

MINUTES of the Management Committee Meeting held on 28th June 2022
Location – 65 Golspie Street, Govan, Glasgow, G51 3EW and Zoom

Item	Agenda Item			
1.	Apologies			
	Committee Present John Kane Maureen McDonald Douglas Muir Lindsay Roches Janice Shields Karen Fee	In Attendance Gary Dalziel (CEO) Kerry Clayton (GCM) James McGeough (DFCS) Donna Gentles (Minutes)	Apologies Ann McEachan Kirsty Stoddart Kirsty Wilson Maureen McKinnon Stephen Williamson David Adam Aidan McGuinness	Special Leave Duncan Smith
2.	Declaration of Interest			
There were no Declaration of Interests.				

3.0	Minutes for Approval		
	Minutes of Previous Management Committee Meeting held on 31st May 2022	The Minutes were agreed as a true record of the meeting. Proposed by: Maureen McDonald Seconded by: Douglas Muir	Signed by Chairperson: Signed By CEO:
	Minute of Finance, Audit & Risk Sub Committee Meeting held 17th May 2022		
3.1	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"> • The association has now purchased a wheelchair for accessibility purposes should anyone require to use it. • The CEO provided an update on Turners, tendering process has now commenced looking at a timeframe of 1st week in September for new contractor starting. Smaller contractors together with Turners are being used to carry out repairs to minimise any disruption to service. • ARC submitted to regulator on the 31st May in line with required timescale. • FYFP submitted 	
4.	Governance		
4.1	Notifiable Events	The CEO provided an update on the notifiable event in relation to the fire safety issue which has been ongoing for some time [REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION] Committee noted the current position.	
4.2	Regulatory Returns	Nothing to report.	

4.3	Governance Report	<p>CEO reported that our Chairperson Janet Evans has handed in her resignation from the Committee with immediate effect due to ongoing personal reasons. The Committee wish her all the best, flowers have been sent to thank Janet for all her hard work and service to the organisation.</p> <p>John Kane will take on the permanent role of Chair and Karen Fee will take on the permanent role of Vice Chair until the next AGM when the office bearers will be re-elected.</p> <p>Committee approved the appointment of the Chair and Vice Chair</p> <p>Proposed: Maureen McDonald Seconded: Lindsay Roches</p> <p>The CEO advised Committee that Duncan Smith has had challenges attending Committee meetings due to personal reasons and requested a leave of absence be granted in line with the Rules.</p> <p>Committee sought some clarity around the anticipated duration of the leave of absence and it was advised this is envisaged until August or the AGM. However should anything change a further discussion would take place.</p> <p>Committee granted a leave of absence for Duncan Smith. Proposed: Douglas Muir Seconded: Karen Fee</p> <p>The CEO provided an update with regards to Annual Committee Reviews. In the last week the association has contacted four consultancy companies. The closing date for applications will be 22nd July 2022. Once the new company has been appointed we will organise the Annual Committee Reviews to be carried out together with the CEO's appraisal.</p>
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		<p>The CEO advised that the AGM normally takes place on a Wednesday evening, due to availability of the CEO and DFCS it is proposed that this year's AGM takes place on Tuesday 20th September 2022.</p> <p>Committee noted the AGM date of 20th September 2022.</p>
4.4	Membership Application	<p>The GCM sought approval for a membership application that has been received since the last meeting. Confirming that all due processes have been followed in line with the Rules, other than the signature being received on the form. Therefore approval is sought pending receipt of this and the CGM confirmed f for any reason this is not received the share applicant would not be added to the shareholder register or the share issued. The application is for:</p> <p>[REDACTED – PERSONAL DATA]</p> <p>Committee approved the membership application upon receipt of signed membership application being received from the prospective member.</p> <p>Proposed: Karen Fee Seconded: Janice Shields</p>
5.	Health & Safety	
5.1	Health & Safety Report April 2022	<p>The CEO informed Committee the report was to provide adequate information on health and safety issues to ensure Committee are kept informed on relevant issues between meetings. The key focus this month is on LD2 compliance, COVID-19 and accidents, incidents or near misses.</p> <p>The CEO advised that nothing to report under accident, incident, near misses or RIDDOR. The CEO reported a slow and steady increase of tenants attending the office</p>

		<p>and expect this will continue to increase in time although remains lower than was the case in pre-pandemic times. The CEO advised that the EICR almost complete with 1 property still to be carried out. It was discussed that there are 104 properties with remedial works needing done with this work underway and anticipated to be completed by the end of August 2022.</p> <p>Committee noted the report</p>
6.0	Reports for Decision / Approval	
6.1	Fire Safety Audit	<p>The CEO talked through the Fire Safety Audit Report. This is the final report relating to the Health and Safety Compliance Audit. The report provides the association with adequate assurance with a number of recommendations which would intend to move the association to 'substantial assurance' at a later audit.</p> <p>It was advised that further fire risk assessments are to be carried out at Office, Old Office, Community Centre and former Maintenance Office. Works have been instructed and due to be carried out end of July.</p> <p>[REDACTED – CONFIDENTIAL INFORMATION]</p>
6.2	Legionella Safety Audit	<p>The CEO talked through Legionella Safety Audit for Legionella Management. The association received adequate assurance.</p> <p>It was discussed that following the recommendations within the report remedial works have been carried out . The association has record keeping systems are now in place and It has been recommended that TRV's are part of the servicing and maintenance regime.</p>

