

# Management Committee Meeting Minute

## Meeting summary:

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| Date     | 20 May 2024                                    | Start time | 6.00pm |
| Location | Hybrid (868 Tollcross Road + online via Teams) | End time   | 8.00pm |

## Present:

|                          |                                   |              |
|--------------------------|-----------------------------------|--------------|
| Drew McPhail, Vice Chair | Andrea Bell                       | Bill Dougan  |
| Ellen Garscadden         | Gail Jackson                      | Alice Lyness |
| Eileen Watters           | John McMorrow (Co-optee)          | Sharon May   |
| Agnes Phillips           | Jackie Jeffs (P/T Casual Vacancy) |              |

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

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| <b>In attendance:</b>          | Clive Douglas, Chief Executive                        |
| Joe Wilson, Technical Director | Anne Wilson, Corporate Services Director              |
| Tom Hastings, Finance Director | Rhys Atkinson, Corporate Services Assistant (minutes) |

## Agenda items:

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| Item 1  | Welcome, Apologies & Declaration of Interest  |   |
|         | Apologies – Chris Elliot & Geraldine Connolly<br>Non-attendance – None<br>Leave of absence – Steve Fleming.<br>In the Chair’s absence, Drew chaired the meeting.  |   |
|         | Declaration of Interest – none.   |   |
| Item 12 | Membership & Use of Seal Report   | <i>For: Information, Discussion, &amp; Decision</i>               |
|         | This item was brought to the beginning of the meeting for Management Committee to approve the Membership Application of Jackie Jeffs. Committee members noted that following observing the previous meeting Jackie would like to join the Management Committee. Following Committee members approving the application, Jackie’s request to join the Committee was approved. Jackie was invited to attend the meeting in the capacity of Casual Vacancy under the Association’s rules. |   |
|         | Outcome:  | Report and Committee membership approved by Management Committee. |
|         | Actions:  | None.   |

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| Item 2 | Minute of Previous Meetings  |  |
| 2.1    | Minute of the Management Committee Meeting held on 29 April 2024.<br>i. Matters arising and any corrections to the minute: None.<br>ii. Approval of the Minute: Approved by general consent.<br>iii. Decisions taken between meetings: None. |  |
| 2.2    | Sub Committee Minutes for Ratification<br>i. Audit & Business Sub-committee: None.<br>ii. Operations Sub Committee: None.  |  |

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| Item 3   | Action Schedule 2024/25   |   |
| A10  | SFHA Update (Agenda item 11)  |   |
| Outcome:   | Schedule noted by Management Committee.                             |   |
| Actions:   | None.   |   |
| Item 4   | KPIs Year End / ARC Return  | <i>For: Information, Discussion, &amp; Decision</i> |
| <p>The report had been issued to Committee in advance of the meeting and in order for Committee members to easily compare the figurers, previous years figures were provided for comparison. Committee members noted and approved the ARC submission data for 23/24.</p>   |   |   |
| Outcome:   | Report noted and approved by Management Committee.                  |   |
| Actions:   | None.   |   |
| Item 5   | Business Plan   | <i>For: Information, Discussion, &amp; Decision</i> |
| <p>Committee noted the information provided by the report issued in advance of the meeting. Tom Hastings followed the report with a detailed presentation during the meeting. Management Committee were pleased with the information provided and thanked Tom for his work. A member of the Committee had requested to see the figures within the report but with the Development costs removed. They were advised this would be no problem and they would receive them at a later date.</p> |   |   |
| Outcome:   | Report noted by Management Committee.                               |   |
| Actions:   | Remove Developments figures within report and provide to Committee. |   |
| Item 6   | Five-year Financial Projections                                     | <i>For: Information, Discussion, &amp; Decision</i> |
| <p>Committee members noted the content of the report issued in advance of the meeting, which was supplemented by a detailed presentation from Tom Hastings.</p>  |   |   |
| Outcome:   | Report noted and approved by Management Committee.                  |   |
| Actions:   | None.   |   |
| Item 7   | Audit Planning Letter   | <i>For: Information, Discussion, &amp; Decision</i> |
| <p>Management Committee were pleased to note that the Association's objectives and timescales are being met. The report contained some of the Association's highest risks and how they will be approached and controlled.</p>  |   |   |
| Outcome:   | Report noted by Management Committee.                               |   |
| Actions:   | None.   |   |
| Item 8   | Health & Safety Update  | <i>For: Information, Discussion, &amp; Decision</i> |
| <p>Report provided an update of the Health &amp; Safey for year end 2023/24. Management Committee were pleased to note that action plans are being monitored and meeting schedule is up to date.</p>   |   |   |
| Outcome:   | Report noted by Management Committee.                               |   |
| Actions:   | None.   |   |

