

Management Committee Meeting Minute

Meeting summary:

Date	28 April 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	Joe Wilson, Technical Director
Dianne Mathewson, Corporate Services Manager (minutes)	

Agenda items:

Item 1	Welcome, Apologies & Declaration of Interest	
1.1	Apologies: Geraldine Connolly and Esther Skimins. Special Leave of Absence: Steve Fleming (until May 2025)	
1.2	Declaration of Interest: None.	
Item 2	Minute of Previous Meetings	
2.1	Minute of the Management Committee Meeting held on 24 February 2025 i. Matters arising: <u>Item 13.2 – Engagement Plan</u> – Clive confirmed that all the information requested from the regulator has been submitted and there has been no comment so far. 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
B11	Sheltered Housing De-regulation	Date for follow up to Management Committee changed to November 2025. Confirmed that a follow-up with tenants will take place in 6-months (Sept/Oct). This will include an independent survey to be completed on the impact of the deregulation.
B12	Overpayments / write-offs	Date confirmed for May 2025.
B15	Investment levels / procurement	Deferred to May 2025.

Item 4	KPIs Year End 2024/25	<i>For: Information, Discussion, & Decision</i>				
<p>Purpose: to provide a year-end overview of the KPI indicators within the Scottish Housing Charter (ARC). Management Committee were asked to note the figures presented.</p> <p>The following points were highlighted to the Management Committee:</p> <ul style="list-style-type: none"> ▪ Corporate: C1 sickness – the year KPI figure should be in red as the target was not met. MC query in relation to terminology for long-term sickness – was confirmed that any absence over 4-weeks is considered long-term. ▪ Housing: some fields have not been completed at this time, this links to the change in software and the report functionality being checked for accuracy. ▪ Repairs: non-emergency repairs slightly above target, this was due to the storm impact. This also had an impact on the right first time percentage. <p>Discussion took place in relation to the KPI targets for homeless lets (currently 60%). It was agreed that the target should be reviewed to ensure balance of lets moving forward for homelessness and current waiting list / transfers.</p> <p>Discussion took place in relation to rents for new builds versus existing stock. It was confirmed that new builds rent is normally higher. However, they are still desirable due to being new builds and the support received from Universal Credit.</p> <p>Management Committee wanted to reinforce the commitment to the local community in relation to the allocations process moving forward.</p> <table border="1" data-bbox="113 920 1479 1021"> <tr> <td data-bbox="113 920 300 972">Outcome:</td> <td data-bbox="300 920 1479 972">Management Committee noted the report.</td> </tr> <tr> <td data-bbox="113 972 300 1021">Actions:</td> <td data-bbox="300 972 1479 1021">KPI figures to be reviewed for homeless lets.</td> </tr> </table>			Outcome:	Management Committee noted the report.	Actions:	KPI figures to be reviewed for homeless lets.
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Item 5	Annual register review	<i>For: Information, Discussion, & Decision</i>				
<p>Purpose: to provide the Management Committee an overview of the registers held. Management Committee were asked to note the report and appendices.</p> <p>It was highlighted that appendix 1 figure for employee gifts and hospitality has been updated and should now read £910.99.</p> <p>MC query in relation to the employee figure to ensure no one employee receive above the policy limit for gifts in the year. It was agreed that this would be fed back at next meeting.</p> <table border="1" data-bbox="113 1357 1479 1458"> <tr> <td data-bbox="113 1357 300 1408">Outcome:</td> <td data-bbox="300 1357 1479 1408">Management Committee noted the report.</td> </tr> <tr> <td data-bbox="113 1408 300 1458">Actions:</td> <td data-bbox="300 1408 1479 1458">Employee gifts and hospitality levels to confirmed in relation to policy.</td> </tr> </table>			Outcome:	Management Committee noted the report.	Actions:	Employee gifts and hospitality levels to confirmed in relation to policy.
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Item 6	Customer Engagement	<i>For: Information, Discussion, & Decision</i>				
<p>Purpose: to provide an update in relation to customer engagement strategy, action plan and activities (in relation to the Association’s PIN, PIL and Events Focus Group). Management Committee were asked to note the report.</p> <table border="1" data-bbox="113 1666 1479 1767"> <tr> <td data-bbox="113 1666 300 1718">Outcome:</td> <td data-bbox="300 1666 1479 1718">Management Committee noted the report.</td> </tr> <tr> <td data-bbox="113 1718 300 1767">Actions:</td> <td data-bbox="300 1718 1479 1767">None.</td> </tr> </table>			Outcome:	Management Committee noted the report.	Actions:	None.
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Actions:	None.					
Item 7	Equalities Action Plan	<i>For: Information, Discussion, & Decision</i>				
<p>Purpose: to provide an update on progress of the Equalities Action Plan. Management Committee were asked to note the report.</p> <table border="1" data-bbox="113 1939 1479 2040"> <tr> <td data-bbox="113 1939 300 1991">Outcome:</td> <td data-bbox="300 1939 1479 1991">Management Committee noted the report.</td> </tr> <tr> <td data-bbox="113 1991 300 2040">Actions:</td> <td data-bbox="300 1991 1479 2040">None.</td> </tr> </table>			Outcome:	Management Committee noted the report.	Actions:	None.
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Actions:	None.					

Item 8	Development Update & SDFP	<i>For: Information, Discussion, & Decision</i>
<p>Purpose: to provide an update on the on-going development projects and seek ratification of the SDFP submission for the period 2025/26 to 2030/31.</p> <p>Discussion took place in relation to mid-market rents. Clive confirmed that this doesn't appear to be a priority for Glasgow City Council at the moment and this might be linked to the current housing crisis.</p> <p>Discussion took place in relation to the SAMH (Easterhill Place) lets, where there requires to be repairs work carried out and they are looking at options at how best to organise this (e.g. decants).</p>		
Outcome:	Management Committee (1) noted report and (2) approved the SDFP submission.	
Actions:	None.	
Item 9	Policy Update: Unacceptable Actions	<i>For: Information, Discussion, & Decision</i>
<p>Purpose: to present the updated Unacceptable Action policy and ask the Management Committee to ratify the update.</p>		
Outcome:	Management Committee noted the report and ratified the updated policy.	
Actions:	None.	
Item 10	Policy Update: Rent Setting Statement	<i>For: Information, Discussion, & Decision</i>
<p>Purpose: to present the updated Rent Setting Statement and ask the Management Committee to ratify the update.</p>		
Outcome:	Management Committee noted the report and ratified the updated statement.	
Actions:	None.	
Item 11	Policy Update: Risk Management	<i>For: Information, Discussion, & Decision</i>
<p>Purpose: to present the updated Risk Management Strategy and ask the Management Committee to ratify the update.</p>		
Outcome:	Management Committee noted the report and ratified the updated strategy.	
Actions:	None.	
Item 12	Correspondence – None.	
Item 13	AOCB – None.	
Item 14	Date & Time of Next Management Committee Meeting	
Date	19 May 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	
19 May 2025	Role of committee as an employer (Dianne Mathewson)	