

**MINUTES** of the Management Committee Meeting held on 27<sup>th</sup> June 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 (Secretary) Kirsty Wilson Douglas Muir Maureen McKinnon Lindsay Roches Eileen McCallum (Co-opted at meeting) Melanie Gilmour (Co-opted at meeting) Craig Reid (Observer)</p>	<p><b>In Attendance</b></p> <p>Gary Dalziel (CEO) James McGeough (DFCS) David Adam (DMS) Donna Gentles (Minutes)</p> <p>Alan Grant – Grant Murray Architects (Part meeting)</p>	<p><b>Apologies</b></p> <p>Kirsty Stoddart Maureen McKinnon Aidan McGuinness (DHCS) Kerry Clayton(GCM)</p>	<p><b>Special Leave</b></p>



		<p>Alan gave an extensive talk about the report around the stone works. He discussed that the overall condition of the stone was reasonably good and in general terms is in better overall condition than the majority of pre-1919 tenemental stock he has reviewed.</p> <p>There are some tenements which are needing attention and he noted that like most tenements the work done in previous years to cosmetically repair the stoneworks has caused some unintended consequences which may require attention.</p> <p>He advised that his report grades all of the tenements into three categories, those which require works in years 1-10, those which would be carried out in years 11-20 and those which would be required in years 21-30 although highlighted that five year reviews of the tenements should take place to identify any deterioration in the condition.</p> <p>The Report shows that there are 31 properties in phase 1, 55 properties in phase 2 and 25 properties in phase 3.</p> <p>Alan discussed that all surveys that have been done from ground level which means that it can be difficult to fully determine the condition and until works commenced on any block you wouldn't necessarily be able to fully ascertain the damage behind the stonework.</p>
<b>4.0</b>	<b>Governance</b>	
4.0		<p>The CEO gave an update with regards to the SHR Annual Assurance Visit which had taken place on 23<sup>rd</sup> May. The visit appeared positive with considerable assurance being given from both the information we provided and the discussions held. The Scottish Housing Regulator have sent a summary to the association with feedback highlighting areas in which positive practice was identified which credit should be given to the GCM for the work she had put in.</p> <p>It was noted that one area that was identified where the association can improve on is tenant involvement. The CEO advised that this is something that we will look at however recognised the challenges in attracting tenant involvement in this type of activity.</p>

		<p>The CEO sought approval for Melanie Gilmour to be co-opted on to the Management Committee. Melanie attended last month's management committee meeting as an observer and is looking for approval to join.</p> <p><b>Proposed:</b> Ann McEachan    <b>Seconded:</b> Duncan Smith</p> <p>The CEO discussed the Management Committee Training Programme. Over the last few months the GCM has been working with Linthouse Housing Association and SHARE to develop a training plan. A table of training sessions has been circulated to Committee. The CEO informed committee to advise the Corporate team of the dates and sessions they would like to attend.</p> <p>The CEO gave an overview of the consultation document received from the Scottish Housing regulator for the Regulatory Framework review. Committee gave their feedback and it was decided that we would not submit a response on behalf of the association but that organisations like GWSF and the SFHA would respond with the key views of the sector.</p>
4.1	Notifiable Events	<p>The CEO informed committee of two notifiable events that has taken place.</p> <p>The first notifiable event was a change in Auditor. The current auditor have been bought over by another company and this is deemed to be a notifiable event albeit it was opened and closed immediately.</p> <p>[REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION]</p>
4.2	Assurance Report	<p>THE CEO gave an overview of the Assurance process. The current assurance has reached the end of the 3 year cycle and a new draft processes has been developed incorporating some of the learning through the previous three years and the recent annual assurance visit from the Scottish Housing Regulator.</p>

