

MINUTES of the Management Committee Meeting held on 30th August 2022
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX and Zoom

Item	Agenda Item			
1.0	Apologies			
	Committee Present John Kane (Chair) Maureen McDonald (Secretary) Lindsay Roches Karen Fee (Vice-chair) Ann McEachan Stephen Williamson Maureen McKinnon Kirsty Wilson Duncan Smith	In Attendance Gary Dalziel (CEO) Kerry Clayton (GCM) James McGeough (DFCS) Aidan McGuinness (DHCS) David Adam (DMS) Donna Gentles (Minutes) [REDACTED – PERSONAL DATA] Auditor(French Duncan)	Apologies Douglas Muir Janice Shields Kirsty Stoddart	Special Leave
2.0	Declaration of Interest			
There were no Declaration of Interests.				

3.0	Minutes for Approval		
3.1	Minutes of Previous Management Committee Meeting held on 28th June 2022	<p>There was a minor error in the minutes, it should read Minutes of Management Committee meeting and not Housing Sub-committee.</p> <p>The Minutes were agreed as a true record of the meeting.</p> <p>Proposed: Ann McEachan</p> <p>Seconded: John Kane</p> <p><i>Post meeting note: Minutes amended as above.</i></p>	<p>Signed by Chairperson: [REDACTED – PERSONAL DATA]</p> <p>Signed By CEO: [REDACTED – PERSONAL DATA]</p>
3.2	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 CEO commented that the engineer attended on site any previous problems with the lift should now be resolved. • The CEO advised that the cost have been agreed for the notifiable event, Cost to be shared with the association paying £23K of the £35k approx. • [REDACTED – CONFIDENTIAL INFORMATION] • The CEO advised that the retirement event would be on hold at present as it proved challenging to get everyone available. <p>[REDACTED – CONFIDENTIAL INFORMATION]</p>	

3.3	Draft Minutes of the Audit, Finance and Risk Sub-committee held on 17 th May 2022	Draft minutes provided for information at this stage ahead of approval by the Sub-committee in November. There were no queries from the draft minute.
3.4	Business Continuity Plan	<p>The DFCS sought approval for the updated Business Continuity Plan and provided a brief summary of the documents content and purpose.</p> <p>The DFCS advised that that Committee had raised a point within Decision Time about working in partnership with neighbouring housing associations regarding the business continuity. [REDACTED – CONFIDENTIAL INFORMATION]</p> <p>The DFCS advised this could be re-visited if Committee feel it beneficial. Committee agreed as this has already been considered no need to re-visit.</p> <p>Committee approved the Business continuity Plan</p> <p>Proposed by: Ann McEachan Seconded by: Stephen Williamson</p>
4.	Financial Accounts	
4.1	Financial Statements for yearend 31 st March 2022 and Audit Report	<p>The DFCS sought approval of the Financial Statements for the year end 31st March 2022. The DFCS introduced [REDACTED – PERSONAL DATA] from French Duncan to present the Audit report.</p> <p>[REDACTED – PERSONAL DATA] provided Committee with a very detailed run through of the Financial Statements and Audit report, outlining the purpose and scope. Highlighting the Audit is carried out in line with legislation to provide Committee with assurance before advising there were '<i>no significant issues</i>' arising from the audit. Key points highlighted from the accounts included;</p> <ul style="list-style-type: none"> Rental income increased on last year, new properties from previous year and rent increase

		<ul style="list-style-type: none"> • Net assets £15.4 million compared to £13.8 million last year • Reduction of £600K from pension scheme liability although this is a figure which association has no control over • Overall association remains in a strong position with assets and retain a healthy cash balance • Fraud and Management override of controls there was nothing to cause any concern • Compliant with all bank covenants and lending. <p>The DFCS commented that discussions have been agreed with the auditors to look at depreciation of components and buildings. New software the HUB will be able to build up a clearer programme for depreciation and amortization.</p> <p>[REDACTED – PERSONAL DATA] noted that there has been a lot of personnel changes within the Finance team, Finance team has been under resourced and this was evident within the audit but he understands there is a Finance Graduate Officer in place with interviews taking place for a Finance Officer.</p> <p>The CEO had advised that committee had asked about projected spend on Fabric Improvement and Heating over the next 5 – 10 years. The DFCS commented that any Net Zero costs haven't been specified in the budget yet as no clear evidence on the approaches to be used.</p> <p>The CEO discussed that 25% of the stock has had a stock condition survey carried out, another 40% is due to be carried out before the end of March 2023 which will give more information of costs and future maintenance an investment programmes.</p> <p>The DFCS provided information on the past service deficit which is part of the SHAPS pension scheme and advised that there has been communication from the pension scheme that these contributions have now ceased and will not be implemented again within the next three year period. The DFCS advised that our past service</p>
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5.	Governance	
5.1	Notifiable Events	One notifiable event remains open but no further update at this time.
5.2.1	Governance Report	<p>The CEO talked through the detailed report which provides updates on the Annual Committee Review process, the AGM 2022 and recent publication from SHR.</p> <p>The CEO provided an update on the Annual Committee review, advising that North Star consultants have been appointed following a procurement exercise. It was confirmed the Chair will undertake the Committee reviews with support from North Star with these scheduled to commence in late October 2022.</p> <p>The CEO advised that the AGM will be held on Tuesday 20th Sept in the Hills Trust Office. The CEO discussed the agenda for the AGM and advised the Chair will provide an overview of the last year and the Community Police and Auditor from French Duncan will also be in attendance.</p> <p>Committee member Lindsay Roches submitted apologies for the AGM and SGM.</p>

