

Management Committee Meeting Minute

Meeting summary:

Date	24 June 2024	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	8.00pm

Present:

Chris Elliot, Chair	Alice Lyness	John McMorrow (Co-optee)
Drew McPhail, Vice Chair	Sharon May	
Geraldine Connolly	Esther Skimins	
Bill Dougan	Eileen Watters	
Ellen Garscadden	Jackie Jeffs	

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

In attendance:	Clive Douglas, Chief Executive
Joe Wilson, Technical Director	Anne Wilson, Corporate Services Director
Tom Hastings, Finance Director	Dianne Mathewson, Corporate Services Manager (minutes)

Agenda items:

Item 1	Welcome, Apologies & Declaration of Interest
1.1	Apologies – Andrea Bell, Gail Jackson and Anges Phillips Special Leave – Steve Fleming.
1.2	Declaration of Interest – none.

Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on 20 May 2024. i. Matters arising: Item 11 – the Association are now members of the SFHA. Corrections to the minute: No corrections ii. Approval of the Minute: Approved by general consent. iii. Decisions taken between meetings: None.
2.2	Sub Committee Minutes for Ratification i. Audit & Business Sub-committee: Meeting 12 February 2024 – Noted by MC. ii. Operations Sub-Committee: Meeting 22 January 2024 – Noted by MC

Item 3	Action Schedule 2024/25		
Ref	Info	Update	Outcome/Actions
B2	Business Plan Figures	TH & CD currently pulling together requested figures.	Deadline to be agreed at next MC meeting.
B3	SPSO Complaint No.1	SPSO confirmed they would not investigate the complaint raised and have closed the case as they are satisfied with the information and response provided by the Association.	Noted by MC.
B4	Salary Report		Deadline to be agreed at next MC meeting.

Item 4	Loan Portfolio: 2024 Annual Return	<i>For: Information, Discussion, & Decision</i>
<p>The report and appendix provide the information required to be submitted to the SHR on an annual basis (for the previous financial year). Tom talked the Management Committee through the appendix (which will be submitted to the SHR) and highlighted the following points:</p> <ol style="list-style-type: none"> 1. The Association are required to report annually to the lenders in relation to covenants for loans. 2. A quarterly finance report is provided to the Audit Sub-committee. 3. Updated financial covenants will be reported our lenders based on the latest financial statements, after the AGM. 4. A recent bank security valuation has indicated that the Association has a higher borrowing capacity, than last reported to our lenders. 5. As some of the titles are in a block basis (not individual), the Association is unable to simply remove them individually from the current loan arrangements. 		
Outcome:	Report approved by Management Committee.	
Actions:	Information to be submitted to SHR.	

Item 5	AGM Update	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an overview of the AGM for 2024, including the Management Committee Members required to stand down and those who wish to stand for re-election (based on the recent MC appraisals).</p> <p>With a potential vacancy, the Management Committee were asked to consider a more targeted approach to recruitment to allow the Management Committee to better reflect the tenant profile. Areas that could be targeted to help underrepresentation are:</p> <p>Age groups 54 and under (Ages 35-54 makes up 37% of tenants and only 20% of MC / Ages 34 and under makes up 20% of tenants and no representation on MC).</p> <p>Polish background (8% of tenants are from a Polish background with no representation on MC). The gender split mirrors the tenant profile more closely. However, a female would better reflect the overall tenant profile.</p>		
Outcome:	Report noted by Management Committee. Management Committee approved a more targeted approach to recruitment.	
Actions:	None.	

Item 6	Long standing Committee Member review	<i>For: Information, Discussion, & Decision</i>
<p>Report provided information relating to the effectiveness of our long-standing members (who are required to stand down this year) and if they can stand for re-election at this year's AGM.</p> <p>Assessment was carried out by an external consultant and the recommendation confirmed that the long-standing members continue to have the levels of objectivity and challenge required to be remain effective in the role. Management Committee members were pleased to approve the recommendation.</p>		
Outcome:	Report noted and approved by Management Committee.	
Actions:	None.	