		<p>There is no significant change to the original assurance framework with the majority of the same principles applying but has been adjusted to reflect the current circumstances and minor revisions to our future approach.</p> <p>Committee <b>approved</b> report</p> <p><b>Proposed:</b> Ann McEachan <b>Seconded:</b> Douglas Muir</p>
4.5	Membership Application	<p>The CEO advised the Committee that we are seeking approval for two membership applications that has been received since the last Management Committee meeting on 30<sup>th</sup> May 2023. The details of the applicants have been provided to the Committee within the report.</p> <p>The Committee approved the membership applications for Eileen McCallum and Melanie Gilmour</p> <p>Committee <b>approved</b> membership applications</p> <p><b>Proposed:</b> Douglas Muir <b>Seconded:</b> Duncan Smith</p>
<b>5.0</b>	<b>Health and Safety</b>	
5.1	Health & Safety Report June 2023	<p>The DMS informed the Management 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> <p>The DMS talked through 2 incidents that had been reported since the last meeting. The first incident was that a member of staff had been removing used needles found within the estate and while they wore appropriate protective clothing it was advised that this was not a role the colleague should be undertaking with specialist contractors used to remove needles / sharps reported to us.</p>

	<p>The DMS advised that the second incident was when a contractor was working in a tenant's property the tenants were openly taking drugs whilst the operatives were working in the property. Used needles and paraphernalia were clearly visible. In this instance the police were contacted and the needles were removed. The DMS informed committee that the tenant has been sent a Breach of Tenancy letter. Police/Drugs Squad have also been notified. Notes have been added to the system to alert staff and contractors for any future visits.</p> <p>A committee member had asked why the incident report had been dated March.</p> <p>The DMS replied that he was informed of the incident on 10<sup>th</sup> June 2023 and colleagues have been advised of the requirement to report any health and safety incident at the earliest point to the appropriate manager.</p> <p>The DMS talked through Health and Safety training sessions since the last committee meeting. The first was Evacuation Chair training for the stairs in the main office. The training highlighted that the Evacuation Chair that was purchased was challenging to use due to the layout of the office stairs. Corporate has returned the current Evacuation Chair to purchase a more lightweight and easy to use Evacuation Chair.</p> <p>The DMS updated the committee on the other training that took place which was for a member of staff on Health &amp; Safety for Tenant Safety compliance. It was advised that the new Housing Manager will also be completed this training in September.</p> <p>The DMS gave a detailed discussion about the new contractors for Gas Maintenance and Reactive Repairs and talked about tenant safety during the procurement activity. The association aims to regulate the contractors in terms of Health and Safety and will carry out spot checks.</p> <p>It was noted that both contractors have provided their respective accreditation and confirmation that their operatives have received Asbestos Awareness training. It was also discussed the contractors schedulers have received training on Bradley Teams portal to access</p>
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		<p>our Asbestos register. The DMS stated that this will also be monitored to ensure this is been accessed.</p> <p>Committee asked if there was an unacceptable actions policy.</p> <p>The CEO advised that currently we do not have an unacceptable actions policy and is something which is included within the Policy Review Timetable.</p> <p>Committee <b>noted</b> the report</p>
<b>6.0</b>	<b>Reports for Information</b>	
6.1	ICT Policy 2023 ICT Acceptable Usage policy May 2023	<p>The DFCS gave an in-depth overview on the ICT Policy and ICT Acceptable Usage Policy. These policies take on board any comments made by colleagues during the consultation process together with any suggestions made by the Internal Auditors as part of their recent internal audit.</p> <p>The policies had been reviewed in detail at the recent Audit, Finance and Risk Sub-committee.</p> <p>Committee <b>approved</b> policy</p> <p><b>Proposed:</b> Janice Shields    <b>Seconded:</b> Ann McEachan</p>
6.2	Asbestos Management Plan	<p>The DMS talked through the Asbestos Management Plan which links with the current Asbestos Management Policy is a legal requirement for organisations to have in place. The plan is to assist with the control and management of the association’s properties and communal areas in the management of asbestos.</p> <p>It was discussed that all non-domestic properties constructed prior to 2000 will be subject to the Asbestos Management Plan</p>

