

**MINUTES** of the Management Committee Meeting held on 30<sup>th</sup> November 2021 at 6pm  
Location – 65 Golspie Street, Govan, Glasgow, G51 3EW and Zoom

Item	Agenda Item			
1.0	<b>Welcome &amp; Apologies –</b>			
	<p><b>Committee Present</b></p> <p>John Kane (Vice-chair / Chair for this meeting) Maureen McDonald (Secretary) Ann McEachan Maureen McKinnon (Co-optee) Douglas Muir Lindsay Roches Janice Shields Kirsty Stoddart Kirsty Wilson</p>	<p><b>In Attendance</b></p> <p>Gary Dalziel (CEO) James McGeough (DFCS) Kerry Clayton (GCM) David Adam (DMS) Aidan McGuinness (DHCS)</p>	<p><b>Apologies</b></p> <p>Janet Evans (Chair) Duncan Smith (Co-optee) Karen Fee Stephen Williamson</p>	<p><b>Special Leave</b></p>
2.0	<b>Declaration of Interest</b>			
There were no declaration on Interests.				

3.0	Minutes		
3.1	Minutes of Previous Management Committee Meeting held on <b>26<sup>th</sup> October 2021</b>	<p>The Minutes were agreed as a true record.</p> <p>Proposed by: Ann McEachan Seconded by: Maureen McDonald</p>	<p>Signed by Chairperson: [REDACTED – PERSONAL DATA]</p> <p>Signed by CEO: [REDACTED – PERSONAL DATA]</p> <p><i><b>Post meeting note:</b> While reviewing minutes for publication an error with the attendance list was picked up. Stephen Williamson was not listed as attending but did attend, Kirsty Wilson and Douglas Muir were listed as attending but did not attend. The minutes have now been updated to reflect these changes.</i></p>
3.2	Matters Arising	<p>[REDACTED – PERSONAL DATA]</p> <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"> <li>• The CEO advised that following the last meeting and the suggestion to seek further comments on the AAS from members not in attendance, there would not have been adequate time for further approval and as the report had been circulated in advance and approved by those in attendance the decision was taken not to seek further comments. The AAS was signed by the Chair and submitted to SHR by 31<sup>st</sup> October 2021</li> <li>• The CEO advised members were still needed for the Housing and Maintenance Sub-committee and asked Committee to contact the GCM if they are interested</li> <li>• An induction session will be arranged for new members in January</li> <li>• COC forms have been circulated and those not returned were reminded to do this as soon as possible</li> <li>• [REDACTED – COMMERCIAL INFORMATION]</li> <li>• KPI framework with amendment suggesting from Octobers meeting will be in the KPI Q3 report in January 2022</li> </ul>	

		<ul style="list-style-type: none"> <li>H&amp;S responsibility statements have been issued and those not returned were reminded to do so as soon as possible.</li> </ul>
<b>4.0</b>	<b>Governance</b>	
4.1	Notifiable Events	<p>The CEO provided a brief update on the fire safety Notifiable Event which remains open at this time although SHR are satisfied with everything done to date. The revised report has been received showing 'light amber' and further investigations are required into the placing of fire stops within [REDACTED – PERSONAL DATA].</p> <p>The DMS is scheduled to meet with the fire engineer again next week and the Notifiable Event will remain open until these next steps are fully completed.</p> <p>Committee <b>noted</b> the current position.</p>
4.2	Regulatory Returns – FOI Q2 2021/22 Submission	<p>The GCM gave an overview of the report, provided for information, highlighting the requirements to record and submit information to ICO on a quarterly bases regarding the volume and type of requests being received. The GCM advised the number of requests remains low. However, the complexity of the request received during this quarter meant it so more time consuming to deal with. The GCM also highlighted the valuable input from the recently appointed DPO consultant in dealing with the request which related to repairs information.</p> <p>A question had been submitted via Decision Time from an absent member asking if the report could provide more detail on what the request related to. This generated some discussion from Committee and they were in agreement this would be useful to have included within the report together with details on responses within timescales. The GCM agree to include these with the next report.</p> <p>Committee <b>noted</b> the report.</p>
<b>5.0</b>	<b>Health and Safety</b>	
5.1	Health and Safety Report November 2021	<p>The DMS advised this regular report was to provide Committee with information around key H&amp;S issues to ensure Committee are fulfilling their responsibilities. The DMS advised that there were no accidents, incidents or near misses to report this month and the main focus for the report was the</p>

		<p>recommendation on reopening the office to the public and what further COVID safety measures would be required to do this safely.</p> <p>The DMS advised that the Management team have been in discussions and looking at what other organisations are doing through the GWSF and the recommendation at this time was to open the office on the 10<sup>th</sup> January 2022. The DMS advised the RA was due for review and would do this with the GCM before the end of December to highlight what additional controls will be needed and taking account of guidance as it develops due to the Omicron variant and any feedback from staff consultations.</p> <p>Other key issues highlighted were reintegrating staff who have not been in the office for almost 2 years now and ensuring their concerns and wellbeing are fully considered and highlighted the questionnaire given to staff was included within the report.</p> <p>Committee queried if any form of consultation has taken place with tenants. The DMS advised it had not but could possibly look at this. There was a discussion around the benefits of this or using a ‘soft opening’ approach to help keep visiting numbers to the office low to begin with.</p> <p>Committee also asked if there was a Home Working Policy. The CEO advised there is but was written pre pandemic so will no longer be fit for purpose as this has created unique circumstances. The CEO went on to highlight the desire to give staff a degree of flexibility in working arrangements as long as they are driven from the business Plan, meeting objectives and service delivery.</p> <p>There was a detailed discussion on what some other organisations have done which has gone well in relation to reopening and further discussion on staff and flexible working options [REDACTED – CONFIDENTIAL INFORMATION].</p>
5.2	Legionella Policy and Management Plan	<p>The DMS sought <b>approval</b> for the Legionella Policy and Plan which he advised set out how the association manages and reduces the risk of legionella within the stock and other premises and what will be done to effectively manage these processes.</p>