		<p>Committee queried making use of the Community Centre for the AGM instead of the office. The CEO commented that the community centre isn't in great condition and the office would be a more suitable venue. It was advised that should there be more members wishing to attend than space within our boardroom then a larger venue would be sourced.</p> <p>The CEO commented that in line with membership rules if a member has not attended a meeting in 5 years or submit apologies then the membership will be withdrawn. Following a review of the Shareholders Register there have been no shares found that are due to be cancelled.</p> <p>The CEO highlighted that guidance on conducting reviews of compliance had been published by SHR, providing an in depth overview of the documents findings.</p> <p>Committee noted the contents of the report.</p>
5.2.2	Assurance Report Q1	<p>The GCM sought approval of completions and revisions to the Assurance Action Plan, advising the purpose of the quarterly report is to provide Committee with assurance that the association is compliant with all aspects of the Regulatory Framework and progress is being made against the identified actions.</p> <p>The GCM advised following on from the CEO's report and the conducting reviews publication highlighted within it, there was a continued confidence in the robustness of the process adopted by the association. Suggesting as the end of the 3 yearly cycle falls at the end of the financial year it would be timely to review the process to ensure Committee still feel the approach is the most suitable for them to be assured.</p> <p>The GCM highlighted an internal audit on Corporate Governance and Risk Management is due to commence and the auditor will have full access to the evidence bank for scrutiny to ensure all evidence is current and to standard.</p>

		<p>Committee asked whether there is confidence the association remains compliant. The CGM informed Committee that throughout the process there have been no actions identified that were considered material and therefore assured Committee that the association is fully compliant with the Framework and all non-material actions to bring continuous improvement.</p> <p>Committee questioned the achievability of the target dates and the CGM concluded there were no foreseen issues which would prevent the revised dates being achieved.</p> <p>Committee approved the Assurance Q1 Update and revised target dates.</p> <p>Proposed by: Maureen McDonald Seconded by: Ann McEachan</p>
5.2.3	Secretary's Report	<p>The GCM talked Committee through the report prepared on behalf of the Secretary and provided for information. Highlighting Rule 68 which states the Secretary must confirm that Rules 62-67 have been complied with ahead of the AGM.</p> <p>The Secretary confirmed compliance with the relevant Rules.</p> <p>Committee noted the report.</p>
6.0	Health & Safety	
	Health & Safety Report August 2022	<p>The DMS informed Committee the report was to provide adequate information on health and safety issues to ensure Committee are advised on relevant issues between meetings. The key focus this month is RIDDOR- Recording of any accidents, incidents or near misses, office opening COVID-19 and LD2 update</p> <p>The DMS advised there have been two accidents recorded. The first accident recorded was due to a consultant clerk of works falling from his ladders and hurting</p>

		<p>his arm. He attended hospital that evening but no serious injury. The DMS advised that he has to adhere to Elderpark's Health & Safety and no further action required.</p> <p>The second accident recorded was a contractor slipped on the stairs in a close. He claimed that the stairs were greasy. The DMS discussed that the contractor attended to clean stairs to ensure no further slips. No further action taken.</p> <p>The DMS advised an update on the EICR's noting that there is 1 property still outstanding due to tenants ill health. It was discussed that there are still 49 properties needing remedial works however these are underway and should hopefully be concluded by October.</p> <p>Committee noted the contents of the report.</p>
6.1	Reactive Void & Gas Servicing Update	<p>The DMS provided an update in relation to the reactive repairs contract. Advising the existing contractor is not exercising their option to extend for a further year and will terminate in July for most day to day work but continue out-of-hours until end of September. The association undertook a procurement exercise and only one bid submitted however they have subsequently chosen to withdraw their interest.</p> <p>The DMS advised that we will be utilising local contractors for the interim period however it is not a long term option for either party, a further procurement exercise will look to proceed later in the year / early in the new year.</p> <p>The DMS provided an update on the Gas contractor, McGill's as it has been noted that they have went into administration. In the meantime James Frew will carry out repairs until a new contractor is in place.</p> <p>Committee noted the contents of this report.</p>

