

MINUTES of the Management Committee Meeting held on 28th March 2023
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX and Zoom

Item	Agenda Item			
1.0	Apologies			
	<p>Committee present</p> <p>Maureen McDonald (Acting Chair) Ann McEachan Douglas Muir Lindsay Roches Janice Shields (Acting Vice-chair) Kirsty Wilson Kirsty Stoddart Duncan Smith</p>	<p>In Attendance</p> <p>James McGeough (DFCS) David Adam (DMS) Donna Gentles (minutes)</p>	<p>Apologies</p> <p>Gary Dalziel (CEO) Kerry Clayton (GCM) Maureen McKinnon</p>	<p>Special Leave</p> <p>John Kane</p>
2.0	Declaration of Interest			
There are no declaration in Interests.				

3.0	Minutes for Approval	
3.1	Minutes of Previous Management Committee Meeting held on 28th March 2023.	<p>The Minutes were agreed as a true record of the meeting.</p> <p>Proposed: Douglas Muir</p> <p>Seconded: Ann McEachan</p>
		<p>Signed by Chairperson: [REDACTED – PERSONAL DATA]</p> <p>Signed By CEO: [REDACTED – PERSONAL DATA]</p>
3.2	Matters Arising	There were no matter arising.
4.0	Governance	
4.1	Notifiable Events	The DMS gave an update to committee on the ongoing Notifiable Event for Fire Safety at [REDACTED – PERSONAL DATA]. It was discussed that the fire engineer provided an updated report with the works being completed. The Notifiable Event has been closed by the regulator and today the completion was received.
4.2	Governance Report	<p>Due to the reduction of Committee Members the association is trying to recruit more members for the Management Committee. Whilst the organisation produces a Management Committee Succession planning and Recruitment Policy to seek individuals to increase membership, a recommendation was made from the CEO to allow to 2 potential new members to observe the next Committee meeting in April.</p> <p>Committee approved the observers attending April meeting.</p> <p>Proposed: Douglas Muir Seconded: Ann McEachan</p>
5.0	Health & Safety Report	
5.1	Health & Safety Report March 2023	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

	<p>The DMS advised there were no accidents, incidents or near misses to report.</p> <p>The DMS talked through fire risk assessments in detail highlighting any actions outstanding.</p> <p>It was discussed that training of the Evacuation Chair has to be carried out.</p> <p>An update was provided to the Management Committee with regards to HSE attending the site at Langland's Road – Stone repair Project. HSE had visited the site in February and had informed the contractor of 4 issues that were to be addressed.</p> <ul style="list-style-type: none">• no dust suppression system• Hoist certification• Scaffold certification• Asbestos report. <p>The HSE re-visited on Thursday 16th Mach and the report received from our Clerk of works is that no further action will be taken by the HSE.</p> <p>Committee has asked if we had an update on the Community Centre.</p> <p>The DMS advised that there has never been a fire drill carried out at community centre. It was discussed that customer services has carried out a risk assessment for the users of the community centre. The DMS discussed that the association will liaise with the users of the community centre an new fire equipment has been put in the community centre</p> <p>A Committee member questioned if we had formal leases for the users of the community centre as health and safety executive for the community centre the Committee do not want to be exposed to more risk.</p> <p>The DHCS replied that there is a risk but diminishing as the months go on. The DHCS to speak with Community Regeneration Officer to get user agreement in place.</p>
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6.0	Reports for Decision / Approval	
6.1	Write Off report	<p>The DHCS talked through the Write Off Report in detail notifying Committee of a proposed recommendation of £36,858.41 to be written off in former tenancy arrears, less credit balance write offs of £2,365.97 which is a balance of £34,492.44.</p> <p>The DHCS advised that the association has tried many means of contacting former tenants but by not having a forwarding address, no response from letters or emails or where the tenant is deceased and we do not have any executor details.</p> <p>Committee asked if a write off of £4000 in 2021 was a true record and the DHCS advised this was the correct figure.</p> <p>Committee further queried if a tenant came back after account was written off would the write off be reversed and the DHCS confirmed the debt would be reversed.</p> <p>Committee approved the balance of £34, 492.44 be written off.</p> <p>Proposed: Ann McEachan Seconded: Douglas Muir</p>
6.2	Policy Cover Report	<p>The DFCS provided an update advising that the Staffing Sub-committee had met in March and detailed discussions had taken place regarding the following 5 HR policies;</p> <ul style="list-style-type: none"> • Whistleblowing Policy • Dignity at Work Policy • Recruitment & Selection Policy • Stress Management Policy • Lone Working Policy

