

Management Committee Meeting Minute

Meeting summary:

Date	26 September 2023	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	7.00pm

Present:

Chris Elliot (Chair)	Eileen Waters	
Drew McPhail (Vice Chair)	Andrea Bell (online)	
Geraldine Connolly	Agnes Phillips (online)	
Theresa Findlay	Ellen Garscadden (online)	
Alice Lyness		

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

In attendance:

Clive Douglas, Chief Executive	Anne Wilson, Corporate Services Director
Joe Wilson, Technical Director	Dianne Mathewson, Corporate Services Manager (minutes)
Fiona Mills, Housing Director	

Alexander Cameron from Quinn Internal Audit	Left meeting after item 3 on the agenda.
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Agenda items:

Item 1	Apologies & Declaration of Interest
1.1	Apologies – Esther Skimins, Bill Dougan, Steve Fleming, Sharon May, John McMorrow, and Gail Jackson.
1.2	Declaration of Interest Clive Douglas confirmed a conflict of interest for item 13 on the agenda and asked that the remaining staff members leave the meeting for this item.

Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on Monday 28 August 2023: i. Matters Arising and any corrections to the minute: (a) <u>Void Performance</u> – Clive confirmed that we have been looking at the void performance since the last meeting and that we are looking at ways of making improvements. The current approach includes the time where major works is taking place (as the Association will not move a new tenant in until this work is completed). Clive confirmed that the void rent loss figure reported to SHR is very close to the figure reported in the accounts (some HAs have significant differences in this figure). <i>Note of clarification following Committee member query: Clive reported that there is no clear guidance from SHR about reporting figures and he believes that HAs will be reporting differently.</i> ii. Approval of the Minute – Approved by general consent. iii. Decisions taken between meetings – None.
2.2	Minute of the Management Committee Meeting held on 12 September 2023: i. Approval of the Minute – Approved by general consent.
2.3	Sub Committee Minutes for Ratification 2.3.1 - Audit & Business Sub-committee held on 15 May 2023 – Noted. 2.3.2 - Operations Sub Committee held on 23 rd January 2023 – Noted.

Item 3	Annual Assurance Statement	For: Information, Discussion, & Decision
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Further to the report submitted, Alexander Cameron from Quinn Internal Audit presented the following key items and findings based on his audit for the Annual Assurance Statement, which is submitted to the regulator every October.

1. The audit was to identify compliance with each of the 7 regulatory standards of governance and financial management, and any additional requirements.
2. The audit process was thorough with a number of documents reviewed as evidence to support the Association's submission.
3. The report identified 3 areas for further action but these are minor administrative items.
4. The overall findings of the report advised the Management Committee to consider reporting 'fully compliant' to the SHR in October.
5. The SHR asks this year that landlords provide assurance on tenant safety matters. The audit identified that the Association is compliant in these areas, with relevant programmes underway.

Clive thanked Alex for the hard work carrying out the audit.

Outcome:	Audit Report noted by Management Committee. Management Committee agreed to 'fully compliant' submission to be made.
Actions:	Annual Assurance Statement to be reviewed by PIN on 25 October 2023 Annual Assurance Statement to be presented at Management Committee Meeting on 30 October 2023. Annual Assurance Statement to be posted to website etc. once submitted to regulatory (by 31 October 2023).

Item 4	Post AGM Procedure	For: Information & Discussion
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Report provided an overview of actions to be taken following the AGM and the election of members of the Management Committee (including office bearers).

The report highlighted the Management Committee members and the sub-groups they had selected, further confirmation was sought for outstanding members. The following was confirmed:

Management Committee Only	Audit Sub-Committee	Operations Sub-Committee
Alice Lyness Ellen Garscadden John McMorro Eileen Waters Gail Jackson	Steven Fleming Drew McPhail Geraldine Connolly Sharon May Andrea Bell Esther Skimins Bill Dougan Chris Elliot	Esther Skimins Drew McPhail Geraldine Connolly Bill Dougan Sharon May Chris Elliot Theresa Findlay

Agnes Phillips expressed an interest in the staffing sub-committee.

Clive thanked all the staff who supported the AGM.

Outcome:	Noted by Management Committee.
Actions:	Documents highlighted in the report will be circulated to the Members for acknowledgement and confirmation of responsibilities.

Management Committee Meeting Minute

Item 5	Committee Appraisals – Action Plan	For: Information, Discussion, & Decision
<p>Report provided a proposed action plan, following the appraisal process, for the Management Committee to consider.</p>		
Outcome:	Approved by Management Committee.	
Actions:	Action Plan to be monitored by Audit & Business Sub-Committee.	

Item 6	Policy Review	For: Information, Discussion, & Decision
<p>As previously agreed, policies with minor changes will not be required to be sent as part of the papers. It was confirmed that only the Code of Conduct required a more extensive review (based on recent updates to the recommended code).</p> <p><i>Note of clarification following Committee member query: the 2 appendices previously held within the Code of Conduct will be either standalone documents or contained in other relevant policies (for example, the Entitlement, Payment and Benefits Policy contains information about required declaration of interests).</i></p>		
Outcome:	Approved by Management Committee.	
Actions:	Policies to be updated.	