7.0	Reports for Discussion / Information	
7.1	Communications Strategy	<p>The GCM sought approval for a communications strategy. The GCM discussed how the association will work closely with our PR representative Ross Wilson to implement the Strategy. Highlighting the key points from the strategy as what will be done in terms of publications, social media activity and close working with the PR representative.</p> <p>Committee recommended some additions to the Strategy on how the association would respond to negative press, stating it would be beneficial to have this included to provide clarity in this area.</p> <p>The GCM agreed to revise the Strategy and bring back for approval in October.</p> <p>Committee did not approve the Communications Strategy.</p>
7.2	Tenancy Sustainability Policy and Decant Policy	<p>The DHCS sought approval for the Tenancy Sustainability Policy and the Decant Policy, highlighting both policies have been scrutinised by the Housing and Maintenance Sub-committee and were now being presented for formal approval by Committee.</p> <p>Talking through the report provided to summarise the policies the DHCS advise the purpose of the revised Decant Policy was to minimise disruption for tenants whilst maintaining health and safety. Moving on to discuss the Tenancy Sustainability Policy and advising the aim of this policy was to provide support to assist tenants to remain in their homes and set up home when first taking a tenancy from the association.</p> <p>Committee asked if there were any staff who specifically carried out a tenancy sustainment role. The DHCS advised there were no tenancy sustainment roles in place. However, subject to funding and working in partnership with the other 2 local associations the aim was to appoint 2 tenancy support staff to work across the Govan area.</p>

		<p>A brief discussion took place on the continuing pressures arising from increases in homelessness and the need for associations to pick up higher percentages of section 5 referrals to help elevate the problem and the pressure this then places on waiting lists and staff.</p> <p>Committee approved the Tenancy Sustainment Policy and the Decant Policy.</p> <p>Proposed by: Ann McEachan Seconded by: Kirsty Wilson</p>
7.3	Risk Register	<p>The CEO talked through the Risk Register highlighting the changes that were approved by the Finance, Audit and Risk Sub-committee. The CEO drew attention to the two risks that have been upgraded to 'Catastrophic' confirming these will be subject to regular monthly reviews by the Senior Management Team. These were highlighted as;</p> <ul style="list-style-type: none"> • Ongoing issue with the reactive repairs contractor which is outlined above and given there is no existing reactive maintenance contract in place this remains a significant risk in the meantime • The wider economic environment was considered to be an increased risk given the financial climate, cost of living, increasing financial costs etc. <p>Committee noted the contents of the report.</p>
8.0	Reports for discussion/information	
		Nothing to Report.
9.0	Chief Executives Report	
		The CEO advised that the Business Plan Away Day document has been received from the external consultant and an update will be provided at next meeting.

		<p>The CEO gave an update on staffing, it was discussed that Interviews will take place mid-September for the position of HR and Corporate Services Officer and Finance Officer. There has been two new Housing officers appointed who will join around the end of September.</p> <p>The CEO discussed that the CIH awards would take place in October and Committee approved booking a table for staff and committee to attend.</p> <p>The CEO gave an update on the heating in the office that works are complete.</p>
10.0	AOCB	
		<p>Committee questioned if it would be possible for committee to do a tour of stock and the CEO agreed to arrange this for those who were interested.</p> <p>Committee queried if the association would be providing anywhere warm for people to go throughout the day due to the cost of living crisis and rising energy bills. The CEO advised that the association is looking at partnership with community centre and also maybe using the Mary Barbour Suite.</p>
11.0	Date of Next Meeting	
11.1	Management Committee Meeting: Tuesday 25 th October 2022 at 6pm	

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Minute of Management Committee Meeting held 28 th June 2022	Ann McEachan and John Kane	CEO
3.4	Business Continuity Plan	Ann McEachan and Stephen Williamson	DFCS
4.0	Financial Statement and Audit Report	Ann McEachan and Karen Fee	DFCS
5.2.2	Assurance Q1 Report	Maureen McDonald and Ann McEachan	GCM
7.2	Tenant Sustainability Policy and Decant Policy	Ann McEachan and Kirsty Wilson	DHCS

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.1	Minutes of Management committee meeting 28.6.22	Error on minutes from meeting 28 th June 2022	GCM 25.10.22
3.4	Business Continuity Plan	DFCS to approach Linthouse and Govan to discuss Business Continuity Plan	DFCS
7.1	Communications Strategy	GCM to make additions as requested	GCM 25.10.22
10.0	AOCB	Stock tour to be arranged for Committee	DHCS & CEO