		<p>It was discussed that the association had the Health &amp; Safety consultant recently review our Asbestos Policy and Procedures and the review / audit identified that our assurance level had moved from 'adequate' to 'substantial'.</p> <p>Committee <b>approved</b> the Plan</p> <p><b>Proposed:</b> Duncan Smith    <b>Seconded:</b> Douglas Muir</p>
6.3	Committee Recruitment and Development Policy	<p>The CEO discussed this policy which has been drafted by the CEO and GCM, supported by external consultants North Star following the Committee Review process.</p> <p>The purpose of the policy sets out the approach to recruitment, induction, ongoing training and succession planning in relation to the Management Committee to ensure we retain a strong and effective Management Committee.</p> <p>Committee commented that they enjoyed the committee review that was carried out as part of this process and the evaluation of their contribution that they make to the Management Committee.</p> <p>Committee <b>approved</b> the Plan</p> <p><b>Proposed:</b> Ann McEachan    <b>Seconded:</b> Douglas Muir.</p>
6.4	Notifiable Event Policy	<p>The CEO talked through the Notifiable Event Policy which is due for renewal. This policy is part of the regulatory framework and has been developed by the CEO and supported by GCM and the SHR. The purpose of the policy is to outline the events that the Association should be advising the SHR. In addition the policy sets out to ensure that any Notifiable Events that occur are managed effectively and safeguard the association, its tenants and users.</p> <p>A discussion took place regarding committee regarding point 8.1 of the policy "where an employee fails to follow procedure this will be dealt with in accordance to the associations</p>

		<p>Disciplinary Policy” with some members feeling that the language was potentially not in line with the general approach the association takes to managing situations.</p> <p>There were differing opinions with some believing that having something explicit which outlined the potential for disciplinary should someone wilfully fail to notify identify a notifiable event should be included within the policy.</p> <p>It was noted that should any circumstance arise where an employee had deliberately or wilfully chosen a course of action to not report a particular issue then the associations various policies like whistleblowing, disciplinary or code of conduct would most likely apply.</p> <p>After a lengthy discussion it was agreed that either the line would be removed or the language adjusted to reflect a softened version while still making a similar point.</p> <p>Committee advised that a training session for staff on notifiable events should be carried out.</p> <p>Committee <b>approved</b> policy subject to the adjustment being made to the policy.</p> <p><b>Proposed:</b> Duncan Smith      <b>Seconded:</b> Douglas Muir</p>
<b>7.0</b>	<b>CEO Report</b>	
7.1	Agenda Item 7.1 to be taken Presentation on Stone works	This was discussed earlier on the agenda after 3.3
7.2		[REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION]
7.3	Asbestos Management Audit Report	The DMS talked through the Asbestos Management Audit Report. The purpose of this report is to provide the Management Committee with the findings of the Housing, Health and Safety Compliance Ltd (HHSC) 2 <sup>nd</sup> audit relating to Asbestos Management which was briefly outlined earlier at section 6.2.

		<p>The DMS informed the Management Committee that the findings of the audit provided “Substantial Assurance” for the associations Asbestos Management duties with this moving from the ‘adequate’ rating provided in 2021/22.</p> <p>It was noted that there were 3 “significant”, 3 “minor non-conformances along with 1 “highly important” situations that were identified by the auditor and these will be tackled in lime with the timescales agreed with the auditor.</p> <ul style="list-style-type: none"> <li>• Asbestos register</li> <li>• Sharing of Asbestos data with contractors and asbestos warning flags</li> <li>• Consultant &amp; Contractor Management</li> <li>• Remediation works and records</li> <li>• Monitoring &amp; assurance</li> </ul> <p>The DMS Confirmed that a meeting has been arranged in July with Bradleys to look at the portal to ensure that accurate data is being provided.</p> <p>Committee <b>noted</b> the report</p>
7.4	Procurement Report	<p>The DMS gave a detailed discussion on the Procurement Report, this is part of the Procurement Reform (Scotland) Act 2014, organisations who spend over £5 million are obliged to provide a procurement report. Whilst it would be unlikely that the association would spend £5 million this also includes any development activity therefore the is the potential for significant procurement expenditure some years.</p> <p>The DMS gave an in depth talk about the procurement activities carried out in the last financial year and what is planned over the next two years.</p> <p>Committee commented that the report is really positive with excellent progress.</p>