		<p>The DMS first drew attention to the responsibilities section and ran through what these were for Committee, CEO, DMS and so on, cascading down to frontline. It was advised that detailed reports would be provided through the Housing and Maintenance Sub-committee to allow effective scrutiny.</p> <p>Committee sought clarification on these updates being part of the H&amp;S audit which is ongoing. The DMS confirmed that they were recommendations from the audit. The CEO asked the DMS to explain to Committee what this meant in relation to the associations stock and the DMS provided a detailed overview of this. There was a detailed discussion on benefits of water being mains fed as opposed to tank fed, including resident safety and cost efficiencies.</p> <p>Committee highlighted the section on complaints and the GCM advised this would be amended ahead of publication to be in line with other policies.</p> <p>Committee <b>approved</b> the Legionella Policy and Plan.</p> <p><b>Proposed:</b> Douglas Muir                      <b>Seconded:</b> Ann McEachan</p>
<b>6.0</b>	<b>Turners Property Services</b>	
		[REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION]
<b>7.0 Rubixx</b>		
		[REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION]
<b>8.0 Chief Executive’s Report</b>		
	Chief Executive’s Report	<p>The CEO advised he would talk through the key elements of the detailed report which sets out to keep the Committee informed on key activities.</p> <p><b>Staffing update</b></p>

The CEO advised that following approval from Committee in September 2021 some of the changes have now been implemented and other progressing. Changes to grades have been communicated to staff and job titles changed accordingly, the Maintenance Services Manager has been appointed and the job description for the Community Engagement / Regeneration post is under development. [REDACTED – PERSONAL DATA].

Committee **noted** progress.

#### **Membership of Housemark**

The CEO advised Committee the association has recently become a member of Housemark at a cost of [REDACT – CONFIDENTIAL INFORMATION]. The CEO outlined the benefits of the membership stating the GCM had attended an initial users group and provided positive feedback from the session. Committee **noted** the new membership.

#### **End of defects - Hills Trust Office**

The CEO provided a brief update on the defects period coming to an end back in October with some defects were still outstanding. The main outstanding issues are the heating and the roller shutter. Further remedial works have been identified for the heating and it is anticipated this will bring a resolution to this. Talks are ongoing with the contractor and architect regarding the roller shutter and whether this is 'fit for purpose' and a further attempt at resolution taking place next week. The CEO advised there may be a requirement to commission an independent review of these installations and will continue to work with the contractor and architect in the meantime.

Committee **noted** the current position with the office.

[REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION]

		<p><b>MSP Enquiry – Equalities</b></p> <p>The CEO provided Committee with an overview of an MSP enquiry which had been received regarding concerns over equalities which appeared to link to an FOI request that had been received and responded to just prior to the enquiry being received. The CEO advised the enquiry had went to a number of Glasgow based associations and discussions had taken place with GWSF before responses were issued.</p> <p>It was advised that the enquiry and response were included with the report and the CEO sought comments from Committee.</p> <p>Committee advised the response was thorough and addresses any concerns raised very well before requesting to be keep up to date if any further correspondence is received on the matter. Committee also asked if the external DPO had been used in the FOI response and the CEO confirmed they had.</p> <p>[REDACTED – CONFIDENTIAL INFORMATION]</p> <p>Committee <b>noted</b> the enquiry and response.</p> <p><b>Publicity articles</b></p> <p>Following discussion at the last meeting around a quiet period in relation to PR the CEO advised a number of publications have been made or will be made over the coming weeks.</p> <p>Committee <b>noted</b> the recent publicity.</p>
9.0	AOCB	
		<p>The CEO advised he would like to pass on congratulations to Janice Shields as Director of Ruchazie Housing following the Scottish Home Awards where they won Housing Team of the Year and to Duncan Smith who has recently been appointed as Assistant CEO / External Affairs Director at the Passivhaus Trust and also appointed to the Board of CIH.</p>

		There was a brief discussion on the rent increase and the CEO advised as this is the last meeting until January 2022 a report will come to Committee providing the information that will be used in the consultation process.
<b>7.0</b>	<b>Date of Next Meeting</b>	Tuesday 25 <sup>th</sup> January 2022 at 6pm

## Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Minutes of the Meeting held on 26 <sup>th</sup> October 2021	Ann McEachan and Maureen McDonald	CEO
5.2	Legionella Policy and Management Plan	Douglas Muir and Ann McEachan	DMS

## Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.2	Matters arising	Induction session to be arranged for new members	CEO – January 2022