		<p>The CEO advised that the association will look at decommission the tanks that are not being used.</p> <p>Committee commented on what the expenditure would be. The DFCS advised that it depends what the outcomes of the report identify in terms of works required.</p>
6.3	Asbestos Management Plan	<p>The CEO provided an overview of the Asbestos Management Plan to committee for approval. The CEO discussed that the Regulator had put a push on tenant safety. It was discussed that the association had already been working on this and a system has been put in place.</p> <p>Committee asked if we have an asbestos register. The CEO advised that we have a register in place with survey data in place.</p> <p>Committee commented would the asbestos be mainly older properties and would it be in all tenements if it's in one of the tenements in the same building.</p> <p>The CEO advised he was not aware of any asbestos needing removed from any of the properties at this stage based on the information provided.</p>
6.4	Finance & Corporate Staffing	<p>The CEO talked through the current staffing issues. It was discussed that over the last two years eight employees have retired with significant service which has been a challenging time for the organisation. Marie Lubanski part time Finance and HR Officer would be retiring after 43 years of service. Having had discussions with DFCS it was noted that resource wise going forward the finance team would support the following structure:</p> <ul style="list-style-type: none"> • Director of Finance & Corporate Services • 2 x FTE Finance Officers

		<ul style="list-style-type: none">• 1 x Finance Administrator• 1x Graduate Finance Officer <p>The CEO sought committee approval for the recruitment of a permanent full time Finance Officer to replace the outgoing part-time Finance and HR Officer. This would mean that current structure would be as above with a recognition that it factors in succession planning in relation to the remaining Finance Officer with the intention being that the long term structure would be a Director, 2 x Finance Officers and 1 x Finance Administrator.</p> <p>There was some discussion around the reasoning for increasing resources within the team to offset the retiral combined with [REDACTED – PERSONAL DATA] which we require to ensure there is adequate support in place to manage this situation.</p> <p>Committee commented what would be the additional staffing costs. The CEO informed that the additional salary cost would be around £10K per annum [REDACTED – PERSONAL DATA]</p> <p>Committee approved the recruitment of a full time Finance Officer.</p> <p>The CEO sought approval to recruit a new post within the association of a full time Human Resources and Corporate Services Officer. The CEO advised that due to the significant changes in the organisation, the increasing complexities around human resources and employment combined with an aspiration to ensure that we seek to achieve our strategic aim to support our people to achieve their full potential it had been identified there was a gap within this area.</p> <p>Committee commented that a HR and Corporate services role is potentially a role whereby a candidate would not have experience within both areas and perhaps based upon the information provided the focus should be on a HR post only. The CEO</p>
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7.0	Reports for Discussion / Information	
8.0	Chief Executive's Report	
		<p>[REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION]</p> <p>Business plan strategy day, 9:30am for 10am start. Corporate will sort out transport arrangements with information on the agenda etc being circulated this week.</p> <p>The CEO provided an update on new employees who have joined the association over the recent period:</p> <ul style="list-style-type: none"> • John Giddings-Reid - Community Regeneration Officer • David Edgar - Housing Officer • Nichole McAvoy - Graduate Finance Officer <p>Advertisement for Customer services role had closing date of Monday 27th June with around 20 applications received.</p> <p>The CEO discussed that a Glasgow Uni Event would be taking place on Weds 27th July 2022 in our offices for local partners. It was commented that representation from</p>

		the committee would be good as well as local councillor & MSP. CEO to circulate information.
9.0	Training	
9.1	Training Schedules- Staff / Committee	Share Brochure circulated to staff/Committee
9.2	Forthcoming Training Courses / Events	People safe & Horizon training for staff due to take place Weds 6 th July 2022
9.3	Feedback on Training / Events	Committee commented on their attendance at the GWOSF Regeneration Conference on Friday 24 th June 2022, it was discussed that the sessions provided by CEO and Linthouse colleague were best sessions of the day.
10.0	Any Other Competent Business	
		<p>The Chair has requested that updated information for committee to be circulated to all committee members. The GCM will circulate the information required.</p> <p>Committee asked has the association any plans to reinstate mask wearing due to the rise in COVID cases.</p> <p>The CEO commented that signage is still in place but the association is not looking to reinstate mask wearing and will continue to follow government recommendations.</p> <p>The CEO advised that the suggested date for Retirement dinner is looking to be around 2nd Sept 2022 as two of the retired staff members cannot make the previous date however further updates will be provided once formalised.</p>
11.0	Date of Next Meeting	
11.1	Management Committee Meeting: Tuesday 30 th August 2022 at 6pm	

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Minutes of the meeting 31 st May 22	Maureen McDonald & Douglas Muir	CEO
4.3	Governance Report – Approve Chair & Vice Chair	Maureen McDonald & Lindsay Roches	CEO
4.3	Governance Report – Grant leave of Absence	Douglas Muir & Karen Fee	CEO
4.4	Membership Application	Karen Fee & Janice Shields	GCM
6.1	Fire Safety Audit	Committee Collectively approve	CEO
6.2	Legionella Safety Audit	Committee Collectively approve	CEO
6.3	Asbestos Management Plan	Committee Collectively approve	CEO
6.4	Finance & Corporate Staffing	Committee Collectively approve	CEO

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.3	Matters Arising	Date for retirement event to be finalised and circulated	CEO 30/08/2022
4.1	Governance	CEO to update regulator on notifiable event	CEO 30/08/2022
4.1	Governance	CEO to continue discussions with contractor, agent and architect regarding notifiable event	CEO 30/08/2022
8.0	Chief Executives Report	Corporate to arrange transport for Business Strategy Day	GCM 09/07/2022
8.0	Chief Executives Report	Questions to be circulated to committee for Business Strategy Day	CEO 09/07/2022
8.0	Chief Executives Report	Glasgow Uni event paper to be circulated	CEO 27/07/2022

10.0	AOCB	Updated Committee information to be circulated to committee members	GCM 30/08/2022
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