



MINUTES of the Management Committee Meeting held on Tuesday 25th June 2024
 Location – 65 Golspie Street, Govan, Glasgow, G51 3AX and Zoom

Item	Agenda Item			
1.0	Apologies			
	Committee present Janice Shields (Vice Chair) Kirsty Wilson Melanie Gilmour Duncan Smith	In Attendance Kerry Clayton (GCM) Donna Gentles (Minutes) Helen Sutherland (DCFS)	Apologies Maureen McDonald (Chair) Ann McEachan Veronica McLaughlin Kirsty Stoddart Craig Reid Eileen McCallum Gary Dalziel (CEO) Aidan McGuinness (DHCS)	Special Leave Douglas Muir
2.0	Declaration of Interest			
<p>In the absence of Maureen McDonald (Chair), Janice Shields Vice-chair will Chair tonight’s meeting. A Declaration of interest was noted for the item on Nimmo Drive Development Project in the CEO Report by the Vice-Chair as her organisation is currently working with the JR Group on another project. The GCM and Duncan Smith noted a declaration of interest on item CIH Scotland Awards Sponsorship in CEO Report.</p>				

3.0		Minutes for Approval	
3.1	Minutes of Previous Management Committee Meeting held on Tuesday 28 th May 2024	<p>The Minutes were agreed as a true record of the meeting.</p> <p>Proposed: Janice Shields</p> <p>Seconded: Melanie Gilmour</p>	<p>Signed by Chairperson: [REDACTED – PERSONAL DATA]</p> <p>Signed By CEO: [REDACTED – PERSONAL DATA]</p>
3.2	Matters Arising	<p>The following matters arising were discussed as not otherwise on the agenda.</p> <p>The GCM advised that a FOI has been requested for Information on the association’s minutes. It was discussed that there was a slight backlog of minutes to be redacted and therefore an exemption has been applied in the response as the information would routinely be available within the next 12 weeks.</p>	
4.0		Governance	
4.1	Governance Report	<p>The GCM advised the ARC submission was previously approved at the May meeting subject to any minor revisions which are set out in the report. Advising the report shows the figure originally approved, the amended figure and further highlights if the figure was amended during the external validation process and before the submission on 31st May or if the figure was re-stated to SHR.</p> <p>The GCM advised this year’s validation was a positive process and an improvement on last years with 13 indicators validated, 14 reworked and online for validation by the point of submission and only 4 indicators requiring reworking and restating the SHR. Noting the Managers leading on the data collection were all relatively new to having this responsibility it has provided an excellent learning opportunity.</p> <p>Going on to highlight the report also contains notes from the CEO one what improvement actions are required to certain indicators over the coming year to ensure reduction in time calculating these indicators and ensuring they are fully in line with the guidance. The GCM</p>	

