

# Management Committee Meeting Minute

## Meeting summary:

Date	28 October 2024	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	8.00pm

## Present:

Chris Elliot, Chair	Jackie Jeffs	Eileen Watters
Drew McPhail, Vice Chair	Alice Lyness	John McMorrow (co-optee) (OL)
Geraldine Connolly	Sharon May	
Ellen Garscadden	Agnes Phillips	
Gail Jackson	Esther Skimins	

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)
Alex Cameron from Quinn Internal Audit and Business Support Services for item 4	

## Agenda items:

Item 1	Welcome, Apologies & Declaration of Interest
1.1	Apologies – Bill Dougan and Steve Fleming.
1.2	Declaration of Interest: None

Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on 23 September 2024 i. Matters arising: None. ii. Corrections to the minute: No corrections iii. Approval of the Minute: Approved by general consent. iv. Decisions taken between meetings: None.
2.3	Sub Committee Minutes for Ratification i. Audit & Business Sub-committee: None. ii. Operations Sub-Committee: Meeting 2 September 2024 – Noted by MC.

Item 3	Action Schedule 2024/25
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Ref	Info	Update
B2	Business Plan Figures	Outstanding – to be issued week commencing 28 October 2024.
B7	Pension Letter	Letter should be prepared for start November 2024. To be shared with Management Committee prior to sending.
B9	Standing Orders	Work has been carried out by consultant and a further update will be supplied to MC in November 2024.

Item 4	KPIs 2024/25	<i>For: Information, Discussion, &amp; Decision</i>
<p>The report provided the Management Committee with an update on the KPIs for the Corporate, Housing and Maintenance teams for Q1 and Q2 of 2024/25.</p> <p><i>MC Query: in relation to lost rent for empty properties - if a tenant is moving from one THA property to another THA, do they need to pay rent on both properties.</i></p> <p><i>Response: yes. However, the housing team works with the tenant to minimise this impact as much as possible (for example, there may be options for housing benefit on both properties). A impact on lost rent occurs when there has been a death, as policy provides 14-days for the family to empty the property. However, this timeframe is not always possible depending on the individual circumstances.</i></p>		
Outcome:	Management Committee noted the report and appendices.	
Actions:	None.	

Item 5	ARC Benchmarking	<i>For: Information, Discussion, &amp; Decision</i>
<p>The report provided the Management Committee benchmarking information for the Association compared to the Scottish National Average (RSLs), from the ARC return.</p> <p>Management Committee were made aware that a further in-depth comparison was completed for complaints for the Association and staff were invited to participate in how this can be improved (as part of the staff planning day).</p> <p><i>No queries received from Management Committee.</i></p>		
Outcome:	Management Committee noted the report and appendices.	
Actions:	None.	

Item 6	Confidential Report (tabled)	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided an update on salary benchmarking, as requested by the Management Committee. A general discussion took place relating to retention, competitive salaries and turnover. It was noted that the Association had higher than normal turnover after the return to the office (after covid). However, since then turnover has been stable.</p> <p><i>No queries received from Management Committee.</i></p>		
Outcome:	Management Committee noted the report.	
Actions:	None.	

Item 7	Development Update	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided an update on the on-going development projects.</p> <p><i>Query: has the Association covering the project costs from January to April 2025, been risk assessed and the impact on the finances considered.</i></p> <p><i>Response: yes, and this possibility had been pre-planned for and considered as part of the budgets.</i></p>		
Outcome:	Management Committee noted the report.	
Actions:	None.	

Item 8	Property Purchases Update	<i>For: Information, Discussion, &amp; Decision</i>
Report provided an update on the Association's buy-back of properties (funded by GCC).		
Outcome:		Management Committee approved the report.
Actions:		None.
Item 9	Correspondence	
9.1	<u>GWSF Update (September 2024)</u>	
Outcome:		Noted by Management Committee.
Actions:		None.
Item 10	AOCB	
10.1	<u>Tabled Report – Update on kitchen and bathroom refits</u>	
Report provided the Management Committee an update of the number of kitchen and bathroom installs completed, contractor performance and customer satisfaction.		
Outcome:		Noted by Management Committee.
Actions:		None.
10.2	<u>Sheltered Housing</u>	
Management Committee were informed that the Housing Regulator have requested further information relating to the notification made by the Association regarding the deregulation of the sheltered housing service.		
Outcome:		Noted by Management Committee.
Actions:		None.
10.3	<u>Data Protection</u>	
Management Committee were informed that there has been a Data Protection breach, following from a complaint received from a parent (whose child appeared in our Newsletter) which the Association self-reported to the ICO. The ICO have noted the report but closed the case (as the Association had identified areas of improvement required). The matter is ongoing, and the Management Committee will be kept informed.		
Outcome:		Noted by Management Committee.
Actions:		None.
10.4	<u>Halloween Party</u>	
Management Committee thanked the staff involved in the recent Halloween event.		

## Item 11 Date & Time of Next Meeting

### Management Committee Meeting

Date	25 November 2025
Location	Hybrid (868 Tollcross Road + online via Teams)
Start time	6.00pm (planned end time 8.00pm)

## Item 12 Training Dates

### Management Committee Training Dates

Topic	Effective Change
Date & Time	Monday 25 November 2025 at 5.00pm