Item 7	Management Committee Performance Review	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an update on the MC appraisals process and confirmed that all members have completed their appraisal. Committee members approved the recommendations for action and that the Audit Sub-Committee will monitor these. The Chief Executive and Chair completed their appraisals with support from an external consultant. Chris suggested that a mentor programme for potential future Chairs is considered.</p>		
Outcome:	Report recommendations approved by Management Committee.	
Actions:	CSD to prepare action plan for Audit Sub-Committee to monitor.	

Item 8	Salary Sacrifice Electric Car Scheme	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an overview of a proposed new benefit for employees, to allow them to lease an electric car through salary sacrifice (and making saving through tax relief). Report provided in-depth information on how the scheme would work, the proposed provided and the key risks to the Association.</p> <p>Query (a) is there charging considerations the Association needs to make.</p> <p>Response (a) employees who lease a car will be expected to charge their car at home – the Association does not need to provide a charging point at the office. However, if there were several employees who took up this offer the Association could look at options for putting a charge point in. This would need to be explored fully to see what the best option would be (e.g. fast charge, location, etc.) and if potential funding is available. If Government funding was received, the charge point would need to be accessible for public usage.</p> <p>Query (b) would the Association use the tax relief they get to make the lease less for the employee.</p> <p>Response (b) the Association would keep the tax relief. Considerations had been made about a reserve being created with the savings. However, the amount would not be significant.</p> <p>Query (c) with the savings being different for each employee, will there be a disclaimer for employees to sign up to, to ensure they understand the impact on them.</p> <p>Response (c) For employees taking up the benefit, they would need to have a revised contract to ensure that liability is made clear and what it means for the employee. Previously this has happened for cycle to work and childcare vouchers.</p> <p>Management Committee highlighted support for the commitment that the benefit would have on the Association’s environmental impact and sustainability.</p> <p>Clive confirmed that when the Association needs to replace the pool car, they will look at an electric car option too.</p>		
Outcome:	Report approved by Management Committee.	
Actions:	None.	

Item 9	Correspondence
9.1	<p><u>Changes to charity law</u></p> <p>The SHR sent a letter to the Association in relation to the changes in the Charities (Regulation and Administration) (Scotland) Act 2023, to confirm further changes will be coming for Housing Association. Updates of what these are will be shared with the Management Committee.</p>
Outcome:	Noted by Management Committee.
Actions:	None

9.2	<p><u>Changes to communication with tenants</u></p> <p>The SHR sent a letter to the Association in relation to what Housing Associations should make their tenants aware of in terms of performance and make them aware of what the regulator does. Updates of what these are will be shared with the Management Committee.</p> <table border="1" data-bbox="261 360 1481 472"> <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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9.3	<p><u>50th Anniversary</u></p> <p>An email has been circulated in relation to the 50th Anniversary celebrations. Management Committee are asked to respond to this as soon as they can.</p> <table border="1" data-bbox="261 624 1481 736"> <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				
9.4	<p><u>SPSO Complaint No.2</u></p> <p>The SPSO have contacted the Association in relation to complaint received. The information will be provided and SPSO will decide whether to carry out an investigation.</p> <table border="1" data-bbox="261 922 1481 1034"> <tr> <td>Outcome:</td> <td>Noted by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>Management Committee to be updated on outcome.</td> </tr> </table>	Outcome:	Noted by Management Committee.	Actions:	Management Committee to be updated on outcome.
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Item 10	AOCB				
10.1	<p><u>ARC Query</u></p> <p>We received a query from SHR on our ARC submission, in relation to the tenant safety comment box. The Association stated “NA” in the mandatory box, as there were no tenant safety concerns. Information will be submitted to SHR in relation to this to highlight there are no concerns.</p> <table border="1" data-bbox="261 1337 1481 1449"> <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.				
10.2	<p><u>Delegated Authority</u></p> <p>Clive requested that the Management Committee approve delegated authority to the Office Bearers during the recess in meetings (July).</p> <table border="1" data-bbox="261 1599 1481 1711"> <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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Actions:	None.				

Item 15	Date & Time of Next Meeting
Management Committee Meeting	
Date	26 August 2024
Location	Hybrid (868 Tollcross Road + online via Teams)
Start time	6.00pm (planned end time 8.00pm)
<u>NOTE:</u> Training session at 5.30pm on Health & Safety Awareness	