		<p>advised action plans for each department will be developed and implemented ahead of May 2025 submission and include enhancements to Rubixx and streamlining of the system.</p> <p>Committee noted the amendments made as outlined in the report.</p> <p>The GCM advised there were currently 2 interested parties who have expressed interest in joining the Management Committee. [REDACTED – PERSONAL DATA] The second is keen to learn more about housing associations, has a connecting to Govan and currently operate within a factoring and IT environment. If Committee approve the intention would be to invite both to observe the August meeting with a view to progressing the interest should they still remain interested. The GCM highlighted the need for targeted recruitment to address the skills gaps, primarily in finance and this is something the CEO will look at following the AGM.</p> <p>Committee approved both parties being invited to observe the August meeting.</p> <p>The GCM advised on the arrangements for this year’s AGM, stating it would take place on Tuesday 18th September. Committee queried this date as would be Tuesday 17th September. The GCM advised would need to seek clarification from the CEO and would advise Committee on the correct date following the meeting.</p> <p>The CGM advised based on length of service and 2 thirds of the Committee having to stand down each year, this year Kirsty Stoddart, Duncan Smith, Douglas Muir and Anne McEachan will all be required to stand down and it is hoped all will stand for re-election, although Douglas Muir is on a leave of absence until the AGM for personal reasons so clarification will be sought on any intention to re-stand.</p> <p>The GCM provided a very brief overview of the AGM agenda as set out in the CEO’s report requesting Committee take note of the format.</p> <p><i>Post meeting note: AGM will take place on Tuesday 17th September</i></p>
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4.2	Assurance Review Report 2023-26 - CH	<p>The GCM sought approval for the Assurance Review Report 2023-26. The purpose of this report is to support the submission of our Annual Assurance Statement (AAS), the association has adopted a 3 yearly cycle to conduct reviews of compliance with the Regulatory Framework including the Regulatory Standards of Governance and Financial Management.</p> <p>The GCM talked through the in-depth review, in this instance being on The Scottish Social Housing Charter, reporting no issues of material non-compliance have been found but some actions identified for continuous improvement to further enhance the association’s services and outcomes for tenants and service users. The GCM informed committee that all evidence is held in the Resource section on Decision Time.</p> <p>The GCM advised there were 2 outstanding actions flagged from review cycle 2020/23 having received partial assurance. The first one was regarding developing a Tenant Engagement Strategy. This has been achieved but the next step is to try and carry out a review on how effective the implementation of the practices are being embedded across the organisation. The second action considered partially achieved was ensuring tenants have the opportunity to influence the format of the annual report. The GCM advised that this will be addressed through issuing a survey along with the Annual report this year.</p> <p>Committee approved the Assurance Review Report</p> <p>Proposed by: Kirsty Wilson Seconded: Melanie Gilmour</p>
5.0	Health & Safety	
		Nothing to Report
6.0	Reports for Approval and Information	
	Management Accounts for the year 31 st March 2024	The DFCS sought approval for the Managements Accounts year end 31st March 2024. The management accounts have been drafted using a different format from what is usually presented but this format in more in line with statutory reporting.

	<p>The DFCS provided a detailed run through of all variances and advised of an operating surplus of £1.28m as opposed to a budgeted figure of £1.48m. The overall surplus in the year was £381,608 against a budgeted surplus of £939,328 this includes the pension scheme actuarial loss provided in the year of £373,000, that was not budgeted for.</p> <p>Key figures highlighted were:</p> <ul style="list-style-type: none"> • Void loss were under budget than anticipated of £36.6k • Wider role Income higher than anticipated by £29.6k • Amortisation of Grant Higher than anticipated by £91.7k • Employee Costs higher than anticipated by £155.4K due to long term absence. • Reactive and voids repairs were £84.3k higher than anticipated due to rising costs. • Cyclical repairs higher by £99k • Head Office and Corporate overheads higher by £81k this was a result of an overspend on consultation fees including the dispute with Kone lifts and additional costs not budgeted for relating to the Rubixx licence and the Noise and Smart Apps. • Interest receivable £106k more than budgeted for due to higher interest rates than budgeted and higher bank balances. <p>Committee asked the question about depreciation and if it is calculated on the straight line method. The DFCS Confirmed that housing properties are on the straight line basis.</p> <p>The Chair asked a question if the management accounts would be presented in this format going forward. A further comment was that it would be useful to incorporate a traffic light coded system for variances.</p> <p>The DFCS talked through the Statement of financial position and highlighted that the cash has increased by £345.8k to £4.408m</p> <p>The DFCS discussed that the fixed assets position for the year has reduced despite additions in the year, this is due to the total depreciation for the year being greater than the additions. The</p>
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		<p>Association has spent £779.2k on component additions, £354.1k on the acquisition of Nimmo Drive and £334.6k on buying 2 properties and 2 shared ownership buy backs.</p> <p>The DFCS stated that although the Association remains in a strong financial position it is still being impacted by the rising costs especially within the repairs and maintenance spend and in addition the office overheads have seen challenges with employee costs.</p> <p>The DFCS discussed that the interest loan covenant is at 389% which is well above the required 110%. The association is meeting all covenants satisfactory.</p> <p>A committee member asked about the overspend on repairs and if this was being closely monitored. The GCM discussed that the new temporary DMS Brian Praites will discuss Asset Management with the DFCS going forward. The DFCS will be monitoring repairs costs and trends in spend monthly.</p> <p>Committee unanimously approved the management accounts</p>
7.0	Reports for Discussion / Information	
	CEO Report	<p>In the absence of the CEO the Chair presented the report which provides a summary of the activities that the association has been progressing over the last month since the last full Committee meeting held in May 2024.</p> <p>Nimmo Drive Development Progress</p> <p>The Chair advised that the Nimmo Drive Development is now a live project. On the 30th May a specially arranged Committee meeting with the JR Group, MAST architects and the association’s development consultants took place to present and discuss the design of the project. The demolition of the buildings took place in early June and the commencement of construction work is anticipated to commence beginning of August 2024 and will run for 78</p>

