

Minutes of the Management Board meeting held on Tuesday 24 October 2023 at 6.00pm at 4 Kinclaven Avenue, Drumchapel, Glasgow G15 7SP.  
Hybrid meeting using Zoom Video Communications

**Present:** David O'Hara (Chair)  
Josephine Barnshaw  
Helen Eakin  
Karen Hogg  
Elspeth Kerr  
Alexander Kerr  
Graeme MacIntosh  
Joan McFarlane  
Karen McKenna  
Frances McLean  
Pauline McNaught  
Vincent Ogar  
David Riddell

**In attendance:** Jacqueline McGoran, Finance & Corporate Services Manager  
Marisa McCarthy, Senior Housing Officer

## **1. Apologies**

1.1 Apologies were received from P Burke, J Forbes and K Watt.

## **2. Declarations of interest**

2.1 K Watt declared an interest at Agenda Item 9.1

## **3. Previous meetings**

### **3.1 Minutes of Board meeting on 12 September 2023**

3.1.1 The minute of the Management Board meeting held on 12 September 2023 were agreed and proposed by D Riddell and seconded by H Eakin.

- 3.1.2 The confidential minute of the Management Board meeting held on 12 September 2023 was agreed and proposed by J Barnshaw and seconded by E Kerr.

#### **4. Meeting Action List 2023/24**

- 4.1 The Board approved the meeting action list.

#### **5. Matters arising**

- 5.1 There were no matters arising.

#### **6. Director's report**

##### **6.1 Nationwide Loan Security and Loan Repayment report**

- 6.1.1 J McGoran updated the Board on the position of providing Nationwide loan security and the early repayment of loans 626197, 585321, 626208 & 585398 as previously approved by Board.
- 6.1.2 The desktop valuation of the 77 properties held under title GLA 162758 has been completed by JLL. Senior Management and MacRoberts met with Nationwide to discuss the next steps in providing security for the remaining loans. It was discussed that Title GLA162758 provided higher excess security than required for outstanding loan amounts. On this basis the Co-operative requested that the number of units required for security is reduced and the remaining units released back to Co-operative which Nationwide have agreed based on the outstanding loan value at 30 September 2023 of circa £1,347m and based on Nationwide's security requirement of 125% asset cover.
- 6.1.3 Board were advised that the early loan repayment was concluded in August 2023 with the full redemption value of the four loans totalling £516,652.
- 6.1.4 J McGoran also advised Board that the Co-operative had completed and returned to JLL the information request schedule for the full stock portfolio which is the first step in the full stock valuation exercise. The next step is for JLL to inspect all properties externally including the 77 Nationwide units included in the desktop valuation.
- 6.1.5 Board noted the update.

## **6.2 Final Annual Assurance Statement**

- 6.2.1 J McGoran presented the Final Annual Assurance Statement and Action Plan. Board was advised there were no amendments to the statement originally presented at September's meeting, apart from small grammar corrections and in undertaking the self-assessment, there were areas identified that could be improved upon, these areas are not considered materially non-complaint therefore, the Action Plan has been created to monitor the progress.
- 6.2.2 The Board approved the Final Annual Assurance Statement and Action Plan and delegated authority to the Director to submit the statement to the Scottish Housing Regulator by 31 October 2023.

**Action P Burke**

## **6.3 Scottish Housing Regulator – Landlord Report 2022/23**

- 6.3.1 J McGoran presented the SHR Landlord Report for 2022/23 to the Board.
- 6.3.2 The Scottish Housing Regulator publishes annually all Registered Social Landlord's (RSLs) performance alongside average rents data and compares it to the Scottish average of all other RSLs.
- 6.3.3 The table included in the report highlights the Co-operative's performance in comparison to the Scottish average and illustrates how well the Co-operative performed 2022/23.
- 6.3.4 J McGoran advised Board that rents are in line with the Scottish average with the exception of 4 and 5+ apartments. Board was advised that rents continue to be an area that members are focusing on and continues to be a strategic objective for the Co-operative.
- 6.3.5 Board noted the contents of the report.

## **6.4 Payments and Benefits mid-year report – April to September**

- 6.4.1 J McGoran presented the Payments and Benefits mid-year Report for April to September 2023.
- 6.4.2 Section 2.4 of the Co-operative's policy on entitlements, payments and benefits requires an annual report to be presented to the Board detailing all entries in the relevant register. This will ordinarily be presented in April or May of each year; however, the Co-operative considers it better practice to also present a report at the mid-year stage as this increase's transparency.

6.4.3 There were six entries in the register between 1 April 2023 and 30 September 2023 of which three were Board members and three were connected persons.

