

MINUTES of the Management Committee Meeting held on 28th September 2021 at 6pm
Location – 65 Golspie Street, Govan, Glasgow, G51 3EW and Zoom

Item	Agenda Item			
1.0	Welcome & Apologies –			
	Committee Present Janet Evans (Chair) John Kane (Vice-chair) Maureen McDonald (Secretary) Ann McEachan Douglas Muir Lindsay Crawford Janice Shields Kirsty Stoddart Karen Fee Kirsty Wilson	In Attendance Gary Dalziel (CEO) Kerry Clayton (CGO) James McGeough (DFCS) David Adam (DMS) Aidan McGuinness (DHCS) Maureen McKinnon (Observer) Duncan Smith (Observer) [REDACTED – PERSONAL DATA] (North Star – part meeting)	Apologies	Special Leave
2.0	Declaration of Interest			
The DFCS, DMS, DHCS and the CGO declared an interest in [REDACTED – CONFIDENTIAL INFORMATION].				

3.0	Election of Officer Bearers		
	Election of Officer Bearers 2021/22 following the 2021 AGM	<p>The Chair advised that during the Review process there had not been additional interest shown in becoming an Officer Bearer from any members other than the current Officer Bearer's. The proposal for this year in light of this was to re-elect the previous Officer Bearers with a view to looking at this again during the next Review process. Committee were all in agreement with this proposal and the following Officer Bearers were duly Elected in accordance with Rule 59.</p> <ul style="list-style-type: none"> • Janet Evans Re-elected as Chair - Proposed: Ann McEachan Seconded: Maureen McDonald • John Kane Re-elected as Vice-Chair – Proposed: Douglas Muir Seconded: Lindsay Roches • Maureen McDonald Re-elected as Secretary – Proposed: Janice Shields Seconded: Kirsty Stoddart 	
4.0	Minutes		
4.0	Minutes of Previous Management Committee Meeting held on 31st August 2021	<p>The Minutes were agreed as a true record</p> <p>Proposed by: Douglas Muir</p> <p>Seconded by: Janice Shields</p>	<p>Signed by Chairperson: [REDACTED – PERSONAL DATA]</p> <p>Signed by CEO: [REDACTED – PERSONAL DATA]</p>
4.1	Matters Arising	<p>Updates were provided on the following actions from the previous minutes that are not otherwise on the agenda:</p> <ul style="list-style-type: none"> • Discussions ongoing with SHR to close Notifiable Event in relation to Fire Safety • Statutory Accounts submitted • Shares issued and Registers updated • COVID-19 Risk Assessment reviewed • [REDACTED – CONFIDENTIAL INFORMATION] • Stage 2 complaint response issued following appeal to Management Committee • CCG due to hold meeting with staff to look at proposals for development • Housing Association of the Year shortlist – unsuccessful in winning the award. 	

5.0	Governance	
5.0	External Governance Review Report from North Star	<p>[REDACTED – PERSONAL DATA] joined the meeting.</p> <p>The Chair advised that [REDACTED – PERSONAL DATA] from North Star Consulting and Research was in attendance to feedback on the findings from the collaborative governance review.</p> <p>[REDACTED – PERSONAL DATA] provided a brief introduction and background on the rationale, scope and purpose of the collaborative governance review which was carried out across 5 organisations including Elderpark. It was advised a full report has been provided on the findings from all organisations and also a shorter report which specifically highlights Elderpark’s areas of good practice and any minor recommendations. It was highlighted that the recommendations are primarily ideas generated by comparing the organisations processes and not material actions that require to be adopted.</p> <p>The review has found Elderpark to have good policies and practices in place and a ‘high level of compliance’ has been demonstrated across all areas reviewed, these areas were; governance policies, its assurance approach and evidence held against a selection of the seven standards of Governance and Financial Management, Committee Review process, FOISA, Notifiable Events, maintenance of Registers and compliance with Rules around AGM processes. [REDACTED – PERSONAL DATA] added the overarching message for Committee is that they can be assured the evidence provided during the review was robust.</p> <p>Committee thanked [REDACTED – PERSONAL DATA] for the presentation and advised they felt assured by the independent reviews findings and asked if the report would be made available to Committee. The CGO confirmed the tailored Elderpark report will be made available on Decision Time after the meeting, as this had only been received prior to the meeting.</p> <p>Committee noted the feedback from North Star Consulting and Research.</p> <p>[REDACTED – PERSONAL DATA] left the meeting at this point.</p>

