

MINUTES of the Management Committee Meeting held on Tuesday 27th August 2024
Location – 65 Golspie Street, Govan, Glasgow, G51 3AX and Microsoft Teams

Item	Agenda Item			
1.0	Apologies			
	Committee present Maureen McDonald (Chair) Ann McEachan Veronica McLaughlin Kirsty Wilson Melanie Gilmour Duncan Smith Eileen McCallum Marie Moody (Observer)	In Attendance Gary Dalziel (CEO) Helen Sutherland (DCFS) Kerry Clayton (GCM) Vicky Ross (Minutes) Tony Sinclair (French Duncan LLP) Auditor	Apologies Janice Shields (Vice Chair) Kirsty Stoddart Craig Reid Aidan McGuinness (DHCS)	Special Leave Douglas Muir
2.0	Declaration of Interest			
GCM & D Smith for CIH Awards, agenda item 8.				

3.0 Minutes for Approval	
3.1	<p>Minutes of Previous Management Committee Meeting held on Tuesday 25th June 2024</p> <p>The Minutes were agreed as a true record of the meeting.</p> <p>Proposed: Melanie Gilmour</p> <p>Seconded: Ann McEachan</p> <p>Signed by Chairperson: [REDACTED – PERSONAL DATA]</p> <p>Signed By CEO: [REDACTED – PERSONAL DATA]</p>
3.2	<p>Matters Arising</p> <p>The following matters arising were discussed as not otherwise on the agenda.</p> <p>The CEO introduced Marie Moody as an observer of the meeting and welcomed her.</p> <p>The GCM advised the management committee meeting minutes from May 2024 are currently in the process of being redacted and will be published on the website once they are ready.</p> <p>The GCM advised that a date has been set for the Annual General Meeting (AGM) which will take place on Tuesday 17th September 2024.</p> <p>Management Accounts</p>
3.3	<p>Approved minutes Finance, Audit & Risk Sub-committee held 20th February 2024</p> <p>It was confirmed that the attached minutes at 3.3 were for information purposes only.</p>
3.4	<p>Approved minutes Housing & Maintenance Sub-committee held 15th May 2024</p> <p>It was confirmed that the attached minutes at 3.4 were for information purposes only.</p>

4.0	Governance	
4.2	Governance Report August 2024	<p>The CEO presented the report to the management committee providing a brief overview of some of the key points.</p> <p>The CEO confirmed that it is the intention of Janice Shields the Vice Chair to stand down at the next AGM and not seek re-election. The CEO acknowledged the excellent knowledge and expertise Janice provided during her time with Elderpark and extended a thank you to her for an outstanding contribution and wished her all the best for the future.</p> <p>The CEO advised that Douglas Muir sought a leave of absence up to the AGM date this year which the management committee agreed to and we will discuss with him his intentions about remaining on the committee going forward.</p> <p>The CEO introduced and welcomed Marie Moody to the meeting advising that she will stand for election at the next AGM which will take place on Tuesday 17th September 2024. The CEO advised that Mrs Moody is a local resident with significant board experience and a broad interest in housing and the Govan area.</p> <p>The CEO confirmed that the AGM will take place from 6:30pm to 8.30pm on Tuesday 17th September 2024 to be held in the Elder Suite within our office at Golspie Street. The CEO confirmed that the JT Group and Mast Architects will provide a presentation at the start of the meeting to provide members with information on the new development at Nimmo Drive. The CEO provided a brief outline of the AGM structure which he explains follows the normal formal business format.</p> <p>The CEO moved on to discuss Glasgow City Council Authorised signatories. It was explained that we are seeking approval from the management committee on the authorised signatories provided to Glasgow City Council which we are required to minute at a committee meeting. Subject to approval, at the end of the meeting, there is a form to be signed.</p> <p>Proposed by: Eileen McCallum Seconded by: Melanie Gilmour</p>

