

Management Committee Meeting Minute

Meeting summary:

Date	30 October 2023	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	7.15pm

Present:

Chris Elliot (Chair)	Eileen Waters	John McMorrow (online)
Drew McPhail (Vice Chair)	Agnes Phillips	
Geraldine Connolly	Bill Dougan	
Esther Skimins	Sharon May	
Alice Lyness	Steve Fleming (online)	

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	Tom Hastings, Finance Director
Fiona Mills, Housing Director	Dianne Mathewson, Corporate Services Manager (minutes)

Agenda items:

Item 1	Apologies & Declaration of Interest
1.1	Apologies – Theresa Findlay, Andrea Bell, Ellen Garscadden and Gail Jackson.
1.2	Declaration of Interest – none.

Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on Monday 28 August 2023: <ul style="list-style-type: none"> i. Matters Arising and any corrections to the minute: <ul style="list-style-type: none"> (a) <u>AOCB – Loan Provider Discussions</u> – Clive confirmed that further meetings have taken place with the loan provider, and they have been productive. ii. Approval of the Minute – Approved by general consent. iii. Decisions taken between meetings – None.
2.2	Confidential Minute of the Management Committee Meeting held on 28 August 2023: <ul style="list-style-type: none"> i. Matters Arising and any corrections to the minutes: <ul style="list-style-type: none"> (a) Clive confirmed that independent consultants have been contacted and moving forward the consultant will liaise directly with the Management Committee. ii. Approval of the Minute – Approved by general consent. iii. Decisions taken between meetings – None.
2.3	Sub Committee Minutes for Ratification <ul style="list-style-type: none"> 2.3.1 - Audit & Business Sub-committee – no minute due. 2.3.2 - Operations Sub Committee held – no minute due.

Item 3	Action Schedule 2023/24	For: Information, Discussion, & Decision
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Action schedule provides a tracker for actions requested by the Management Committee.

Outcome:	Schedule noted by Management Committee.
Actions:	None.

Item 4	Protocol for Dealing with Breaches of Code of Conduct for Governing Body	For: Information, Discussion, & Decision				
<p>Report presented an updated protocol based on the SFHA guidance, for the Management Committee to consider as a replacement of the existing section within the Code of Conduct.</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Approved by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>Updated policy to be circulated.</td> </tr> </table>			Outcome:	Approved by Management Committee.	Actions:	Updated policy to be circulated.
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Actions:	Updated policy to be circulated.					
Item 5	Date Protection Update	For: Information & Discussion				
<p>Report provided an update on data protection matters for the year 2023/24.</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Noted by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Noted by Management Committee.	Actions:	None.
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Actions:	None.					
Item 6	Health & Safety Update	For: Information & Discussion				
<p>Report provided an update on health and safety matters for the year 2023/24. It was highlighted that the fire risk assessments will be carried out on 7 November 2023.</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Noted by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Noted by Management Committee.	Actions:	None.
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Actions:	None.					
Item 7	Membership & Use of Seal	For: Decision, Discussion & Information				
<p>Report provided an update of the Membership of the Association since the AGM in September.</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Noted by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Noted by Management Committee.	Actions:	None.
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Actions:	None.					
Item 8	Annual Assurance Statement	For: Decision, Discussion & Information				
<p>The report presented the draft annual assurance statement for the Management Committee to consider. It was highlighted that the feedback had been sought and received from the membership at the AGM and the PIN group had also had an opportunity to provide feedback. Both the membership and PIN members were happy with the content and layout of the statement.</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Approved by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>Statement to be submitted to regulator and published on our website.</td> </tr> </table>			Outcome:	Approved by Management Committee.	Actions:	Statement to be submitted to regulator and published on our website.
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Item 9	Equalities Action Plan Update	For: Discussion & Information				
<p>The report provided an update in relation to the equalities action plan. It has highlighted that the PIN group has had an opportunity to review the action plan and provide feedback. The Management Committee were asked to note specific change requests to target dates on page 6 and page 10 of the action plan.</p>						
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Actions:	None.					

Item 10	ARC KPIs (Q2 & cumulative 23/24) – Corporate	For: Discussion & Information
<p>Report provided overview of ARC KPIs. It was highlighted that there were some amber areas, but these were under control.</p> <p><i>Note of clarification following Committee member query: the cumulative total for stage 1 complaints should read 46 not 36.</i></p>		
Outcome:	Noted by Management Committee.	
Actions:	None.	

Item 11	ARC KPIs (Q2 & cumulative 23/24) – Housing	For: Information & Discussion
<p>Report provided overview of ARC KPIs. It was highlighted that progress has been made on the average time to relet, this has reduced to 26 days. Further work is underway (in line with point 7 on the action schedule), and an in-depth report will be submitted to the operations subcommittee in November 2023.</p> <p>Management Committee informed that the ‘evictions ban’ remains in place and has been further extended to March 2024, and this may have a knock-on impact on the work carried out by the Association.</p>		
Outcome:	Noted by Management Committee.	
Actions:	None.	

