

Management Committee Meeting Minute

Meeting summary:

Date	25 November 2024	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	7.30pm

Present:

Geraldine Connolly (Chair)	Alice Lyness	Sharon May
Gail Jackson	Jackie Jeffs	John McMorrow (co-optee)

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: Chris Elliot, Drew McPhail, Bill Dougan, Steve Fleming, Ellen Garscadden, Eileen Watters, Agnes Phillips and Esther Skimins.
1.2	Declaration of Interest: None
Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on 28 October 2024 i. Matters arising: Points 10.3 – Data Protection – Clive confirmed that the incident was passed to the Association’s solicitor, who advised to make a payment to the complainant. Clive confirmed that this would take place this week. MC Query – what is the likelihood of other making the same complaint. Response – not significant (due to the circumstances surrounding the complaint) 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 (12 August 2024): Noted by MC. ii. Operations Sub-Committee: None.

Item 3 Action Schedule 2024/25

Ref	Info	Update
B2	Business Plan Figures	Complete.
B7	Pension Letter	Response received from specialist advised that the Association should prepare the letter themselves. Letter should be prepared for December 2024.
B8	Allocation Policy	Action from internal audit - Target Q1 25/26
B9	Standing Orders	Leadership team will review the proposed changes prior to submission to the Management Committee in January 2025.
B10	Treasury Management Policy	Action from internal audit - Target January 2025

Item 4	Repairs & Maintenance Tender	<i>For: Information, Discussion, & Decision</i>
<p>The purpose of this report was to request consideration for approval for the Association’s new Multi-Contractor Framework to provide day to day repairs and void repairs for the term 1 February 2025 to 31 January 2028, with the option to extend the Framework annually until 31 January 2030.</p> <p><i>MC Query (a) – do we pay the contractors for the time spend at a repair.</i></p> <p><i>Response (a) – the contractors invoice the Association for cost of the repair including the time. However, there is a minimum time charge for each call out.</i></p> <p><i>MC Query (b) – do we guarantee a minimum of the total repairs required (e.g. 10%).</i></p> <p><i>Response (b) – there is not a minimum level set. However, the team will monitor to ensure that the work is evenly distributed to the contractors.</i></p> <p><i>MC Query (c) – lot 2 has no contractors listed, does this mean no-one tendered for this.</i></p> <p><i>Response (c) – all contractors who submitted a tender included an out-of-hours aspect.</i></p>		
Outcome:	Management Committee approved the report and noted the appendices.	
Actions:	None.	

Item 5	Health & Safety Update	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an update on health and safety matters for the current year (2024/25). Management Committee asked to note the report.</p>		
Outcome:	Management Committee noted the report and appendices.	
Actions:	None.	

Item 6	Data Protection Update	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an update on data protection matters for the current year (2024/25). Management Committee asked to note the report.</p> <p><i>MC Query – what were the levels of the other data breaches.</i></p> <p><i>Response – they were basic breaches (e.g. emails sent to wrong address).</i></p>		
Outcome:	Management Committee noted the report and appendices.	
Actions:	None.	

Item 7	PIN & Events Focus Group Update	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an update on recent activities carried out by the Performance Improvement Network and the Events Focus Group. Management Committee asked to note the report and consider the recommendations.</p>		
Outcome:	Management Committee noted and approved the report.	
Actions:	None.	

Item 8	Policy Review	<i>For: Information, Discussion, & Decision</i>				
<p>Report presented the following policies and actions:</p> <ul style="list-style-type: none"> ▪ Customer Engagement Strategy – revised deadline January 2025. ▪ Factoring & Factoring Debt Recovery Policies – revised deadline March 2025. ▪ Health & Safety and Smoking Free Policies – changes to be noted. ▪ Management Committee Recruitment & Induction Policy – changes to be noted. ▪ Serious Complaints against CEO – changes to be noted. ▪ Standing Orders – revised deadline January 2025. ▪ Succession Planning Policy – changes to be noted. 						
<table border="1"> <tr> <td>Outcome:</td> <td>Management Committee noted and approved the report.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted and approved the report.	Actions:	None.
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Actions:	None.					

Item 9	Development Update	<i>For: Information, Discussion, & Decision</i>				
<p>Report provided an update on the on-going development projects and recent property purchases.</p> <p><i>MC Query – are the purchases from people who are selling up and leaving.</i></p> <p><i>Response – yes, in the majority of cases. However, there has been some with a sitting tenant.</i></p> <p>Management Committee asked to note the report.</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Management Committee noted the report.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted the report.	Actions:	None.
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Actions:	None.					

Item 10	Winter Shutdown	<i>For: Information, Discussion, & Decision</i>				
<p>Report provided a proposal (including office closure and cover arrangements, and delegated authority for emergencies) for the festive holiday period for consideration</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Management Committee approved the report.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee approved the report.	Actions:	None.
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Actions:	None.					

Item 11	Correspondence				
11.1	<p><u>Thank you letter received from Winter Gardens Nursery (October 2024)</u></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.				
11.2	<p><u>GWSF Update (November 2024)</u></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 12	AOCB				
10.1	<p><u>Regulator Update</u></p> <p>(a) The regulator had requested further information in relation to the deregulation of the sheltered service. This information has been supplied and we hope to get a response to allow for us to go out to residents in January 2025.</p> <p>(b) The insurance query has come to an end. The stock was reevaluated and it found our payment was enough to make us fully insured.</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.				
10.2	<p><u>Additional Management Committee Meeting</u></p> <p>It is proposed that a management committee meeting is held on Monday 9 December 2024 to allow for the rent increase to be discussed.</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.
Outcome:	Approved by Management Committee.				
Actions:	None.				

Item 13	Date & Time of Next Meeting
Management Committee Meeting	
Date	9 December 2024
Location	Hybrid (868 Tollcross Road + online via Teams)
Start time	6.00pm (planned end time 8.00pm)

Item 14	Upcoming Training
Date & Time	Topic
Monday 13 January 2025	Sign-posting opportunities (working with partner organisations)
Monday 17 March 2025	Overview of Housing Management