4.3	Assurance Report RS6 and OC	<p>The GCM presented this report to the management committee explaining the purpose of the report is to fully review all findings, recommended compliance levels and action plans to inform a discussion and approve.</p> <p>The GCM discussed the findings from the in-depth review on the following section of the regulatory framework is as follows:</p> <p>Regulatory Standard 6 (RS6) <i>The Governing body and senior officers have the skills and knowledge they need to be effective</i> and requirements around Organisational Details and constitutional (OC) which looks at <i>requirements to keep up to date with organisational details and comply with Housing (Scotland) Act 2010.</i></p> <p>The GCM advised that as part of the in depth review of RS6, it was identified that although there were no issues of material non-compliance there are some actions that could be taken to enhance our services and the outcomes to tenants and service users. This includes improvements to the recruitment processes for management committee members incorporating a revised recruitment pack and induction process and a review of the Shareholders Register looking at ways to increase membership</p> <p>A member of the management committee asked if we currently utilise EVH for the recruitment of management committee members. There was a discussion around the approach used to attract new management committee members.</p> <p>Committee approved the recommendations from the Assurance Report.</p> <p>Proposed by: Eileen McCallum Seconded by: Melanie Gilmour</p>
4.4	Performance Analysis Report - Q1	<p>The CEO presented the performance report for quarter 1 explaining that the information provided is comparable to previous quarters with little change from the trends we see on a quarterly basis.</p>

		<p>The CEO advised that there has been an increase in the level of stage 2 complaints. This will require further analysis in terms of identifying if there are enhancements that could be made in the relevant areas. The CEO also confirmed that there was a broad improvement in rent arrears this quarter with current arrears reducing to 3.74% but that staff absence is higher than we would like to see. This has been impacted by long-term absence. The CEO advised that we are taking steps to look into this further including looking at areas of wellbeing, a revised absence policy etc.</p> <p>A member of the management committee queried if the reduced repairs/maintenance satisfaction results includes estates complaints. It was confirmed that estate complaints fall within Housing Management currently and not part of the Repairs and Maintenance Team therefore estate complaints shouldn't be included within these results.</p> <p>A member of the management committee asked if we generate a feedback questionnaire to the tenant once a repair has been completed. It was confirmed that we do carry this out and automatically send the following day.</p> <p>The committee noted the content of the performance analysis report.</p>
4.5	Secretary's Report	<p>The GCM presented the Secretary's report clarifying that the Secretary's report has been delegated to the CEO and GCM but that this confirms to the management committee that we are compliant with rules 62 – 67 with full details of each rule being provided in the report with a conclusion and recommendations.</p> <p>The committee noted the content of the secretary's report.</p>
4.6	Ending Membership	<p>The GCM presented the report seeking approval from the management committee to cancel the shares and transfer them back to the association. The GCM provided the management committee with details of shareholding members who have failed to advise of a change in address, have not attended 5 AGM's in a row or who are now deceased which in line with the rules would mean that membership will be cancelled.</p>

		<p>The GCM advised that a recommendation has been made within the report to cancel the identified shares given that all the necessary checks have been carried out.</p> <p>The committee approved the cancellation of the above shares.</p> <p>Approved by: Ann McEachan Seconded by: Eileen McCallum</p>
4.7	Regulatory Returns	<p>The Auditor presented the management committee with the audited accounts for the year ended 31 March 2024 providing a brief overview of the content advising that there is no change to the format of the accounts.</p> <p>The Auditor discussed the information contained within page 11 of the accounts, which provide an opinion on the Financial Statements. It was confirmed that French Duncan LLP were satisfied that the accounts give a true and fair view of the Associations affairs in relation to income and expenditure for the year ended, the basis for this opinion and conclusions relating to going concern. The Auditor advised the management committee that this was a clean report providing a clear view, which French Duncan LLP were satisfied with.</p> <p>The Auditor discussed page 16 of the accounts providing information on the income and expenditure for the year. He highlighted specific areas including the increase to operating costs, the negative pension adjustment information and the overall total comprehensive income being £323,546.</p> <p>The Auditor explained page 17 of the accounts and provided an overview of the assets and liabilities. He confirmed that the figures highlight a 'healthy net asset'.</p> <p>The Auditor moved on to page 18 of the accounts explaining there had been a positive increase in cash flow overall totalling £345,842. It was confirmed by the Auditor that this is positive for the Association.</p>

