

Management Committee Meeting Minute

Meeting summary:

Date	31 March 2025	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	8.00pm

Present:

Chris Elliot (Chair) ✓	Ellen Garscadden	Agnes Phillips
Drew McPhail (Vice Chair) ✓	Gail Jackson ✓	Eileen Watters
Geraldine Connolly	Jackie Jeffs ✓	Esther Skimins ✓
Bill Dougan ✓	Alice Lyness ✓	John McMorrow ✓
Steve Fleming	Sharon May	

Minimum quorum requirements met when 5 governing body members are present.

In attendance:	Clive Douglas, Chief Executive
Anne Wilson, Corporate Director	Fiona Mills, Housing Director
Tom Hastings, Finance Director	Dianne Mathewson, Corporate Services Manager (minutes)

Agenda items:

Item 1	Welcome, Apologies & Declaration of Interest	
1.1	Apologies: Geraldine Connolly, Ellen Garscadden, Sharon May, Agnes Phillips and Eileen Waters. Special Leave of Absence: Steve Fleming (until May 2025)	
1.2	Declaration of Interest: Drew McPhail (item 4) - no input into discussions.	
Item 2	Minute of Previous Meetings	
2.1	Minute of the Management Committee Meeting held on 24 February 2025 i. Matters arising: <u>Item 10 – Pay Award</u> – Clive confirmed that 90% of employers voted to accept the proposed increase of 4% (this will be process in April 2025). ii. Corrections to the minute: No corrections iii. Approval of the Minute: Approved by general consent. iv. Decisions taken between meetings: None.	
2.3	Sub Committee Minutes for Ratification i. Audit & Business Sub-committee: None. ii. Operations Sub-Committee: None.	
Item 3	Action Schedule 2024/25	
Ref	Info	Update
B10	Treasury Management Policy	On agenda (item 6)
B11	Sheltered Housing De-regulation	No update required.
B12	Overpayments / write-offs	Date to be confirmed
B14	Eviction Update	Tenant in question has made no payment and no intention to make a payment. Therefore, the eviction will continue as per the report. Management Committee noted update.

Item 4	New borrowing	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report was to provide the new borrowing reports from the solicitor, loan agreement from the lender and consider the actions required.</p> <p>Tom talked through each appendix to provide the Management Committee an overview of what each item contained.</p> <p><i>MC Query:</i> can clarity be given in relation to the properties being used as security.</p> <p><i>Response:</i> if the Association was unable to pay back the loan, for whatever reason, the property ownership would transfer to the lender, and they would use the properties used as security to recoup the loan value (either through rent or selling of the properties).</p>						
<table border="1"> <tr> <td data-bbox="97 539 300 591">Outcome:</td> <td data-bbox="300 539 1497 591">Management Committee approved the recommendation by general consent.</td> </tr> <tr> <td data-bbox="97 591 300 640">Actions:</td> <td data-bbox="300 591 1497 640">None.</td> </tr> </table>			Outcome:	Management Committee approved the recommendation by general consent.	Actions:	None.
Outcome:	Management Committee approved the recommendation by general consent.					
Actions:	None.					
Item 5	New investment account	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report was present a proposal for new investment opportunity, in line with the Treasury Management Policy.</p> <p><i>MC Query:</i> does the level of investment considered, and the relevant fees have an impact on procurement thresholds.</p> <p><i>Response:</i> don't believe this would hit a procurement threshold but will double check and feedback to the next MC meeting.</p>						
<table border="1"> <tr> <td data-bbox="97 972 300 1023">Outcome:</td> <td data-bbox="300 972 1497 1023">Management Committee approved the recommendation by general consent.</td> </tr> <tr> <td data-bbox="97 1023 300 1075">Actions:</td> <td data-bbox="300 1023 1497 1075">TC to check procurement thresholds.</td> </tr> </table>			Outcome:	Management Committee approved the recommendation by general consent.	Actions:	TC to check procurement thresholds.
Outcome:	Management Committee approved the recommendation by general consent.					
Actions:	TC to check procurement thresholds.					
Item 6	Policy Update	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report was to present the ICT Acceptable Use Policy and Treasury Management Policy. Tom talked through the policies and the key changes/updates.</p>						
<table border="1"> <tr> <td data-bbox="97 1243 300 1294">Outcome:</td> <td data-bbox="300 1243 1497 1294">Management Committee noted the report and ratified the policies.</td> </tr> <tr> <td data-bbox="97 1294 300 1346">Actions:</td> <td data-bbox="300 1294 1497 1346">None.</td> </tr> </table>			Outcome:	Management Committee noted the report and ratified the policies.	Actions:	None.
Outcome:	Management Committee noted the report and ratified the policies.					
Actions:	None.					
Item 7	Customer Engagement Strategy	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report was to present the final Customer Engagement Strategy and action plan for approval.</p>						
<table border="1"> <tr> <td data-bbox="97 1514 300 1565">Outcome:</td> <td data-bbox="300 1514 1497 1565">Management Committee approved the recommendation by general consent.</td> </tr> <tr> <td data-bbox="97 1565 300 1617">Actions:</td> <td data-bbox="300 1565 1497 1617">None.</td> </tr> </table>			Outcome:	Management Committee approved the recommendation by general consent.	Actions:	None.
Outcome:	Management Committee approved the recommendation by general consent.					
Actions:	None.					
Item 8	Management Committee and Sub-Committees Workplans 2025/6	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report was to provide a proposed calendar of meetings, workplan items and returns calendar for the Management Committee and Sub-Committees to consider.</p>						
<table border="1"> <tr> <td data-bbox="97 1818 300 1908">Outcome:</td> <td data-bbox="300 1818 1497 1908">Management Committee (1) noted the returns calendar and (2) approved the meeting schedule and workplan.</td> </tr> <tr> <td data-bbox="97 1908 300 1960">Actions:</td> <td data-bbox="300 1908 1497 1960">None.</td> </tr> </table>			Outcome:	Management Committee (1) noted the returns calendar and (2) approved the meeting schedule and workplan.	Actions:	None.
Outcome:	Management Committee (1) noted the returns calendar and (2) approved the meeting schedule and workplan.					
Actions:	None.					

