

**MINUTES** of the Management Committee Meeting held on 30<sup>th</sup> May 2023  
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX and Zoom

Item	Agenda Item			
1.0	<b>Apologies</b>			
	<p><b>Committee present</b></p> <p>Maureen McDonald (Chair) Janice Shields (Vice-chair) Ann McEachan Douglas Muir Maureen McKinnon Lindsay Roches Eileen McCallum (Co-opted at meeting) Melanie Gilmour (Observer)</p>	<p><b>In Attendance</b></p> <p>Gary Dalziel (CEO) Kerry Clayton (GCM) James McGeough (DFCS) David Adam (DMS) Aidan McGuinness (DHCS)</p> <p>Graham Reid (Part meeting)</p>	<p><b>Apologies</b></p> <p>Duncan Smith Kirsty Wilson Kirsty Stoddart</p>	<p><b>Special Leave</b></p>
2.0	<b>Declaration of Interest</b>			
Interest were declared by Eileen McCallum who provides freelance training services via SHARE and Melanie Gilmour who is employed by SHARE. There were no items on the agenda specifically relating to SHARE.				

<b>3.0 Minutes for Approval</b>	
3.1	<p>Minutes of Previous Management Committee Meeting held on <b>25<sup>th</sup> April 2023.</b></p>
	<p>The Minutes were agreed as a true record of the meeting.</p> <p><b>Proposed:</b> Ann McEachan</p> <p><b>Seconded:</b> Maureen McKinnon</p> <p><i>Post meeting note: Minutes of 25<sup>th</sup> April signed at close of this meeting.</i></p>
	<p>Signed by Chairperson:</p> <p>[REDACTED – PERSONAL DATA]</p> <p>Signed By CEO:</p> <p>[REDACTED – PERSONAL DATA]</p>
3.2	Matters Arising
	<p>The Chair welcomed and introduced Melanie Gilmour as an observer and all Committee and staff made introductions.</p> <p>Update were provided from actions that were on the previous minutes that are not otherwise on the agenda:</p> <ul style="list-style-type: none"> <li>• Minutes are yet to be redacted and published on the website due to timing and workload with other DPO matters</li> </ul> <p>Committee queried the position with the Fuel Advisor post and the CEO advised this was contained with the CEO report but briefly advised that following discussion at the previous committee meeting which indicated there was no strong desire from Committee to make the Fuel Advisor post a mainstream service therefore the project would end at the 30<sup>th</sup> June 2023.</p>
3.3	Asset Management / Stock Condition Survey Update
	<p><i>Graham Reid, Director, SID Asset Management joined the meeting at 6.10pm.</i></p> <p>The CEO introduced Graham Reid (GR), Director from SID Asset Management who was attending the meeting to provide an overview on the results of the most recent stock condition survey that had been undertaken by SID for 35% of the associations stock.</p>

		<p>GR began by providing an overview of the team and their remits / qualifications, providing the rationale for the selection of personnel involved in undertaking the stock condition surveys for the association which was partly linked to their ability to also carry out EPC's at the same time as the survey. GR advised that EPC's were carried out to 268 properties during the exercise.</p> <p>GR then explained the methodology used to obtain a robust sampling to provide 51 property types to enable replication across stock type to provide confidence in cloning data. Further explaining the data is input by the surveys directly using mobile phones which updated the HUB software in real time. He advised that 35% of the associations stock had been included in this commission in 2022/23 with a further 40% due to take place during 2023/24 which would provide the association with current stock condition surveys for 75% of our homes which would provide a more than robust analysis of our stock overall.</p> <p>GR then talked Committee through the headline outputs from the stock condition survey, highlighting the following;</p> <ul style="list-style-type: none"><li>• 98% of stock is SHQS compliant with fails primarily restricted to kitchen size / layout</li><li>• £39.3 million investment is required over 30 years, equating to £29k per unit over the same period which is average for the stock type</li><li>• £2.3 million spend would be required between years 1 – 5 based on component cost previously agreed with DMS, meaning the bulk of spending requirements fall to the back end of the 30 years, from 2037 onwards</li><li>• The requirements for spend peaks in year 1 and year 5 are normal due to cycles the surveyors operate within and expectation that DMS would smooth the programme for each five year tranche of works.</li><li>• Areas requiring the highest spends are heating, bathrooms and windows which was to be expected given the recent investment in kitchens.</li></ul> <p>The DFCS stated the £2.3 million for years 1-5 was low compared to budget requests from the DMS when in general terms the major repairs annual expenditure would be around £1.5m per annum.</p>
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<b>4.0</b>	<b>Governance</b>	
4.0		<p>The CEO provided a brief overview of the report content which focused on the SHR Assurance visit, the requirement to hold a Staffing Sub-committee meeting and the Co-option of a new Committee member.</p> <p>Firstly, highlighting the SHR visit and inviting feedback from the Chair and Janice Shields who had been in attendance together with the CEO, DFCS and GCM. The Chair and Vice-Chair advised they felt the visit had been positive and discussions with SHR had been open and transparent. The Vice-Chair added the visit had focused on how Committee are assured the association is compliant with the Regulatory Framework and felt this was articulated well.</p> <p>The CEO asked the GCM for any additional comment and it was advised they felt the visit had overall been positive with a number of robust practices highlighted through with SHR making an early indication they felt the Collaborative Governance Review would be considered good</p>

