

MINUTES of the Housing and Maintenance Sub-Committee Meeting held on 31st May 2022
Location – 65 Golspie Street, Govan, Glasgow, G51 3EW and Zoom

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

3.0	Minutes for Approval		
	Minutes of Previous Management Committee Meeting held on 26th April 2022	<p>The Minutes were agreed as a true record of the meeting.</p> <p>Proposed by: Ann McEachan</p> <p>Seconded by: Douglas Muir</p>	<p>Signed by Chairperson: [REDACTED – PERSONAL DATA]</p> <p>Signed By CEO: [REDACTED – PERSONAL DATA]</p>
2.1	Matters Arising	<p>The CEO reported that one of the Committee members who weren't in attendance at the meeting had a problem attending a previous meeting due to the lift not working. We have been advised that the lift is not designed to hold electric wheelchairs/scooters. The CEO has advised that the office will purchase a wheelchair for anyone to use inside the building and within the lift where required.</p> <p>The DFCS gave an update on Rubixx software [REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION].</p> <p>The CEO advised that the Business Strategy day has been booked for Saturday 9th July, this will be held at the Crowne Plaza and there will also be an evening meal.</p> <p>The CEO advised that the Finance and HR Officer will retire in June. Discussion will take place to see what resources are required for the association and likely a recommendation report will be brought to the June Committee meeting.</p> <p>The CEO provided an update on the retirement night out for all previous employees. It has been advised that all former employees have been contacted with a few still to confirm the proposed date however the original proposed date of 1st July now unlikely and will be postponed until towards the end of summer.</p>	

4.	Governance	
4.1	Notifiable Events	<p>The CEO provided an update on the notifiable event in relation to the fire safety issue which had been ongoing for some time.</p> <p>The CEO advised that the association is waiting on the contractor to provide a cost breakdown. Discussions ongoing an our employers agent, the contractor, the association and the contractors architect will be meeting in near future to discuss.</p> <p>The CEO will continue to pursue.</p> <p>Committee noted the current position.</p>
4.2	Regulatory Returns	
	4.2.1	<p>ARC</p> <p>The CGM sought approval for the ARC submission highlighting the SHR requirement to submit this by 31st May, highlighting this will be done immediately after the meeting to ensure compliance. The CGM outlined that the association has a robust internal validation process and explained the process in detail to provide Committee assurance on the accuracy of the data being presented for submission.</p> <p>Committee expressed reservations about the association solely relying on internal validation for assurance. The CEO advised external validation is also sought every 3-4 years. The GCM added the last external submission was carried out by Christine Dugan in 2018/19 and all recommendations from this were implemented in 2019/20 following this a subsequent 2 years internal validation had been carried out by the CGM.</p>

			<p>Committee sought clarification on the intention for further external validation and the CEO agreed this would be the intention for next year in line with the 3-4 year cycle.</p> <p>Committee commented that considering the ongoing challenging context of delivering an effective service, staff had performed very well and asked this is cascaded down to them.</p> <p>There was a brief discussion on the satisfaction indicators and the benefits of Committee seeing the full reports from The Knowledge Partnership would be beneficial. It was advised these were already in Decision Time and Committee suggested these could form part of the discussion at the strategy day.</p> <p>Committee collectively approved the submission.</p> <p><i>Post meeting note: The CEO submitted the ARC return vis SHR portal at 8.26 pm on the 31st May 2022.</i></p>
	4.2.2	FYFP Return 2022	<p>The DFCS sought approval for the FYFP advising this is a statutory return for SHR which gives a projection of the associations finances for the next 5 years. The FYFP was presented to the Audit, Finance and Risk Sub-committee on 17th May 2022 and now brought to Management Committee for approval. The DFCS highlighted the following assumptions;</p> <ul style="list-style-type: none"> • Nimmo Drive development will start bringing in rental income in 2025 • Inflation rate moving on year to year at 2% • Rent increases for 23/24 at inflation + 1% • Pensions are under review, no assumptions been made. <p>The DFCS further highlighted the association has in the region of £6m cash available. Loans at present are around £14m. The DFCS advised that SHR has included</p>