		<p>The Auditor explained that from page 20 of the accounts, information is provided on The Principal Accounting policies being adhered to along with a further breakdown of the numbers.</p> <p>The Chair asked the management committee if they had any questions for the Auditor at this stage of the meeting. The management committee were happy with the information provided and had no questions.</p> <p>The Auditor moved on to discuss the 'Audit Results' report page 1 and explained the various elements of this report including the traffic lights system used within the Executive Summary. It was confirmed that all audit areas contained within the summary had a 'green status' which, is confirmation of the Associations ability to continue as a 'going concern' for a period of at least 12 months from the date of the Auditor opinion which was confirmed as a being positive result.</p> <p>The Auditor explained page 3 of the 'Audit Results Report' which contains the four significant risk areas. It was confirmed French Duncan LLP were satisfied with the significant risks and areas of audit focus identified including the pension deficit valuation provided.</p> <p>The Auditor discussed the Audit Differences from page 6 of the report and explained there had been an adjustment made to correct the HAG (Housing Association Grant) amortisation calculation.</p> <p>The Chair asked if the management committee had any questions at this stage of the meeting. The management committee confirmed they were happy with this information with no questions.</p> <p>The Auditor concluded his report by explaining the purpose of the 'letter of representation' which goes to the Scottish Housing Regulator along with the signed accounts to confirm French Duncan LLP have been provided with all the information they have asked for as part of the audit. This concluded the Auditors report.</p>
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5.0	Health & Safety	
		<p>It was confirmed by the CEO that there is no specific health and safety report for the meeting but that we have commissioned a consultant to carry out a full review and update of the health and safety policies in the absence of the DMS and more information on this will be provided in due course.</p>
6.0	Reports for Approval and Information	
6.1	Business Plan Objectives 2024/25	<p>The CEO presented the report and provided a brief summary of the business plan process undertaken for 2024/25 and the Business Planning Monitoring Tool 2024/25 recommending that the committee discuss, consider and approve the business plan objectives for 2024/25.</p> <p>The CEO outlined the workshop which took place on the 30th July 2024 for the management committee to discuss the performance over the last year and undertake a broad review of the existing vision. From this exercise a suite of business objectives were drafted and developed for the remainder of the year. This session had been facilitated by a consultant who has previous experience in working with the association on our business plan.</p> <p>The CEO broadly outlined the objectives from now and until March 2025 and how these will be monitored and presented to the Management Committee This includes all objectives for the year, some of which have already been achieved for example the performance framework and</p>

		<p>a review of the office opening hours. The CEO discussed the objectives ahead including the 50 year anniversary of Elderpark Housing -and an anniversary project and plan with a series of activities and events to be developed for 2025.</p> <p>A member of the management committee expressed that the format of the business planning monitoring tool is good and that the lay out is clear in terms of accountability and progress towards objectives in the quarter.</p> <p>The committee approved:</p> <p>The report from AllanPark Consultants summarising the business plan session held on the 30th July 2024</p> <p>The proposed format for the quarterly & annual review of the agreed business plan objectives The proposed business objectives for the remainder of 2024/25</p> <p>Approved by: Kirsty Wilson Seconded by: Eileen McCallum</p>
6.2	[REDACTED – PERSONAL DATA]	<p>[REDACTED – PERSONAL DATA]</p> <p>Proposed by: Melanie Gilmour Seconded by: Kirsty Wilson</p>
7.0	Reports for Discussion / Information	
7.1	Management Accounts to 30 June 2024	<p>The DFCS presented the report containing information on the Management Accounts to 30 June 2024 explaining that the format would be in line with statutory accounts to include statements of comprehensive income and financial position. The DFCS recommends the committee approves the management accounts to 30th June 2024.</p>

		<p>The DFCS provided a summary including how the accounts show the Association has generated an operating surplus of £450.5k, the overall surplus after accounting for interest received/paid and the variation in the budgeted surplus.</p> <p>The DFCS highlighted the reactive and void repairs costs are much lower than budget but this will be closely monitored.</p> <p>The DFCS also highlighted the increase in staff costs due to the extra resources to cover long term absence but that this is being looked at currently.</p> <p>The DFCS discussed Appendix 1, 2 and 3 which provide a detailed breakdown and explanation of the summary income and expenditure statement with appendix 3 referring to further information for the higher variances.</p> <p>The DFCS discussed some of the key areas of the management accounts including rents, grant funding to be received, salaries, budgets including heat & light, office repairs along with cash at the bank and current liabilities. The DFCS advised that the Association has good liquidity.</p> <p>The management committee commented positively on the format of the accounts and the notes page.</p> <p>The committee approved the management accounts for the quarter to 30 June 2024.</p> <p>Approved by: Eileen McCallum Seconded by: Melanie Gilmour</p>
7.2	Risk Register August 2024	<p>The GCM presented the risk register for August 2024 and advised that this has already been approved by the finance, audit and risk sub-committee and now seeking approval from management committee.</p>