6.0		[REDACTED – CONFIDENTIAL INFORMATION AND COMMERCIAL INFORMATION]
7.0 Health and Safety		
7.1	Health and Safety Report September 2021	<p>The DMS talked through the H&S report covering the period from the last meeting. Advising on the key points within the report which were; COVID-19 and the current position with the office still being closed, reporting of accidents and near misses and an update on staff training.</p> <p>The DMS advised that a cautious approach has been adopted and as such the office remains closed, staff continue to attend as required with a blend of homeworking and some face to face meetings are also taking place. This is being closely monitored with screening and all other COVID measures remaining in place. The DMS advised that the 1-2-1's the CEO intended to hold have not taken place due to time constraints. It was further highlighted that the RA has now been reviewed to fit with level zero and currently adhering to version 4.</p> <p>There was a discussion on the benefits of either using a survey to collect views from staff or the Directors carrying out the 1-2-1's with their teams and feeding this back to the CEO. Committee felt the CEO's time could be better spent on other priorities. The CEO agreed to consider this as an alternative.</p> <p>There were no accidents, incidents or near misses to report. The DMS advised that training continues to be ongoing and during October the Housing Manager and CGO will undertake the IOSH Managing Safely in Social Housing. This together with the various other training scheduled will ensure responsibility cascades down throughout the organisation.</p> <p>Committee noted the report.</p>
7.2	Electrical Safety Audit	<p>The DMS advised that the Electrical Safety Audit carried out by Housing H&S Compliance UK has provided the association with 'adequate assurance' and sought approval of the audit report. The DMS advised that in terms of costs this will require the biggest spend to ensure compliance with new legislation and advised one of the challenging aspects of this was around no accesses to carry out the works.</p>

		<p>The DMS continued and gave an overview of the main recommendations and management responses contained within the audit report and the work done so far to implement them. These included; reviewing the policy and the new policy that is now in place, controls required to track satisfactory and unsatisfactory outcomes from EICR's for which there is now a database in place to provide adequate control and tracking, contractor management and the new tighter controls implemented to ensure effective management and improvements around controls and auditing that are currently being implemented using a consultant to provide a further level of assurance.</p> <p>There was a discussion around how access to properties will be acquired and what action can be taken if access is being refused. The DMS advised that if a contractor is due to attend for another repair co-ordination of the contractors will be attempted to get the EICR carried out at the same time. Another option may be that if access is forced for gas servicing the EICR could be carried out at the same time. The DMS highlighted the difficulties around co-ordinating work to this degree but it was an option to explore.</p> <p>Committee approved the Electrical Safety audit report.</p> <p>Proposer: Janice Shields Seconder: Ann McEachan</p>
8.0	Housing Management Policies	
8.1	Abandonment Policy	<p>The DHCS sought approval of the Abandonment Policy, providing a brief overview of the changes and highlighting the Policy has been subject to scrutiny by the Housing and Maintenance Sub-committee.</p> <p>Committee approved the Abandonment Policy.</p> <p>Proposer: John Kane Seconder: Kirsty Stoddart</p>
8.2	Ending a Joint Tenancy Policy	<p>The DHCS sought approval of the Ending a Joint Tenancy Policy, providing a brief overview of the changes and highlighting the Policy has been subject to scrutiny by the Housing and Maintenance Sub-committee.</p>