			<p>additional requests with regards to increased borrowing that the association still meets covenants however this is calculated differently than from the associations lenders.</p> <p>Committee commented that in terms of financial projections the association is financially strong with the figures show no areas of concern. Adding having an in-depth understanding of stock is key to achieving projections and not facing unexpected spending.</p> <p>Committee approved submission of the FYFP.</p> <p>Proposed: Maureen McDonald Seconded: Janice Shields</p>
	4.2.3	Annual Loan Portfolio	<p>The DFCS sought approval of the Annual Loan Portfolio advising this is a statutory return required by SHR. The Loan Portfolio was presented to the Audit, Finance and Risk Sub-committee on 17th May 2022 and now brought to Management Committee for approval The DFCS talked through updates of where the association is in terms of loan finance and interest rates on these loans.</p> <p>Committee queried the very low number of unencumbered stock and the DFCS confirmed this is accurate and is due to the Allia loan did not require assets be used as security for the loan facility.</p> <p>Committee approved submission of the Annual Loan Portfolio.</p> <p>Proposed: Douglas Muir Seconded: Ann McEachan</p>
4.3		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. An application has been received from:</p> <p>[REDACTED – PERSONAL DATA]</p>

		<p>Committee approved the membership application.</p> <p>Proposed: Ann McEachan Seconded: Kirsty Wilson</p>
5.	Health & Safety	
5.1	Health & Safety Report April 2022	<p>The DMS 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 DMS advised that nothing to report under accident, incident, near misses or RIDDOR. The DMS reported a slow and steady increase of tenants attending the office and expect this will continue to increase in time. The most notable element of the report this month is in regard to landlord H&S with the DMS advising policies on Fire Safety and Legionella safety having been approved in March and April had formed part of the external audit in these areas. The Draft report received advises 'adequate assurance' on both and final reports including management responses will be presented to Committee for approval at the June meeting.</p> <p>Committee noted the report</p>
6.0	Reports for Decision / Approval	
6.1	Procurement Policy	<p>The DMS sought approval of the Procurement Policy highlighting various aspects of the policy including aims, objectives and emphasising Committees responsibility in overseeing implementation of the policy.</p> <p>Committee approved the Procurement Policy</p> <p>Proposed: Lindsay Roches Seconded: Ann McEachan</p>

7.0	Reports for Discussion / Information	
7.1		[REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION]
7.2	Internal Audit Programme	The DFCS gave an overview on what areas will be audited in 2022/2023, this being Governance, Treasury Management, Allocations and Reactive Repairs. Committee to note the Internal Audit Programme report.
8.0	Chief Executive's Report	
		Nothing to report
9.0	Training	
9.1	Training Schedules- Staff / Committee	Share Brochure circulated to staff/Committee
9.2	Forthcoming Training Courses / Events	Freedom of Information training for staff due to take place Weds 1 st June 2022
9.3	Feedback on Training / Events	Chair to circulate slides for various seminars to all Committee Members via the GCM.
10.0	Any Other Competent Business	
		The CEO and Committee congratulated Kirsty Wilson on her appointment as Director of Housing Services at Glen Oaks Housing, wishing Kirsty well in the new role.
11.0	Date of Next Meeting	
11.1	Management Committee Meeting: Tuesday 28 th June 2022	

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.0	Minutes	Ann McEachan & Douglas Muir	GCM
4.2.1	ARC Submission	Collective approval	COE
4.2.2	FYFP Return 2022	Maureen McDonald & Janice Shields	DFCS
4.2.3	Loan Portfolio	Douglas Muir & Ann McEachan	DFCS
4.3	Membership Application	Ann McEachan & Kirsty Wilson	GCM
6.1	EPB Policy	Douglas Muir & Ann McEachan	GCM
6.2	Procurement Policy	Lindsay Roches & Ann McEachan	DMS

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
2.1	Matters Arising	Manual wheelchair to be purchased	GCM 28/06/2022
2.1	Matters Arising	Date for retirement event to be finalised and circulated	CEO 28/06/2022
4.2.1	ARC submission	To be submitted to SHR	CEO 31/05/2022
4.2.2	FYFP	To be submitted to SHR	DFCS
4.2.3	Annual Loan Portfolio	To be submitted to SHR	DFCS
4.1	Governance	CEO to continue discussions with contractor, agent and architect regarding notifiable event	CEO
5.1	H&S May 2022	Fire and Legionella Safety Audit Reports to be presented for approval.	DMS 28/06/2022