6.4.4 Board noted the contents of the report.

## **6.5 Equality and Human Rights report**

6.5.1 J McGoran presented the Equality and Human Rights Policy Report and advised members that Consultant, Stuart Eglington carried out an interim review of the policy regarding Human Rights.

6.5.2 There were several recommendations highlighted following on from the interim review and members were advised of the recommendations.

6.5.3 Board approved the interim review of the Equality and Human Rights Policy and the Equalities Impact Assessment.

6.5.4 J McGoran Presented the Equality Action Plan that was approved by Board in June and asked members to note the update.

6.5.5 Board noted the progress on the collection of equality data for tenants and training for staff.

## **6.6 SHAPS Financial Assessment**

6.6.1 J McGoran advised Board that the annual SHAPS Financial Assessment based on the final accounts was returned to The Pensions Trust by the due date of 13 October 2023 and confirmed that the Co-operative remains within the low-risk category.

6.6.2 KPI Results were as follows:

Affordability KPI Result	6.50
Balance Sheet KPI Result	1.67
Forecasting KPI Result	22.53

6.6.3 Board noted the results of The Pensions Trust Financial Assessment.

## **7. Housing and Technical report**

### **7.1 Housing Management report – quarter 2**

- 7.1.1 M McCarthy presented the performance for Housing Management in Quarter 2. Board was advised that overall, Housing Management are performing well against Key Performance Indicators.
- 7.1.2 M McCarthy advised Board that rent arrears have increased slightly in the second quarter from 1.97% to 2.13% but still remain within the target of 2.75%. The Housing Management Team will continue to work with those tenants who are experiencing difficulties paying their rent and engage with those tenants who do not have a firm payment arrangement in place.
- 7.1.3 M McCarthy advised that average days to re-let properties is 10.79 days and on a par with the target of 10 days. M McCarthy advised staff will continue to re-let properties as quickly as possible.
- 7.1.4 Board noted the Housing Management performance for the second quarter.

### **7.2 Bad Debt Write-off report – Quarter 2**

- 7.2.1 M McCarthy presented the Bad Debt Write-Off report for the second quarter and asked for approval of £29.26 write-off. Board approved the write-off.

## **8. Policy Review**

- 8.1 The following policies were presented to the Board to be approved:
  - (i) Risk Management Methodology Policy
  - (ii) Board Member Recruitment Policy
  - (iii) Rent Management Policy
- 8.2 J McGoran advised Board that tenant participation had been carried out on the review of the Rent Management Policy.
- 8.3 Board approved all three policies.

## **9. Governance**

### **9.1 Membership report**

9.1.1 There were thirty-six prospective members and six share certificates on the membership report for approval.

9.1.2 Board approved thirty-six prospective members and six share certificates.

## **9.2 Ethical conduct and notifiable events**

9.2.1 There were no ethical conducts to report, and no notifiable events submitted to the Scottish Housing Regulator since the last Board meeting.

## **10. Audit, Risk and staffing sub-committee**

10.1 There were no sub-committee minutes to report this month.

## **11. Any Other Competent Business**

### **11.1 SDM Annual Invoice**

11.1.1 J McGoran advised members that an annual invoice from SDM Housing Management software had been received [REDACTED] [REDACTED]

[REDACTED] Board are asked to approve payment of invoice.

11.1.2 Board noted the above and approved payment to be made.

**Action J McGoran**

### **11.2 Glasgow City Council – Stair Lighting Contract**

11.2.1 J McGoran advised members that an invoice had been received from Glasgow City Council in relation to the stairlighting contract for the sum of £11,220.05. As this was above the Director's delegated authority, J McGoran asked for approval for the invoice to be paid.

11.2.2 Board approved the payment of £11,220.05 to be made.

**Action J McGoran**

### **11.3 Staff and Board Christmas Lunch**

11.3.1 J McGoran advised that the date for the staff and Board Christmas lunch has been agreed for Friday 15 December 2023. Details of a venue are still to be confirmed and Board will be updated of the venue details nearer to the time.

11.3.2 Board noted the above.

## **11.4 Corporate Services and Finance Officer**

11.4.1 J McGoran advised members that a new Corporate Services and Finance Officer had been successfully recruited and will start their new post on Monday 13 November 2023.

11.4.2 Board noted the above.

## **11.5 SFHA – Fuel Support Fund**

11.5.1 M McCarthy advised members that Drumchapel Housing Co-operative had been successful in a further funding bid to the Social Housing Fund for Phase 3 of the funding.

11.5.2 M McCarthy explained that this will enable the Co-operative to provide every tenant with a £100 energy voucher.

11.5.3 Board noted the above and were delighted that the Co-operative were successful in the funding.

## **12. Date of Next Meeting**

12.1 The next meeting will take place on Tuesday 5 December 2023 at 6.00pm.

**D O'Hara closed the meeting at 6.55pm**