

Minutes of the Management Board meeting held on Tuesday 09 August 2022 at 6.00pm at 4 Kinclaven Avenue, Drumchapel, Glasgow G15 7SP. Hybrid meeting using ZOOM Video Communications.

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## Ag3

**Present:** David O'Hara (Chair)  
Andrew Loen  
Josephine Barnshaw  
Joan McFarlane  
Helen Eakin  
Elspeth Kerr  
David Riddell  
Vincent Ogar

**In attendance:** Pauline Burke, Director  
Jacqueline McGoran, Finance & Corporate Services Manager  
Marisa McCarthy, Senior Housing Officer  
Chantelle Devlin, Minute Taker  
David Ampofo, FMD Consultant  
Joan Williamson, Findlays Chartered Accountants  
Scott Peter, Findlays Chartered Accountants

### **1. Apologies**

1.1 No apologies were received.

### **2. Declaration of interest**

2.1 There were no declarations of interest.

### **3(i) Minute of the previous meeting**

3(ii) The confidential minutes of the meeting held on 28 June 2022 were proposed by A Loen and seconded by J Barnshaw.

3(iii) The minute of the meeting held on 28 June 2022 was proposed by J McFarlane and seconded by D Riddell.

### **3.1 Meeting Action List**

- 3.1.1 P Burke presented the meeting action list for 2022/23 and advised members that the Succession Planning Day has been booked for Thursday 1<sup>st</sup> September 2022 due to venue availability and will be held in Titan Hungry Horse.
- 3.1.2 Members approved the meeting action list for 2022/23 and noted change to Succession Planning date.

### **4. Matters arising**

- 4.1 There were no matters arising.

### **5. Director's Report**

#### **5.1 Draft Annual Accounts to 31 March 2022**

- 5.1.1 Scott Peter of Findlay & Co presented the draft annual accounts for 2021/2022 and highlighted the key elements of the financial statements and associated papers for Board information. Particular attention was drawn to the fact that the Co-operative has seen an increase in its short-term financial position by way of an overall surplus. The amount generated has increased from £59,054 in 2021 to £913,025 in 2022. S Peter highlighted the main reason the overall surplus was significantly more than the previous year is largely due to the actuarial movement on the pension scheme which was a gain of £310,425 (2021 - £557,000 loss).
- 5.1.2 Board were asked to note that the £310k gain on the defined benefit pension plan was based on valuation of net liabilities of the SHAPS pension scheme and did not represent a cash inflow.
- 5.1.3 S Peter advised Board the Co-operative's financial position remained robust with total net assets now sitting at a balance of £6,167,960 (2021 - £5,254,936) being carried forward into 2022/23.
- 5.1.4 J Williamson presented the Management Letter, which details key risks, system testing and findings of the auditor. Board were advised that due to the current economic environment there was an increased emphasis for the auditors to consider the Co-operative's assessment of going concern. Additionally, as the RSL sector has been significantly impacted with changes relating to recognition of pension net liabilities particular attention was paid to any reported movement in these estimates. The Board were advised that no errors were detected material or otherwise during the audit. The Board were pleased to note the

Management Letter contained an unqualified audit report with no significant weaknesses identified.

- 5.1.5 The Financial Statements, Letter of Representation and response to the Management Letter were approved by the Board and arrangements were made with the office bearers for signing of the aforementioned documents.

**Action – J McGoran**

- 5.1.6 J Williamson wished to thank all staff and financial agent, D Ampofo who were involved in the audit and recognised the provision of information was to a very high standard which contributed to a smooth audit process.

J Williamson and S Peter left the meeting at 6.30pm.

## **5.2 Shawbrook Bank – 1 Year Fixed Term Deposit**

- 5.2.1 J McGoran advised the Board that the Co-operative's £85,000 1 Year Fixed interest deposit with Shawbrook Bank will mature on 13 September 2022. Shawbrook are offering one of the most competitive rates in the market at 1.25%. The recommendation therefore was that the current £85k deposit should be rolled over into the Shawbrook 1 Year fixed term deposit.

- 5.2.2 Board noted and approved the rollover of the 1 Year Fixed Interest deposit with Shawbrook.

**Action – J McGoran**

## **5.3 Secretary's Year-end Report**

- 5.3.1 J Barnshaw confirmed that to the best of her knowledge, Rules 57-62 have been followed in terms of Rule 63.

- 5.3.2 Members noted the above

## **5.4 Annual Review of Registers**

- 5.4.1 P Burke advised members that the registers require to be reviewed and signed by the Chair and Director every year prior to the AGM.

- 5.4.2 Board noted the update on the annual review of the registers, and they were signed by P Burke and D O'Hara on the night.

## **5.5 Code of Conduct Report-Staff**

5.5.1 P Burke advised members that all staff have signed their Terms and Conditions and Code of Conduct that is required to be done annually.

5.5.2 Board noted the Code of Conduct report.

## **5.6 Equality and Human Rights Report- Quarter 1 2022/23**

5.6.1 P Burke presented the action plan and members were asked to decide on whether information collected will be linked to applicants, tenants etc or if this should be anonymised.

