

MINUTES of the Management Committee Meeting held on Tuesday 28th January 2025
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX and Microsoft Teams

Item	Agenda Item			
1.0	Apologies			
	Committee present Maureen McDonald (Chair) Ann McEachan Kirsty Wilson Veronica McLaughlin Marie Moody Kirsty Stoddart (Teams) Sofie Rytz (Co-opted at meeting)	In Attendance Gary Dalziel (CEO) Kerry Clayton (GCM / minutes) Helen Sutherland (DCFS) Aidan McGuinness (DHCS)	Apologies Melanie Gilmour (Vice-chair) Eileen McCallum	Special Leave Duncan Smith
2.0	Declaration of Interest			
The CEO declared an interest in Agenda Item 8.0 – renewal of SFHA membership due to position on SFHA Board.				
3.0	Minutes for Approval			
3.1	Minutes of Previous Management Committee Meeting held on Tuesday 28 th November 2024	The Minutes were agreed as a true record of the meeting subject to amendment of the correct spelling of Sofie Rytz name throughout.	Signed by Chairperson: [REDACTED – PERSONAL DATA] Signed By CEO: [REDACTED – PERSONAL DATA]	

		<p>Proposed: Ann McEachan Seconded: Veronica McLaughlin</p> <p><i>Post meeting note: Minute of 28th November 2024 amended as proposed.</i></p>	
3.2	Matters Arising	<p>There were no matters arising that are not otherwise on the agenda.</p> <p>All actions from the previous minute agreed as actioned.</p>	
4.0	Governance		
4.1	Governance Report	<p>The CEO provided a brief overview of the report, advising Committee the purpose of the report is to keep them informed of any specific governance issues not otherwise reported on the agenda. The report covers Leave of absence, Douglas Muir, Co-option of new member, Committee recruitment, annual reviews and SHR updates.</p> <p>The CEO sought approval to grant Duncan Smith a leave of absence from the Management Committee [REDACTED – PERSONAL DATA].</p> <p>Committee approved a leave of absence for a 2-month period.</p> <p>Proposed: Veronica McLaughlin Seconded: Ann McEachan</p> <p>The CEO informed Committee that they together with the Chair had attended the funeral of Douglas Muir to offer condolences to his family. The CEO expressed gratitude to Douglas for his contribution to the Management Committee and association over the years.</p> <p>Highlighting Sofie’s attendance, the CEO advised following on from observing the previous meeting the recommendation was now to co-opt Sofie onto the Management Committee until the AGM later this year and sought approval for this.</p> <p>Committee approved the co-option of Sofie Rytz to the Management Committee Proposed: Veronica McLaughlin Seconded: Marie Moody</p>	

		<p>The CEO updated Committee on the current position with recruitment, stating a slightly different position from when the report was written having been advised one potential member had chosen to join the Board of another association. The CEO invited the GCM to provide any additional updates. The GCM advised one member confirmed to attend as an observer in February and one where a meeting still must be arranged due to scheduling throughout January.</p> <p>The CEO provided an update on the progress with the Annual Review process as outlined in the report. The Chair stressed the importance of all reviews being undertaken and asked those still to be arranged to do this with the GCM after the meeting. The CEO advised while not predicting outcomes of the review, it was anticipated based on initial discussion with the GCM that finance and governance will be their areas that require additional skills and expertise. Therefore, once the report has been finalised the CEO will undertake a targeted recruitment exercise to look to address these skills gaps.</p> <p>Finally, the CEO provided Committee with information on the recent publications from SHR on Notifiable Events, summary of five-year financial projects across the sector and the revisions to the ARC following the consultation exercise. The CEO advised links were available within the report and the material will be added to Decision Time, encouraging all Committee members to read these and be familiar with the content.</p> <p>Committee note the progress with recruitment, annual reviews, and publications from SHR.</p>
4.2	Notifiable Events	Nothing to report, standing agenda item.
4.3	Regulatory Returns	Nothing to report, standing agenda item.