		<p>A committee member asked if the association has looked at Scotland Excel for procurement as they now have a Refurbishment and Repair Contract.</p> <p>The DMS replied that due to the timing he hadn't however the CEO discussed that the association will arrange to meet with them as we worked with them previously to carry out a positive procurement audit.</p> <p>Committee <b>noted</b> report</p>
8.0	Chief Executive Report	<p>The CEO gave a brief summary of the ongoing activities within the organisation over the last month.</p> <p>The CEO informed committee about one of the staff members Angela Lee, who sadly passed away after a long battle with illness. Committee were informed of the funeral arrangements should anyone wish to attend.</p> <p>The CEO discussed Business Planning Strategy Day it was noted that the last Management Committee and Management Team Business Planning away day was in July 2022 which was followed by the development of a revised Business Plan for 2021-2025. The CEO is looking to move the Business Planning Cycle into a more suitable time period and would propose the next Business Planning Strategy day for November, date to be confirmed.</p> <p>Committee <b>approved</b> the Business Planning Day taking place in November</p> <p><b>Proposed:</b> Lynsey Roches                      <b>Seconded:</b> Ann McEachan</p> <p>The CEO talked through the Energy Advise Project which is due to cease on 30<sup>th</sup> June 2023 following being unable to source additional funding for its continuation. [REDACTED – PERSONAL DATA]</p>

		<p>The CEO commented that the Director of Housing and Customer Services has advised that the association has submitted a partnership funding bid for a revised Energy Advice Project however the outcome will not be known for a few months.</p> <p>Committee <b>noted</b> the report</p> <p><b>Culture Audit Final Report</b> The CEO gave a brief discussion around the Culture Audit Report. Over the last few months the association has been working with an external consultant to undertake a culture audit which was one of the business objectives as part of the business planning process. The CEO discussed that over the coming weeks and months the organisation will develop a series of actions to engage colleagues in continuing to develop the culture.</p> <p><b>Govan Housing Market Analysis</b> The CEO provided an update on the Govan Housing Market Analysis. It was discussed that four out of the five Gel partners have committed to the project. A draft brief was discussed with partners in early June and a final brief will be written by Ken Gibb from the University of Glasgow. The intention is for the project to commence in August 2023 which should take around six months. The final report would be produced March 2024.</p> <p><b>Glasgow West of Scotland Forum Committee / Board</b> The CEO informed the Committee that there are vacancies on the GWSF Board and provided details of the documentation required should any Committee member be interested in joining the Board.</p>
9.0	Training	<p>Share Brochure circulated to Staff/Committee</p> <p>Staff to advise Corporate of which training sessions they would like to undertake</p>
10.0	AOCB	[REDACTED – PERSONAL DATA]
11.0	Date of Next Meeting	Tuesday 29 <sup>th</sup> August 2023 at 6pm

## Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Committee approved Minutes of the meeting held Tues 30 <sup>th</sup> May 2023	<b>Proposed:</b> Ann McEachan <b>Seconded:</b> Douglas Muir	CEO
4.1	Committee approved Melanie Gilmour to be Co-opted onto Committee	<b>Proposed:</b> Ann McEachan <b>Seconded:</b> Duncan Smith	CEO
4.4	Committee approved Assurance Programme of Works	<b>Proposed:</b> Ann McEachan <b>Seconded:</b> Douglas Muir	CEO
4.5	Committee approved Membership Applications for Eileen McCallum and Melanie Gilmour	<b>Proposed:</b> Douglas Muir <b>Seconded:</b> Duncan Smith	CEO
6.1	Committee approved ICT Policy & ICT Acceptable Usage policy	<b>Proposed:</b> Janice Shields <b>Seconded:</b> Ann McEachan	DFCS
6.2	Committee approved Asbestos Management Plan	<b>Proposed:</b> Duncan Smith <b>Seconded:</b> Douglas Muir	DMS
6.3	Committee approved Community Development Plan	<b>Proposed:</b> Ann McEachan <b>Seconded:</b> Douglas Muir	CEO & GCM
6.4	Committee Approved Notifiable Events policy subject to changes	<b>Proposed:</b> Duncan Smith <b>Seconded:</b> Douglas Muir	GCM
8.0	Committee Approved Business Strategy Day	<b>Proposed:</b> Lynsey Roches <b>Seconded:</b> Ann McEachan	CEO