		<p>The GCM drew the management committees attention to risk 6 which has changed from moderate to significant. The GCM explained that doing this demonstrates effective management of the risk. There was general discussion around the risks and scores.</p> <p>The committee noted the content of risk register August 2024.</p>
8.0	CEO Report	
8.0		<p>The CEO presented the report and explained the purpose was to provide a brief summary of some of the ongoing activities within the organisation since the last full management committee meeting in June 2024 recommending the committee discuss, note and where applicable approve the items in the report.</p> <p>The CEO provided an overview of the Govan Market Analysis project in partnership with Linthouse HA, Govan HA, University of Glasgow and Glasgow City Council. The report has now been produced and in the coming weeks, this will be presented at a launch event on Monday 7th October 2024 with venue details to be confirmed.</p> <p>The CEO discussed the project in more detail and explained how the information can be used now and in the future including using the information as evidence to secure funding for new builds.</p> <p>The CEO discussed the status of the ongoing project at Nimmo Drive and explained that this is now a live project with site investigations being carried out before any formal construction work can take place. The project is expected to last for approximately 18 months with new properties ready for Spring 2026. The CEO advised there will be a ground cutting ceremony taking place on the afternoon of Thursday 5th September 2024 with the local Counsellor being in attendance along with the JR group and the Chair of Elderpark’s management committee.</p> <p>The CEO advised that there had been some complaints from local residents regarding the demolition works however we have spoken to the JR Group about hosting a residents meeting for those living nearby to discuss the programme in more detail.</p>

		<p>The CEO discussed the Procurement of the new close cleaning contractor. It was reported at the Housing and Maintenance sub-committee that an emergency procurement approach was implemented in July following the decision of the existing contractor terminating the contract with immediate effect. We engaged with the contractor who was second in the previous procurement exercise, asking for revised costs which are now 20% above the costs of the previous contractor. It was explained that following analysis, this was comparable to others in the sector.</p> <p>The CEO advised that it is worth considering when reviewing the Scheme of Financial Delegation around making financial decisions in emergency situations, to allow capacity for decision making where there is a serious risk of disruption service to which the committee agreed this would be appropriate.</p> <p>The CEO moved on to discuss a consultation paper from Glasgow West of Scotland Forum where they are exploring whether there should be legal protection for small community based RSL's from being 'taken over'. It was explained that as part of this report, there is a consultation paper with questions RSL's are encouraged to complete. There was a general discussion around the questions within the paper.</p> <p>The CEO moved on to discussing a proposed Leadership Training Programme to build knowledge and skills across the departmental and senior management team. The CEO explained the content options and the price of carrying this out seeking comments, feedback and questions from the management committee. The management committee commented that they think this is a very important area for development particularly post Covid and this would be encouraged and welcomed.</p> <p>The CEO discussed the 'Govan Weavers Annual Dinner' invitation to be held on Friday 13th September 2024 at Ibrox Stadium. It was explained that as this is a local event held annually, we have advised that a few spaces can be taken by voluntary committee members wishing to attend. It was agreed that two management committee members will attend this dinner.</p>
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		<p>Finally, the CEO briefly discussed his involvement in a podcast which has been previously approved by the Management Committee.</p> <p>The management committee noted the contents of the CEO report.</p>
9.0	A.O.C.B	
10.0	Date of Next Meeting	
10.1	Date of Next Meeting	The date of the next meeting Tuesday 29 th October 2024.

Approvals

Item No	Agenda Item	Proposed (P) & Seconded (S) by	Lead Officer
3.1	Minutes of the Management Committee meeting held 25 th June 2024	Proposed: Melanie Gilmour Seconded: Ann McEachan	GCM
4.3	Assurance Report	Proposed: Eileen McCallum Seconded: Melanie Gilmour	GCM
4.6	Ending Membership	Proposed: Ann McEachan Seconded: Eileen McCallum	GCM
4.7	Regulatory Returns	Proposed: Eileen McCallum Seconded: Melanie Gilmour	DFCS
6.1	Business Plan Objectives 2024/25	Proposed: Kirsty Wilson Seconded: Eileen McCallum	CEO
6.2	[REDACTED – PERSONAL DATA]	Proposed: Melanie Gilmour Seconded: Kirsty Wilson	HM

Additional Actions from Meeting

Item No	Agenda Item	Action Required	Lead Officer / Date to be Actioned by
3.2	Matter Arising	Redacting May Management Committee Meeting Minutes	GCM
5.0	Health & Safety	Policy review to be carried out by external consultant.	CEO

8.0	CEO Report	Amend wording in scheme of delegation policy to allow for emergency decisions.	CEO
8.0	CEO Report	Govan Weavers event – two places to be booked.	Corporate Services