Health & Safety		
5.0	Health and Safety Report	<p>The GCM advised the office H&S audit report had been received just ahead of the meeting. The CEO provided a reminder of what had been agreed as the scope of this audit and advised the report will be provided at the February meeting.</p> <p>The CEO further advised the consultant developing the Asset Management Strategy is also supporting with the review of the recommendations from the 6 landlord H&S audits and these will be reported on at future meetings to provide Committee assurance the actions previous presented with reports have been implement.</p> <p>Finally, the CEO advised further training had been provided to those who undertake lone-working activities to support increased use of the safety equipment provided by the association.</p> <p>Committee noted the progress with office and landlord H&S audits and training on lone-working app.</p>
Reports for Approval/Information		
6.0	Review of the Maintenance function	<p>The CEO advised Committee, a Staff Sub-committee meeting had been held on 19th January to allow full scrutiny of the recommendations and, for those recommendations to be amended or ratified for approval by the Management Committee in-line with the Standing Orders policy. The CEO highlighted the detailed reports provided with the papers, inclusive of the report that went to the Staffing Sub-committee together with the minute of that meeting and an additional cover report. Highlighting the members of the Staff Sub-committee, the CEO advised he would seek their input to ensure accuracy of the in-depth discussion that took place.</p> <p>The CEO started by providing a summary of the information, including the background to the requirement for the review of the Maintenance function [REDACTED – PERSONAL DATA AND CONFIDENTIAL INFORMATION]</p> <p>The CEO invited any further comments from the Staffing Sub-committee to support the above recommendations they approved for bringing to the Management Committee. The Staffing</p>

		<p>Sub-committee commented upon reflection of the decision, which they advised remain fully supportive, what intended involvement in recruiting for the new posts would there be for the newly appointed Director of Assets, highlighting the importance of having input to shaping a new team under your responsibility. The CEO advised that timing should allow the new Director to be in post before recruitment in finalised and it would be the intention as far as possible to have them involved in recruiting the new employees.</p> <p>There was discussion on the financial implications to be considered, including increased overall salary budget and increased NI contributions. Committee considered this against the risk of not having the adequate resources in place to effectively oversee key compliance areas, retain highly skilled employees and deliver an effective service across all areas of the organisation, and agreed mitigating these risks outweighed the increased costs and the efficiency gains and service level improvements from the proposed new service delivery would offset costs in the longer term. Committee further commented that to ensure success of implementation all affected employees must be fully supported in their new or changing roles.</p> <p>Committee collectively approved all 6 recommendations list above.</p>
6.1	Factoring Policy	<p>The DHCS sought approval for the Factoring Policy, advising this has been subject to scrutiny from the Housing and Maintenance Sub-committee who had made the recommendation to bring to the Management Committee for approval.</p> <p>Committee approved the Factoring Policy.</p> <p>Proposed: Ann McEachan Seconded: Veronica McLaughlin</p>
6.2	Factor Fee Review	<p>The DFCS advised the purpose of the report was to seek approval for the annual increase in factoring charges. Highlighting challenges around quantifying these charges and the previous process adopted based on employee costs but requires to be more evidence based moving forward to ensure transparency and met obligations to be fair to those paying for the service. For this increase, the anticipated salary increase has been considered.</p>

		<p>Committee queried why this increase would not align with the rent increase if unable to fully quantify. The CEO advised of the need to consult should the increase be above a certain level and without a robust assessment criterion, consultation could not take place.</p> <p>Committee advised they agreed to approve but would like to see a robust assessment criterion developed in time for the increase in 2026/27.</p> <p>Committee approved the Factor Fee Review.</p> <p>Proposed: Ann McEchan Seconded: Veronica McLaughlin</p>
6.3	Response to the Rent Consultation Survey	<p>The DHCS sought approval for the rent increase following the consultation period and provided Committee with a summary of responses received. The DHCS advised the intention had been to consult on 4.9% across the board, however due to the rent harmonisation the consultation had been carried out on 4.7% and 4.7% + £6.26, laterally for the properties effected by the harmonisation process and 2 separate leaflets developed to provide this information. Next year a flat rate will be applied and consulted on.</p> <p>Highlighting key findings from the report provided, the DHCS advised 350 responses had been received – either digitally or postal, which accounts for 25% of the overall stock and a positive response rate. Adding, those who provided comments will receive responses quickly from the relevant departments. Moving on to explain when the responses for ‘yes’ and ‘not sure’ were grouped, most responses fell into these 2 categories combined and those who indicated they had read the leaflet expressed stronger views than those who did not.</p> <p>Committee commented the engagement was positive and the information provided was of a high quality to support understanding from tenants on the requirements to increase the rent at this level. A brief discussion took place on factors driving requirements to increase rents and how at times the association had increased below inflation but due to increasing costs for contractors, construction, and overall operating cost, below inflation increases are not long term financially viable.</p>

