

# Management Committee Meeting Minute

## Meeting summary:

Date	29 April 2024	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	8.00pm

## Present:

Chris Elliot, Chair	Andrea Bell (online)	Bill Dougan
Drew McPhail, Depute Chair (online)	Geraldine Connolly	Sharon May

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

<b>In attendance:</b>	Clive Douglas, Chief Executive	
Joe Wilson, Technical Director	Anne Wilson, Corporate Services Director	
Tom Hastings, Finance Director	Dianne Mathewson, Corporate Services Manager (minutes)	
Louise Moules, SHFA (left meeting after agenda item 1)		
Jackie Jeffs - Observing		

## Agenda items:

Item 1	SFHA Presentation from Louise Moules (6.00pm to 6.30pm)
<p>Query (a) what is the fee structure and does every Association pay equally. Response (a) the fee structure was reviewed last year, every Association now falls within the fee structure of £7.99 for each unit of stock. New members are given a 3-months free for their first year of joining.</p> <p>Query (b) what is the membership levels in Glasgow. Response (b) there are currently only 4 Association's in Glasgow not a member [REDACTED]</p> <p>Query (c) what RACC support did SFHA provide to those impacted. Response (c) media advice, framework for supporting tenants impacted, applying for funding support from Scottish Government and SFHA engaged with the Scottish Housing Regulator.</p>	
Outcome:	Presentation noted by Management Committee.
Actions:	Agreed discussion regarding membership to take place at next meeting.

Item 2	Apologies & Declaration of Interest
2.1	Apologies – Ellen Garscadden, Gail Jackson, Alice Lyness & John McMorro Esther Skimins & Agnes Phillips were unable to login online at the time of the meeting. The Chair accepted apologies to be taken at the time of the meeting. Non-attendance – Eileen Watters. Leave of absence – Steve Fleming.
2.2	Declaration of Interest – none.

Item 3	Minute of Previous Meetings
3.1	Minute of the Management Committee Meeting held on 25 March 2024. i. Matters arising and any corrections to the minute: None. ii. Approval of the Minute: Approved by general consent. iii. Decisions taken between meetings: None.
3.2	Sub Committee Minutes for Ratification 3.2.1 - Audit & Business Sub-committee: None. 3.2.2 - Operations Sub Committee: None.

Item 4	Action Schedule 2024/25
A1	Internal Auditors Update (Agenda item 11)
A10	SHFA Update (Agenda item 1)
A26	Former Tenant Arrears Policy – Review date to be confirmed for action schedule.
Outcome:	Schedule noted by Management Committee.
Actions:	A26 - Former Tenant Arrears Policy – Review date agreed September 2024

Item 5	Setting Strategic Priorities 2024/25	<i>For: Information, Discussion, &amp; Decision</i>
Report formalised the spotlight strategic priorities selected at the Management Committee and Staff strategy planning day held on 19 April 2024. Clive thanked everyone involved in the day.		
Outcome:	Report noted by Management Committee.	
Actions:	None.	

Item 6	Annual Registers Review	<i>For: Information, Discussion, &amp; Decision</i>
Report provided a summary of the register held by the Association. Full registers presented for inspection at meeting. Chair and Chief Executive signed registers.		
Outcome:	Report noted by Management Committee.	
Actions:	None.	

Item 7	Customer Engagement Action Plan Update	<i>For: Information, Discussion, &amp; Decision</i>
Report provided an update of the Customer Engagement Action Plan.		
Outcome:	Report noted by Management Committee.	
Actions:	None.	

Item 8	Equalities Action Plan Update	<i>For: Information, Discussion, &amp; Decision</i>
Report provided an update of the Equalities and Human Rights Action Plan.		
Outcome:	Report noted by Management Committee.	
Actions:	None.	

Item 9	Events & PIN Update	<i>For: Information, Discussion, &amp; Decision</i>
Report provided an update on the PIN and Events Focus Group. The PIN made recommendations for the Management Committee to consider.		
Chris highlighted the success of the Easter Event, with approximately 400 attending, and thanked everyone involved. Management Committee invited to attend the celebrating diversity event on 10 May.		
Chris shared good news from a member of the PIN, who recently secured a further education place for graphic design and stated that the work with the PIN helped build their confidence enough to apply for this opportunity. Meeting congratulated PIN member on their success.		
Outcome:	Report noted by Management Committee.	
Actions:	Recommendations to be actioned.	