Management Committee Meeting Minute

Item 9	Membership & Use of the Seal	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report was to update the Management Committee of the current membership of the Association and use of the Seal.</p> <table border="1"> <tr> <td>Outcome:</td> <td>Management Committee noted the report.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted the report.	Actions:	None.
Outcome:	Management Committee noted the report.					
Actions:	None.					
Item 10	Standing Orders Update	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report is to provide the Management Committee with a summary of the proposed changes to the Standing Order. Appendix 1 contains a tracked changes version of the document to allow for the Management Committee to scrutinise the changes in depth.</p> <p>The Management Committee were asked to consider the proposed changes.</p> <table border="1"> <tr> <td>Outcome:</td> <td>Management Committee approved the recommendations by general consent.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee approved the recommendations by general consent.	Actions:	None.
Outcome:	Management Committee approved the recommendations by general consent.					
Actions:	None.					
Item 11	Development Update	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of this report is to update members of the Management Committee on the Association's on-going development projects (including property purchases).</p> <table border="1"> <tr> <td>Outcome:</td> <td>Management Committee noted the report.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted the report.	Actions:	None.
Outcome:	Management Committee noted the report.					
Actions:	None.					
Item 12	Correspondence					
12.1	TPAS Conference – Noted by Management Committee.					
Item 13	AOCB					
13.1	<p><u>Charitable giving</u></p> <p>Management Committee were asked to consider the Beatson as the recognised charity for any fundraising events carried out by the Association.</p> <table border="1"> <tr> <td>Outcome:</td> <td>Management Committee approved the proposal.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>		Outcome:	Management Committee approved the proposal.	Actions:	None.
Outcome:	Management Committee approved the proposal.					
Actions:	None.					
13.2	<p><u>Engagement Plan</u></p> <p>Clive updated the Management Committee with the engagement plan from the regulator (in relation to the borrowing for the development projects).</p> <p><i>MC Query:</i> is the Association no longer compliant.</p> <p><i>Response:</i> the Association remains compliant but the regulator is looking for further information in relation to the borrowing.</p> <table border="1"> <tr> <td>Outcome:</td> <td>Management Committee noted update.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>		Outcome:	Management Committee noted update.	Actions:	None.
Outcome:	Management Committee noted update.					
Actions:	None.					
13.3	<p><u>Deregulation of sheltered housing</u></p> <p>Fiona highlighted that today, 31 March, was the official deregulation day and a review update will be provided to the Management Committee within 6-months.</p> <table border="1"> <tr> <td>Outcome:</td> <td>Management Committee approved the proposal.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>		Outcome:	Management Committee approved the proposal.	Actions:	None.
Outcome:	Management Committee approved the proposal.					
Actions:	None.					

Management Committee Meeting Minute

Item 14 Date & Time of Next Management Committee Meeting

Date	28 April 2025
Location	Hybrid (868 Tollcross Road + online via Teams)
Start time	6.00pm (planned end time 8.00pm)

Item 15 Upcoming Training (5.00pm – 6.00pm)

Date & Time	Topic
28 April 2025	Financial Risk (Tom Hastings)
19 May 2025	Role of committee as an employer (Dianne Mathewson)