Item 12	ARC KPIs (Q2 & cumulative 23/24) – Maintenance	For: Information & Discussion
<p>Report provided overview of ARC KPIs.</p> <p><i>Note of clarification following Committee member query: the 18% of properties not meeting SHQS (and have exemptions applied) mainly relate to the kitchens not meeting the required storage capacity. There may be the odd property still with an older heating system (e.g. storage heaters) where the tenants does not want to change over – these will be captured as voids at the end of tenancy.</i></p> <p><i>Note of clarification following Committee member query: none of the properties failed due to safety concerns.</i></p>		
Outcome:	Noted by Management Committee.	
Actions:	None.	

Item 13	Development Update	For: Information & Discussion
<p>Report provided an update in relation to the following projects: (1) Altyre Street and (2) Easterhill Street.</p> <p>Verbal updated provided for NRS GCC half year meeting: meeting held on 24 October 2023 and Management are happy with the outcome of this meeting. Through discussions with GCC they had offered funding for the potential buy-back of the bungalow the Association had shown an interest in. This funding would include the requirement for GCC to have an input into any future tenants.</p>		
Outcome:	Noted by Management Committee.	
Actions:	None.	

Item 14	Festive closure arrangements	For: Decision, Discussion & Information
Report outlines the proposal for the festive period and the closure of the office.		
Outcome:	Approved by Management Committee.	
Actions:	None.	

Item 15	Loan Facility Amendment Letter	For: Decision & Discussion
Report outlines the terms and amendment letter, based on the recent business plan approval by the loan provider.		
<i>Note of clarification following Committee member query: the loan provider wishes to move the Association from business plan to corporate covenant approach (with set conditions).</i>		
<i>Note of clarification following Committee member query: the loan provider and the Association still need to agree an acceptable level of cover, which is fair and reasonable for both parties.</i>		
<i>Note of clarification following Committee member query: depending on the interest rates, there may be a penalty or money back if the Association choose to break the loan agreement. There is a 2-way breakage clause within the loan agreement.</i>		
Outcome:	Approved by Management Committee.	
Actions:	One page summary to be pulled together for the Management Committee to help explain the financial terms and situation for non-finance people, to allow for the Management Committee to be able to better scrutinise and make decision. Tom to sign amendment letter and submit.	

Item 16	SHR Consultation – Future Regulation	For: Information & Discussion
Final consultation document from SHR circulated to Management Committee members. Documents confirms that feedback deadline is 15 December 2023.		
Clive confirmed that the Association will provide any feedback to GWSF, to allow for a joined up approach with other housing associations.		
Outcome:	Noted by Management Committee.	
Actions:	None.	

Item 17	AOCB
17.1	<p><u>SHR Visit</u></p> <p>Clive confirmed that they had an arranged visit with the SHR, as they have a new regulation manager. Clive confirmed that the Leadership, Chair and Vice Chair attended the meeting and it had been a positive meeting.</p> <p>Clive confirmed that guidance was requested regarding point 7 in the action schedule, and the SHR will provide feedback.</p> <p>Clive confirmed that insurance arrangements had been discussed with the SHR, as concerns were raised by the Association to the insurer about the level of cover and the risk of the Association being under-insured. Tom has been liaising with the insurer and solicitor to find a solution to the current matter. SHR have asked to kept informed of any outcome.</p> <p>General discussion took place at the SHR meeting in relation to concerns about the sector and insurance arrangements, as there has been a number of companies withdrawing from offering insurance for housing association.</p>

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17.2	<p><u>Budget adjustment</u></p> <p>Joe requested the Management Committee consider the following budget adjustment:</p> <p>a) Reduction in heating / component budget of £220k This budget has been underspent due to the delay in the programme starting and the impact of tenants not wanting / refusing to have the relevant works carried out.</p> <p>b) Increase in cyclical paint budget of £140k The increase would allow for the paint programme to be brought forward (work budgeted for 2023/24 has been completed already).</p> <p>c) Increase in major works budget of £80k This will allow for resurfacing works to be carried out in required areas (e.g. backcourts and pathways).</p> <p><i>Note of clarification following Committee member query: the overall repairs and maintenance programme will remain in budget.</i></p> <table border="1"> <tr> <td>Outcome:</td> <td>Approved by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>None</td> </tr> </table>	Outcome:	Approved by Management Committee.	Actions:	None		
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17.3	<p><u>RAAC – Reinforced Autoclaved Aerate Concrete</u></p> <p>Joe confirmed that they had received a letter from the SHR regarding any Association properties that have RAAC. Joe confirmed that the Association do not have any properties with RAAC.</p> <table border="1"> <tr> <td>Outcome:</td> <td>Noted by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>None</td> </tr> </table>	Outcome:	Noted by Management Committee.	Actions:	None		
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Item 15	Date & Time of Next Meeting						
18.1	<p>Management Committee Meeting</p> <table border="1"> <tr> <td>Date</td> <td>27 November 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> </table>	Date	27 November 2023	Location	Hybrid (868 Tollcross Road + online via Teams)	Start time	6.00pm (planned end time 8.00pm)
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