		<p>Committee approved the Ending a Joint Tenancy Policy.</p> <p>Proposer: John Kane Seconder: Kirsty Stoddart</p>
8.3	Mutual Exchange Policy	<p>The DHCS sought approval of the Mutual Exchange Policy, providing a brief overview of the changes and highlighting the Policy has been subject to scrutiny by the Housing and Maintenance Sub-committee.</p> <p>Committee approved the Mutual Exchange Policy.</p> <p>Proposer: John Kane Seconder: Kirsty Stoddart</p>
8.4	Taking in a Lodger Policy	<p>The DHCS sought approval of the Taking in a Lodger Policy, providing a brief overview of the changes and highlighting the Policy has been subject to scrutiny by the Housing and Maintenance Sub-committee.</p> <p>Committee approved the Taking in a Lodger Policy.</p> <p>Proposer: John Kane Seconder: Kirsty Stoddart</p>
8.5	Succession Policy	<p>The DHCS sought approval of the Succession Policy, providing a brief overview of the changes and highlighting the Policy has been subject to scrutiny by the Housing and Maintenance Sub-committee.</p> <p>Committee approved the Succession Policy.</p> <p>Proposer: John Kane Seconder: Kirsty Stoddart</p>
8.6	Letting and Void Management Policy	<p>The DHCS sought approval of the Letting and Void Management Policy, providing a brief overview of the changes and highlighting the Policy has been subject to scrutiny by the Housing and Maintenance Sub-committee. The DHCS highlighted the levels of consultation that had taken place while reviewing this Policy. Advising the process had been looked at through from giving notice to signing up for the property using CX Feedback to gain the views of 100 new tenants to inform the Policy.</p>

		<p>Committee commented that this was a really good example of consultation. However, there is no mention of it within the Policy. The DHCS agreed to add a section in on consultation before the Policy is circulated and published.</p> <p>Committee approved the Letting and Void Management Policy.</p> <p>Proposer: John Kane Seconder: Kirsty Stoddart</p>
8.7	Joint Tenancy Policy	<p>The DHCS sought approval of the Joint Tenancy Policy, providing a brief overview of the changes and highlighting the Policy has been subject to scrutiny by the Housing and Maintenance Sub-committee.</p> <p>Committee approved the Joint Tenancy Policy.</p> <p>Proposer: John Kane Seconder: Kirsty Stoddart</p>
9.0	Staffing	
9.0		[REDACTED – CONFIDENTIAL INFORMATION]
10.0	A.O.C.B	
		The CEO briefly discussed with Committee the disruptive behaviour which took place at the AGM however due to time constraints it was agreed that this could be revisited at a later date..
11.0	Date of Next Meeting	Tuesday 26 th October 2021 at 6pm

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.0	Re-election of Chair	Ann McEachan and Maureen McDonald	CEO
3.0	Re-election of Vice-Chair	Douglas Muir and Lindsay Roches	CEO
3.0	Re-election of Secretary	Janice Shields and Kirsty Stoddart	CEO
4.0	Minutes of the meeting held on 31 st August 2021	Douglas Muir and Janice Shields	CEO
6.0	[REDACTED – CONFIDENTIAL INFORMATION AND COMMERCIAL INFORMATION]		
7.2	Electrical Safety Audit Report	Janice Shields and Ann McEachan	DMS
8.1	Abandonment Policy	John Kane and Kirsty Stoddart	DHCS
8.2	Ending a Joint Tenancy Policy	John Kane and Kirsty Stoddart	DHCS
8.3	Mutual Exchange Policy	John Kane and Kirsty Stoddart	DHCS
8.4	Taking in a Lodger Policy	John Kane and Kirsty Stoddart	DHCS
8.5	Succession Policy	John Kane and Kirsty Stoddart	DHCS
8.6	Letting and Void Management Policy	John Kane and Kirsty Stoddart	DHCS
8.7	Joint Tenancy Policy	John Kane and Kirsty Stoddart	DHCS

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
5.0	Collaborative Governance Review	Circulate Elderpark Governance Review Report to Committee	CGO
6.0		[REDACTED – CONFIDENTIAL INFORMATION AND COMMERCIAL INFORMATION]	
6.0		[REDACTED – CONFIDENTIAL INFORMATION AND COMMERCIAL INFORMATION]	
7.1	H&S Report	CEO and Directors to consider how employee 1-2-1's will be carried out	CEO / Directors
8.6	Letting and Void Policy	Add section on consultation before circulating and publishing	DHCS
8.1 – 8.7	Policies	Circulate and publish in line with FOISA	CGO