		<p>A member of the Staffing Sub-committee advised that it had been felt some wording within the Personal Relationships at Work Policy required changing and as such the policy had not been approved by the Sub-committee where the above policies had been approved and changes requested before this be re-presented at the next available Staffing Sub.</p> <p>Committee approved the policies listed above.</p> <p>Proposed: Duncan Smith Seconded: Kirsty Wilson</p>
7.0	Reports for Discussion / Information	
7.1	Follow Up Gas Audit	<p>The DMS gave a detailed overview of the Gas Audit relating to Tenants Health and Safety Compliance. The DMS highlighted that in 2022 the association received '<i>adequate assurance</i>'. After updating of the Policy and Procedures that were approved in November 2022. The association worked with tenants to accommodate tenants who work and requested evening and weekend visits for gas servicing which has proved to be beneficial in achieving compliance. The DMS advised the audit report has provided the association with a '<i>Substantial assurance</i>' and was attached with the report.</p> <p>The DMS highlighted to Committee work Lauren Herd had done to ensure everything was in place to support the undertaking of the gas audit, adding Lauren had moved to Maintenance from her previous position in Customer Services.</p> <p>Committee noted the report</p>
7.2	Procurement Update	<p>The DMS provided the Management Committee with an update on the 2 procurement activities currently ongoing relating to the reactive and void repairs service, gas servicing and maintenance contracts.</p> <p>The DMS highlighted that the new gas contractor City Technical will be taking over gas servicing from mid-April and GasSure will continue to provide the service until then. The DMS</p>

		<p>commented that he will be holding regular meetings with contractors to monitor KPI's that have been put in place within the contract. It was noted that there is a clause in the contract that if the contractor is not performing these clauses could and would be implemented.</p> <p>Committee commented that they had work done from the new contractor and the workmanship was really good.</p> <p>The DMS gave an update on the procurement for the responsive and void repairs contract. It was discussed that the initial intention was to have a contractor in place for April 1st but due to using a Dynamic Purchasing System (DPS) as a form of procurement the expected start date would be 1st June 2023.</p> <p>Committee had asked the DMS to clarify how the DPS works. The DMS replied that vetting contractors is carried out by PFH and the buyer (Elderpark HA) issues an expression of interest notification which contractors within the DPS list are invited to tender. It was noted that six contractors expressed an interest in the contract.</p> <p>Committee noted the report.</p>
8.0	Chief Executive's Report	
		<p>The CEO is looking for approval for renewal of the following subscriptions</p> <p>SHARE membership, it was discussed the membership for the following year cost has been frozen.</p> <p>Committee approved membership renewal.</p> <p>I was advised SHN membership cost has increased by 5% and is a benefit to the organisation in terms of benchmarking and information received.</p> <p>Committee approved membership renewal.</p>

		[REDACTED – CONFIDENTIAL AND COMMERCIAL DATA]. Committee commented that the services Poverty Action Group cover the association is covered elsewhere. On that basis the Management Committee has declined the membership. Committee did not approve the renewal of PAG.
9.0	Training	
9.1	Training Schedules – Staff/Committee	Share Brochure circulated to Staff/Committee
9.2	Forthcoming Training Courses / Events	Nothing to report.
9.3	Feedback on Training / Events	Share training slides circulated to Management Committee via Decision Time.
10.0	AOCB	[REDACTED – PERSONAL DATA]
10.0	Date of Next Meeting	
		Tuesday 26 th April 2022 at 6pm

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Minutes of 28th March 2023	Douglas Muir and Ann McEachan	DFCS
4.2	Governance Report – observers for Management Committee Meeting	Douglas Muir and Ann McEachan	CEO
6.1	Write off Report	Douglas Muir and Ann McEachan	DHCS
6.2	Policy Cover Report – Policies approved <ul style="list-style-type: none"> • Whistleblowing Policy • Dignity at work Policy • Recruitment & Selection Policy • Stress Management Policy • Lone Working Policy 	Duncan Smith and Kirsty Wilson	GCM
8.0	Chief Executives Report	Collectively approved	DFCS

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.1	Minutes of 28th March 2023	Redact and publish on website	DFCS
5.1	Health and Safety	Training on usage of Evacuation Chair	GCM
5.1	Health and Safety	Risk regarding usage of Community Centre by other organisations to be addressed	DHCS
6.0	Write off Report	Bad Debt more than year old to be written off	DHCS
6.3	Whistleblowing Policy	Circulate to Staff and Publish on website	GCM
6.4	Dignity at Work Policy	Circulate to Staff and Publish on website	GCM
6.5	Recruitment & Selection Policy	Circulate to Staff and Publish on website	GCM
6.6	Stress Management Policy	Circulate to Staff and Publish on website	GCM
6.7	Lone Working Policy	Circulate to Staff and Publish on website	GCM