the legal costs to set up the company.
- Item 14**      **Risk Register Review** – The Committee noted the register and agreed to consider and advise any additions. In the meantime, it was noted that the Audit & Business Sub Committee consider the register in detail at their quarterly meetings. It was further noted that there is ongoing concern regarding the pension scheme costs/contributions and the need for a cessation payment in respect of the Strathclyde Pension Fund, should member numbers fall below a certain level.
- Item 15**      **Glossary of Language** – Noted.
- Item 16**      **A.O.C.B.**
- 16.1      **Welfare Rights Advisors – Volunteers in Advice Centre** – It was noted that a thank you card has been received from the volunteers expressing their appreciation of the gift voucher given to them by way of thanks for all their assistance.
- Item 17**      **Date & Time of Next Meeting** – Monday 28<sup>th</sup> October 2019 @ 5.45pm.