		<p>practice. The CEO stated if any further information was required SHR had advised they would contact to request this.</p> <p>Committee <b>noted</b> the update on the SHR assurance visit.</p> <p>[REDACTED – PERSONAL DATA]</p> <p>Committee <b>noted</b> the current position.</p> <p>Finally, the CEO sought <b>approval</b> for the Co-option of Eileen McCallum to join the Management Committee with immediate effect. Committee <b>approved</b> the recommendation.</p> <p><b>Proposed:</b> Maureen McKinnon                      <b>Seconded:</b> Douglas Muir</p>
4.1	Notifiable Events	Nothing to report
4.2	ARC Report and Submission	<p>The CEO sought <b>approval</b> for the Annual Return on the Charter (ARC) to the SHR and began by thanking those involved in the process. Advising Committee it had been a challenging year with new employees coming into a variety of posts and navigating a new housing management system with learning requirements around data input and extraction in the form of reports.</p> <p>He highlighted the work of the GCM in consultation with Housemark over the last 9 months to ensure the association would be as well placed as possible to comply with submission requirements.</p> <p>The CEO went on to provide an overview of the process contained within the report whereby Directors and Managers are responsible for completing the data before it is validated by the GCM. It was also noted this year SHN had carried out a Desktop validation to support the internal process with further external validation due from Christine Dugan in early July. Committee sought clarification on the validation and comparison report and the rationale on how an indicator can be ‘partially validated’. The CEO explained this is whereby either the</p>

		<p>calculation is correct but there may be some queries around the data integrity or further discussion around the intricacies of the technical guidance being fully met remain outstanding. The GCM added this was the grading used by Christine Dugan and the associations approach had been developed in-line with this for some consistency with internal and external processes.</p> <p>The CEO drew Committee’s attention to various indicators where there was notable difference in performance from the previous year as set out in the validation and comparison report and provided some context around these including; staff sickness, re-let days, repairs and complaints with the DMS and DHCS also providing some comment on indicators either partially or not validated.</p> <p>Committee inquired if the submission was ready to be made and the CEO stated there would be further review by each department and amendments can be made until August so following this exercise and external validation some adjustments may be required however it was anticipated that based upon the extensive work done to date these would not be material and have a significant impact on the figures.</p> <p>[REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION]</p> <p>Committee <b>collectively approved</b> the submission of the ARC 2023.</p>
4.3	Loan Portfolio 2023	<p>The DFCS sought <b>approval</b> for the submission of the Loan Portfolio 2023 to the SHR, providing a detailed summary for the figures contained within the submission. Stressing compliance with all loan covenants and the positive financial position of the association, highlighting 77% of our stock is unencumbered which provides significant borrowing capacity should it be required in the future.</p> <p>Committee asked for the term ‘unencumbered’ to be explained and the DFCS advised this refers to stock which is free from any encumbrances, such as loans being secured against them from when the association takes any private finance. It was advised that this effectively meant</p>