Item 7	Membership & Use of Seal	For: Discussion & Information
<p>Report provided an update of the Membership of the Association. With 2 new members confirmed, the total Membership now sits at 140.</p>		
Outcome:	Noted by Management Committee.	
Actions:	None.	

Item 8	PIN Update	For: Decision, Discussion & Information
<p>The report provided an overview of the work carried out by the Performance Improvement Network.</p>		
Outcome:	Landlord Performance Report & Satisfaction noted by Management Committee. Action Plan approved by Management Committee.	
Actions:	None.	

Item 9	Sharing Owner Buyback	For: Decision, Discussion & Information
<p>The report provided an overview of buy back request received from a sharing owner. It was highlighted that the request was received in July 2023 and the valuation report received in September 2023. Fiona confirmed that there were originally 27 sharing owners, and this figure has reduced over the years, with potential further reduction to 15 by the end of the year.</p> <p><i>Note of clarification following Committee member query: the reasons for buy back request are varied depending on their personal circumstances. In this instance there is no known financial hardship, with no arrears.</i></p>		
Outcome:	Request approved by Management Committee.	
Actions:	Buy-back to be processed.	

Item 10	Gutter Cleaning & Roof Inspection Tender	For: Decision
Report confirmed the outcome of the recent tender process for the gutter cleaning and roof inspection contractor.		
Outcome:	Successful contractor approved by Management Committee.	
Actions:	None.	

Item 11	Development Update	For: Information & Discussion
Report provides an update on the developments at Alytre Street and Easterhill Street.		
Outcome:	Noted by Management Committee.	
Actions:	None.	

Item 12	Subsidiary Update	For: Discussion & Information
The report provided an update of the Auchenshuggle Develops subsidiary, attention was drawn to the following:		
<ol style="list-style-type: none"> 1. There may not be a requirement to audit the accounts due to the current reporting process. 2. The re-registration process for letting purposes has been completed. 3. The service charges will be reviewed, due to the damages to white goods reported. 4. We are exploring a potential opportunity to buy a property direct from an independent individual to potentially add to MMR units. 		
Outcome:	Noted by Management Committee.	
Actions:	None.	

Items 14 & 15 Brought Forward

Item 14	AOCB				
14.1	<p><u>Tollcross Matters – Donation</u></p> <p>Fiona confirmed that Tollcross Matters has approached the Association for a £500 donation for the Halloween Party they are organising for the local children.</p> <p>Fiona confirmed that we work closely with Tollcross Matters and have supported their events in the past.</p> <p>Fiona confirmed that if the donation is approved, the Association’s logo will be placed on any promotional materials as a sponsor of the event.</p> <table border="1"> <tr> <td>Outcome:</td> <td>Management Committee agreed to donation.</td> </tr> <tr> <td>Actions:</td> <td>Donation to be made.</td> </tr> </table>	Outcome:	Management Committee agreed to donation.	Actions:	Donation to be made.
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14.2	<p><u>Loan Provider Discussion</u></p> <p>Clive confirmed that discussions have been taking place with the Association’s loan provider regarding the approach to how the Association borrows. Currently a yearly business plan is submitted, and they approve the continued lending if they accept the business plan. The loan provider want to move to a corporate covenant approach with set conditions.</p> <p>Drew confirmed that a business plan approach allows the Association to manage on an annual basis and the corporate covenant would look at more long-term borrowing (e.g. with set interest rates).</p>				

Management Committee Meeting Minute

Clive confirmed that discussions are ongoing and Committee noted that Drew has been invited to attend these meetings.	
Outcome:	None
Actions:	None

Item 15	Date & Time of Next Meeting								
18.1	<p>Management Committee Meeting</p> <table border="1"> <tr> <td>Date</td> <td>30 October 2023</td> </tr> <tr> <td>Location</td> <td>Hybrid (868 Tollcross Road + online via Teams)</td> </tr> <tr> <td>Start time</td> <td>6.00pm (planned end time 8.00pm)</td> </tr> <tr> <td>NB:</td> <td>Data Protection training will take place prior to this meeting at 5.00 pm. Buffet will be provided.</td> </tr> </table>	Date	30 October 2023	Location	Hybrid (868 Tollcross Road + online via Teams)	Start time	6.00pm (planned end time 8.00pm)	NB:	Data Protection training will take place prior to this meeting at 5.00 pm. Buffet will be provided.
Date	30 October 2023								
Location	Hybrid (868 Tollcross Road + online via Teams)								
Start time	6.00pm (planned end time 8.00pm)								
NB:	Data Protection training will take place prior to this meeting at 5.00 pm. Buffet will be provided.								

The following staff members were asked to leave the meeting for the Confidential Report discussion (left the meeting at 7.00pm).	
Joe Wilson, Technical Director	Anne Wilson, Corporate Services Director
Fiona Mills, Housing Director	Dianne Mathewson, Corporate Services Manager (minutes)

Item 13	Confidential Report
Separate minute taken by Clive Douglas, to be circulated confidentially with the Management Committee.	
Outcome:	
Actions:	