		<p>weeks. The CEO has been in discussion with GCC regarding the grant distribution and it was noted that the association may have to front fund some of the development.</p> <p>Committee asked if there would be a need for a development sub Committee group. The GCM replied that the CEO is looking to have all committee involved in the decision making of the project.</p> <p>Committee note the progress of the development</p> <p>Business Planning Review</p> <p>The Chair confirmed the Business Planning Review session will take place on Tuesday 30th July. The session will last approximately three hours from 6pm- 9pm with Allison Smith from AllanPark facilitating the session. The Chair spoke about the purpose of the session and that committee have a look at the existing objectives to determine if they remain relevant and if there are any ambitions or activities they would like the association to achieve in 2024/25.</p> <p>The GCM will re-issue the current business plan to committee beforehand.</p> <p>Committee note progress</p> <p>Govan Housing Market Analysis</p> <p>The Chair provided committee with an update on the Housing Market Analysis project that the association is working on in partnership with Linthouse HA, Govan HA, University of Glasgow and Glasgow City Council. It was noted that the draft report was provided to all the partners at the end of May 20224 and a meeting is scheduled in early June 2024 to review the contents of the report. A final report is expected to be produced in the coming weeks and this will be followed up with sessions from the respective Management Committees.</p> <p>Committee note progress</p>
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8.0	Training	
8.1	Training Schedules – Staff / Committee	<p>Share brochure circulated</p> <p>Governing Body Convention taking place on 3rd & 4th September, please contact a member of the Corporate Team to book a space.</p>

9.0	A.O.C.B	
		The Vice Chair advised the Management Committee that this would be her last Committee meeting as she will be standing down at this year's AGM. The committee wish the Vice Chair well and thanked her for her contribution over the years.
10.0	Date of Next Meeting	
10.1	Date of Next Meeting	The date of the next meeting Tuesday 27 th August 2024 @ 6pm Janice Shields noted her apologies for the meeting

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Minutes of the Management Committee meeting held 28 th May 2024	Proposed: Janice Shields Seconded: Melanie Gilmour	GCM
4.2	Assurance Review Report	Proposed: Kirsty Wilson Seconded: Melanie Gilmour	GCM
6.0	Management Accounts to year end 31 st March 2024	Unanimously approved	DFCS
7.0	CIH Sponsorship Award	No Decision could be made	GCM

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.1	Minutes of the Management Committee meeting held 28 th May 2024	Minutes to be redacted and published	GCM
3.2	Prospective new committee members	Invite along to Aug Management Committee meeting as observers	GCM
3.2	Date for 2024 AGM	Corporate Team to confirm the date for the 2024 AGM	GCM
6.0	Management Accounts	Look at intruding a traffic light coding system for variances	DFCS
7.0	CIH Sponsorship Award	Email committee members for decision	CEO
7.0	Staffing Sub-Committee Meeting	Email Committee members to propose date	CEO