Item 10	Housing Software Tender Update	<i>For: <del>Information</del>, Discussion, &amp; Decision</i>
<p>Report provided a summary of the recent tender process and asked the Management Committee to consider approval for the selected housing software provided.</p> <p>Query (a) has Leadership considered the impact of the introduction of a new system for staff. Response (a) Leadership have spoken with other Housing Association who have purchased the same package and are aware of the impact this will have on staff. An implementation programme of 6-7 months is expected based on the feedback from the supplier and other customers. The scoping exercise has been thorough and will allow deadlines to be achieved.</p>		
Outcome:	Report approved by Management Committee.	
Actions:	None.	

Item 11	Internal Audit Tender Update	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided a summary of the recent tender process and asked the Management Committee to consider approval for the selected internal audit provider.</p>		
Outcome:	Report approved by Management Committee.	
Actions:	None.	

Item 12	Duty of Candor Report	<i>For: Information, <del>Discussion</del>, &amp; Decision</i>
<p>Report provided an update for 2023/24, for incidents relating to the sheltered housing in line with the relevant Duty of Candour legislation. It was highlighted to the meeting that no incidents have occurred for the year 2023/24.</p>		
Outcome:	Report noted by Management Committee.	
Actions:	None.	

Item 13	Policy Review	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided an overview of two policies for review.</p>		
Outcome:	Report noted by Management Committee.	
Actions:	None.	

Item 14	Strategy & Development Funding Plan	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided an overview of the current development projects and proposed Strategy and Development Funding Plan. The Management Committee were asked to consider and approve the Plan submitted to Glasgow City Council (plan tabled).</p> <p>Altyre Street - A discussion took place regarding the outstanding approval from Scottish Water. It was highlighted that the Association may be required to maintain an attenuation tank on the site to ensure approval is provided.</p> <p>Query (a) could the Association seek support from political agencies / council to help with seeking consent, in line with the housing crisis and the pressure on Housing Association to help. Response (a) that is something the Association could explore, but Leadership are hopeful that that with the Association agreeing to maintain the attenuation tank consent will be granted.</p> <p>Altyre Street – A discussion took place regarding the funding arrangements for the project.</p>		

Query (b) has the Association made it clear to the regulator regarding the funding and that they are aware of the risk associated with the project.

Response (b) the Association has a commitment in principle from the lender. However, the Association has the finances available to delay borrowing to when interest rates are more favourable.

Query (c) has there been progress on the toilet for the Winter Gardens.

Response (c) we are still waiting for designs to be submitted.

Outcome:	Report approved by Management Committee.
Actions:	None.

<b>Item 15</b>	<b>Correspondence</b>				
15.1	<p><u>Ground rules for meetings</u> The agreed rules, developed by the Management Committee, have been circulated.</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.				
15.2	<p><u>Congratulations from SFHA</u> The Chief Executive of SFHA sent a congratulations on the 50<sup>th</sup> Anniversary.</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.				
15.3	<p><u>Scottish Housing Regulator – Guidance Update</u> SHR have updated the statutory framework and are in the process of updating all relevant guidance. Relevant updates will be sent to Management Committee when they are received.</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.				

<b>Item 16</b>	<b>AOCB</b>				
16.1	<p><u>First Aid &amp; Incident Support</u> Clive confirmed that 4 employees provided first aid and general incident support to a member of the community who was found collapsed. The staff team went above and beyond in their support and the individual was taken to hospital for treatment.</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.				
16.2	<p><u>XL Bully</u> A query was raised in relation to guidance for XL bully ownership. Fiona confirmed that the Association is seeking further advice from the solicitor in relation to current owners of XL bullies. However, the current advice from the Scottish Government is shared with owners (e.g. dogs should be kept on lead). Where an employee or contractor needs to visit a home of a known XL bully, they will be asked to take the dog out of the property for the duration of the visit.</p>				

	<p>Clive confirmed that where a complaint relates to a specific dog, this should be made to Police Scotland.</p> <table border="1"> <tr> <td>Outcome:</td> <td>None.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>	Outcome:	None.	Actions:	None.
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16.3	<p><u>Glasgow City Council Homelessness</u></p> <p>Fiona confirmed that Glasgow City Council have requested the Association increase the number of homeless lets to 67%. The Association is current sitting at approximately 53%. Fiona confirmed that she will explore what other Housing Association's are doing in relation to this before presenting a report to Management Committee.</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.
Outcome:	Noted by Management Committee.				
Actions:	None.				

Item 17	Date & Time of Next Meeting
Management Committee Meeting	
Date	20 May 2024
Location	Hybrid (868 Tollcross Road + online via Teams)
Start time	6.00pm (planned end time 8.00pm)