		<p>cash balance in year 4 and 5 is a direct result of the repayment of the Alia ‘bullet loan’ which was due to be repaid in full plus interest after ten years. This will necessitate the association seeking further borrowing of around £3-4m to off-set this £6.7m approximate loan repayment however it should be noted this was also part of the borrowing strategy at the time of taking out the Alia loan.</p> <p>Committee <b>approved</b> the FYFP for submission to SHR.</p> <p><b>Proposed:</b> Janice Shields                      <b>Seconded:</b> Douglas Muir</p>
<b>5.0</b>	<b>Health and Safety</b>	
5.1	Verbal H&S Update	<p>The DMS advised no written report had been prepared this month due to other priorities and stated there had been no incidents, accidents or RIDDOR to be reported. However, asked Committee to note the training of one employee undertaking the Managing Safely in Social Housing course.</p> <p>Committee <b>noted</b> the verbal report.</p>
<b>6.0</b>	<b>Reports for Information</b>	
6.1	Audit Planning	<p>The DFCS advised Committee the external audit had started today and explained the Audit Planning letter sets out expectations of the association and the auditor, French Duncan for the year end audit process.</p> <p>Committee commented a very comprehensive assessment of the proposal had been provided from French Duncan and this type of report provides confidence and assurance there is sufficient oversight.</p> <p>Committee <b>noted</b> the Audit Planning letter.</p>



6.2	Internal Audit Plan 2023/24	<p>The DFCS briefed Committee on the internal audit programme for financial year 2023/24, informing of the areas to be audited which are; payroll, voids, budgetary control, procurement and customer care and emphasised the assurance provided to Committee through the internal audit process.</p> <p>Committee <b>noted</b> the internal audit programme for 2023/24.</p>
6.3	Procurement Update	<p>The DMS provided a detailed update on the recent procurement exercise advising this had been via a new procurement route for the association using DPS, a dynamic purchasing system, explaining this is similar to a framework but new contactors can be added at any time and promotes the use of small to medium sized contractors. Drawing attention to the procurement summary report provided and taking Committee through the tender received, quality evaluation and scoring, price evaluation and price evaluation criteria, quality and price combined evaluation and finally the recommendation from PfH which resulted in the contract being awarded to Timetra.</p> <p>The DMS went on to highlight Timetra already work with a number of RSL's which should provide Committee with reasonable assurance given their positive reputation within the sector.</p> <p>Advising Committee on a key element of the contract in the form of service level credits which allows for deductions to be made to payments to Timetra if they fail to achieve certain standards of performance / KPI's.</p> <p>A discussion took place on the categorisation of repairs following the DMS advising that 'urgent' was no longer a category used by the association and also on the introduction of an appointment system to help improve service to tenants which Committee were in favour of.</p> <p>Committee <b>noted</b> the report.</p>

7.0	CEO Report	
		<p>The talked through the key elements of the report in detail which sets out to keep the Committee informed on key activities within the association.</p> <p><b>Energy Advice Project</b></p> <p>Following on from the detailed discussion at the previous meeting the CEO provided brief recap emphasising the Committee had concluded there was no desire to make this a mainstream service in light of funding not being available and this position had also been replicated by the other GEL partners involved in the project. The CEO advised that there may be future finding available for energy advice projects but would not assist in providing immediate funding to sustain a service which is due to end on the 30<sup>th</sup> June 2023. We have submitted a funding request for new funding which would be for a slightly different project more focused on educating people within the community on energy consumption and usage.</p> <p>[REDACTED – PERSONAL DATA]</p> <p><b>Culture Audit</b></p> <p>The CEO provided Committee with a brief summary on the process which had been undertaken by the association and delivered by KIM. Highlighting that employees had embraced the process and been very engaged throughout. The CEO added there has been some interest from other associations who have heard of the audit and as a result Vicky Ross, HR and Corporate Services Officer has been invited to speak about the process at the next SHARE, HR/Corporate Services forum.</p> <p>The CEO highlighted how interesting it had been that the culture aligns across the organisation no matter which way the results were analysed and advised Committee a full report on the outcomes would be present in due course.</p> <p>[REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION]</p>

## Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Minutes of the meeting held 25th April 2023	Ann McEachan and Maureen McDonald	CEO
4.0	Governance Report – Co-option of Eileen McCallum	Maureen McDonald and Douglas Muir	CEO
4.2	ARC Report and submission	Collectively approved	CEO
4.3	Loan Portfolio	Ann McEachan and Janice Shields	DFCS
4.4	FYFP	Janice Shields and Douglas Muir	DFCS

## Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.1	Minutes 25 <sup>th</sup> April 2023	Redacted and publish on website	CGM
4.2	ARC Report and submission	Submit ARC return via SHR portal	CEO
4.3	Loan Portfolio	Submit Loan Portfolio Return via SHR portal	DFCS
4.4	FYFP	Submit FYFP via SHR Portal	DFCS