		<p>Committee approved the rent increase of 4.9%.</p> <p>Proposed: Ann McEachan Seconded: Sofie Rytz</p>
7.0	CEO Report	
8.0	CEO Report	<p>The CEO advised the purpose of the report is to provide Committee with any other key information in relation to the ongoing activates since the previous meeting not reported elsewhere on the agenda.</p> <p>The CEO provided a brief update on the progress with the ongoing recruitment of the Director of Assets post which closed on 27th February and a total of 19 applications had been received. Highlighting how positive this was in the current market and given there were several similar posts advertised at the same time. The CEO advised the recruitment panel will consist of the Chair, Vice-chair, CEO and Aspen People with sifting taking place on 30th February, longlist interviews on 13th February and shortlist interviews on 19th February. The process will also consist of psychometric testing of shortlisted candidates to determine compatibility with the role. Concluding, dependant on notice period of the successful candidate which could be up to 3 months it is hoped the post will be filled by May at the latest.</p> <p>The CEO also highlighted the positive feedback received on the Interim Director of Maintenance and the improvements he has brought so far in the brief period he has been with the association. Adding, a consultant had also been appointed for 2 days per week and progressing with the development of the Integrated Asset Management Strategy together with working through the landlord H&S audits.</p> <p>The other staffing updates as outlined in the report were briefly provided.</p> <p>The CEO advised the timeline for the new Business Plan being developed was May – September with the view to this being finalised by October for implementation and publication.</p>

	<p>The CEO talked through the plans for the association’s 50th anniversary celebrations[REDACTED – CONFIDENTIAL INFORMATION] Concluding, an employee working group has been set up to support the CEO in delivery of the celebrations.</p> <p>[REDACTED – CONFIDENTIAL INFORMATION]</p> <p>Providing an update on the progress with the tenant satisfaction survey, the CEO advised the GCM will be acting in a project management capacity to liaise with Research Resource throughout the lifespan of the project and ensure effective delivery with the consultant. To date the first draft questionnaire has been received and will be finalised within expected timescales by the end of February. Consideration is being given to what should be drawn out through the additional questions with the CEO highlighting this from the previous survey where the association had asked if tenants felt Elderpark care about them.</p> <p>[REDACTED – CONFIDENTIAL INFORMATION]</p> <p>Committee noted all updates provided.</p> <p>The CEO decelerated an interest at this point in the meeting due to approval being sought for renewal of SFHA membership and his position on the SFHA Board. <i>The CEO left the meeting at for the duration of the discussion.</i></p> <p>The GCM sought approval for renewal of SFHA, EVH and SHARE Corporate memberships. The Chair asked the GCM to provide some detail around the SFHA membership benefits given the cost of the membership and new members of the Committee being asked to approve. The GCM advised SFHA provide valuable services to their membership, representing the interests of associations to negotiate and influence government on key policies affecting the sector. Committee asked about the benefits of the SHARE membership. The GCM explained this has not been well utilised to date to support Committee training however, findings from the annual review process indicate if supported adequately from the corporate team it would be</p>
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		<p>extremely beneficial for Committee members who find attending in person or lengthy training sessions undertake learning in a more manageable way.</p> <p>Committee approved the membership renewals for SFHA, EVH and SHARE at the fees set out in the accompanying report.</p> <p>Proposed: Kirsty Chalmers Seconded: Marie Moody</p> <p><i>The CEO re-joined the meeting.</i></p>
9.0	A.O.C.B	
		<p>The CEO advised Committee SeeSaw, who produced the current log and branding have produced several 50th anniversary logos and would now present these to Committee to obtain feedback on the various options to help finalise the logo for the association to use through the year on all publications and communication channels. Running through the various options, Committee collectively agreed their presences were Route 1, 5 and possibly 6 discussing the preferred elements of each. The CEO advised on next steps and will bring more refined version back for a final decision at the February meeting.</p>
10.0	Date of Next Meeting	
10.1	Date of Next Meeting	The date of the next meeting Tuesday 25 th February 2025.

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Minutes of the Management Committee meeting held 26 th November 2024	Proposed: Ann McEachan Seconded: Veronica McLaughlin	GCM
4.1	Governance report – Leave of absence for Duncan Smith	Proposed: Veronica McLaughlin Seconded: Ann McEachan	GCM
4.1	Governance report – Co-option of Sophie Rytz	Proposed: Veronica McLaughlin Seconded: Marie Moody	CEO
6.0	Review of Maintenance function – 6 recommendations as set out in report	Collectively Approved	CEO
6.1	Factoring Policy	Proposed: Ann McEchan Seconded: Veronica McLaughlin	DHCS
6.2	Factoring Fee review	Proposed: Ann McEchan Seconded: Veronica McLaughlin	DFCS
6.3	Rent Consultation	Proposed: Ann McEchan Seconded: Sofie Rytz	DHCS
7.0	CEO report – membership renewals as set out in the report	Proposed: Kirsty Chalmers Seconded: Marie Moody	CEO

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.1	Minutes	Redact and publish November Management Committee Meeting Minutes	GCM
6.0	Review of Maintenance function	Progress recruitment as approved	CEO
6.1	Factoring Policy	Publish and add to policy suite	GCM
6.2	Factoring Fee review	Apply increase and notify factor customers	DFCS
7.0	CEO report	Renew membership as approved	CEO