5.6.2 After a lengthy discussion, Board agreed the approach to equality and diversity data collection would be linked to individuals.

## **5.7 SHAPS Scheme Benefits Consultation**

5.7.1 J McGoran advised Board that TPT Retirement Solutions had issued a document to all participating defined benefit employers in SHAPS providing background on the likely increases to contributions under the defined benefit options and launched a consultation exercise. As DHCL are participants of the defined contribution scheme they were not invited to participate.

5.7.2 Although the consultation was issued to those employers with active DB members only, as it is those members who will be impacted by meeting increased costs through contributions, the opinion is that the consultation should have been issued to all employers given the multi-employer nature of design of the SHAPS scheme.

5.7.3 Board noted the report on SHAPS Scheme Benefit consultation.

## **5.8 Treasury Management- Early Loan Repayment**

5.8.1 J McGoran presented a proposal to allow consideration of early repayment of four of the loans held with Nationwide Building Society (NBS).

5.8.2 The Board gave consideration to the Co-operative's healthy cash position, low interest rates offered on deposits, and current finance loan administration time. Board agreed to pay 2 base rate and 2 Sonia linked loans as highlighted at 5.8(i), totalling approximately £327,070 at 30 June 2022. These were originally due to be repaid by years 2023, 2028 and 2030.

5.8.3 The Board approved the early repayment of loans 626197,585321,626208 and 585398.

## **6. Housing and Technical Report**

### **6.1 Housing Management Report – Quarter 1 2022/23**

6.1.1 M McCarthy presented the Key Performance Indicators (KPIs) for the period April to June 2022

6.1.2 Board noted the KPI's for Quarter 1 2022/23

6.1.3 M McCarthy advised board that the sustainment fund has been used to provide a larder in the office to assist tenants who are struggling financially with the rising cost of living. Throughout Quarter 1, there have been a total of thirteen emergency food parcels issued to tenants and their families who are experiencing financial hardship.

6.1.4 In addition, the Housing Management Team have also been able to assist a total of fifteen households with fuel vouchers worth £994 throughout Quarter 1.

6.1.5 Board noted the above the above performance as at 30 June 2022.

### **6.2 Bad debt Write Off report – Quarter 1 2022/23**

6.2.1 Board were advised that bad debt provision for 2022/23 is £67,600 and that bad debt write offs in total were circa £22k in the previous year.

6.2.2 Board approved the bad debt write off totalling £10.106.54 as all recovery routes were exhausted.

### **6.3 Glasgow City Council Local Letting Plan 2022/23**

6.3.1 M McCarthy advised members that a request had been received from Glasgow City Council Health and Social Care Partnership (HSCP) to provide 60% of lets to homeless households in 2022/23.

6.3.2 After a lengthy discussion, board agreed to provide 40% of lets from 1<sup>st</sup> July 2022 and approved the request to join the new matching service.

## **6.4 Adhoc Boiler Replacements Report**

6.4.1 Members were advised that some issues have been identified regarding the failure of some Vokera Unica boilers. A meeting with City Building, was held to establish the position and the likely impact on the Co-operative. City Building advised that most of these boilers will likely need to be replaced earlier than required due to the ongoing issue with replacement parts. The Maintenance Team will provide further information on the number of boiler that may be affected and the cost implications. In the meantime, due to the level of spend incurred, board were asked to approve an increase of £30,000 to the adhoc component replacement budget.

6.4.2 Board noted the above and approved an additional £30,000 bringing the total budget for the year to £66,515.

## **7. Policy review**

7.1 P Burke presented the revised draft Anti-bribery and Governing Body Members Expenses Policies.

7.2 Board approved both policies.

## **8. Governance**

### **8.1 Membership Report**

8.1.1 Board were asked to note that there was an error in the members report for June, (section 4.1) at numbers 6 and 11 and an applicant appeared on the report twice.

8.1.3 Board approved 36 prospective members and 5 share certificates.

### **8.2 Ethical Conduct and Notifiable Events**

8.2.1 There were no ethical conduct or notifiable events to report to the Board.

## **9. Audit, Risk and Staffing sub-Committee**

9.1 There were no sub-Committee meetings to report

## **10. Any Other Competent Business**

## **10.1 GWSF Conference**

10.1.2 P Burke advised members that GWSF Annual conference is to be held on Friday 28 October 2022. This will be a day conference from 9:30am-3:45pm and will be at a cost of £195 per person. Members who are interested in attending should contact C Devlin to organise.

## **10.2 Approved Contractors List**

10.2.1 P Burke requested Corgi Technical Services be added to the list of Approved Contractors.

10.2.2 Board approved Corgi Technical Services as an approved contractor for the Co-operative.

## **10.3 Board Member**

10.3.1 A Loen declared he will be standing down at the AGM and won't be standing for re-election.

10.3.2 Board advised they were sorry to hear this and thanked A Loen for his valuable contribution to the Board over the last few years.

## **11. Date of next meeting**

11.1 The next Board meeting will take place on Tuesday 13 September 2022 at 6.00pm using hybrid model.

The meeting closed at 19:23pm