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| Item 9  | Data Protection Update                | <i>For: Information, Discussion, &amp; Decision</i> |
| <p>Report provided an update of all data protection matters during year 23/24. All matters have been handled in accordance with the Association’s Data Protection and Freedom of Information Policies and Procedures. The Committee were assured that the DPO is confident the Association has a robust plan in place and the ‘heat map’ provided at the meeting to supplement the report, has been updated following the completion of our accountability tracker self-assessment.</p> |                                       |   |
| Outcome:  | Report noted by Management Committee. |   |
| Actions:  | None.                                 |   |

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| Item 10   | Policy Review                                       | <i>For: Information, Discussion, &amp; Decision</i> |
| <p>Report provided an overview of the limited changes to the Entitlements, Payments and Benefits Policy, presented for approval. The report outlined the changes to the other policies that have been reviewed and approved by the Audit &amp; Business Sub Committee at the meeting held 13 May 2024. Committee were provided a full copy of the revised policies, all of which included the equalities impact assessment.</p> |   |   |
| Outcome:  | Policies approved/ratified by Management Committee. |   |
| Actions:  | None.   |   |

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| Item 11  | Consider SFHA Membership                               | <i>For: Information, Discussion, &amp; Decision</i> |
| <p>Report provided to Management Committee detailing the previous and current position with SFHA. Leadership Team members have indicated there are positives that make re-joining more attractive than not joining. Committee were asked to approve a trial run, which consists of joining for 3 months free of charge and 6 months paying 50% of normal fee.</p> <p>Query: Committee queried about being able to leave the SFHA if we were not satisfied or if we would have to remain with them for a certain length of time.</p> <p>Response: Clive responded saying we will be able to leave at any time. We will not be locked in for any length of time.</p> |  |   |
| Outcome:   | Request to join SFHA approved by Management Committee. |   |
| Actions:   | None.  |   |

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| Item 13  | Correspondence  |
| 13.1     | <p><u>SPSO Complaint</u></p> <p>The SPSO has received a complaint from a complainant who has already had their complaint investigated, at stage 2. The information will be provided and SPSO will decide whether to carry out an investigation. Management Committee will be updated on the resolution at a future meeting.</p> |
| Outcome: | Noted by Management Committee.  |
| Actions: | Provide update to Management Committee members on SPSO decision.  |

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| Item 14  | AOCB   |          |                                |          |  |
| 14.1     | <p><u>Pensions Trust</u></p> <p>The Pensions Trust have issued correspondence indicating the Association may be required to make further payments towards the deficit in 2026. Management Committee will be provided with updates as and when we receive them.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">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.  |          |                                |          |  |
| 14.2     | <p><u>Staff Salaries</u></p> <p>Clive confirmed that the Chair and Vice-Chair are due to receive a report containing information on staff salaries shortly.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Outcome:</td> <td>Noted by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>Provide update to Committee members on report outcome.</td> </tr> </table>   | Outcome: | Noted by Management Committee. | Actions: | Provide update to Committee members on report outcome. |
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| Actions: | Provide update to Committee members on report outcome.   |          |                                |          |  |

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| Item 15                      | Date & Time of Next Meeting  |
| Management Committee Meeting |  |
| Date                         | 24 June 2024   |
| Location                     | Hybrid (868 Tollcross Road + online via Teams)   |
| Start time                   | 6.00pm (planned end time 8.00pm)   |
|                              |  |
| NB                           | Committee members were reminded that there is to be Committee training on PIN/Pils framework at 6.00 pm on 28 May 2024 |