



**DRAFT MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON
WEDNESDAY 27TH NOVEMBER 2024 AT 6.30PM. MEETING HELD IN THE
COMMITTEE ROOM OF THE ASSOCIATION'S OFFICES.**

1. Sederunt:

PRESENT:

- P. Waddell** – Chairperson
- D. Barnes** – Vice-Chairperson and Chairperson of Staffing Sub-Committee
- A. Cushingam** – Committee Member and Chairperson of Audit, Finance and Performance Sub-Committee.
- C. Cooper** – Committee Member
- C. Harvey** – Committee Member
- F. Lavery** – Committee Member
- J. Stevenson** – Committee Member
- R. Hartness** – Committee Member
- A. Farry** – Co-Optee

IN ATTENDANCE:

- K. Mollins** – Director
- G. Kerr** – F&CS Manager / Depute Director
- A. Chelton** – Temporary Corporate Services Officer

Apologies:

Leave of absence: - None

2. Meeting of Management Committee

a) 30 October 2024

a. Minute

The Minutes of the Management Committee on 30 October 2024 were approved by F. Lavery and seconded by C. Harvey.

b. Matters Arising:

- a.** Page 3, section 10: Annual Assurance Statement (AAS)



The Director advised the Management Committee that he has a Microsoft Teams meeting arranged on Thursday 28th November to with Craig Heron, SHR Regulation Manager to discuss the AAS.

- b. The Director provided the Committee with Committee performance review questionnaires and provided an explanation for them.

There were no other matters arising.

b) Master Tracker

The Director presented the progress on the Master Tracker from the meeting in October 2024. He advised there had been good progress made on the Master Tracker. He highlighted the following areas:

- Annual Signing of the H&S Schedules
- Committee Member Performance Reviews
- Programme for the Committee Mini-Conference
- Masts in Glenburnie Park
- Purchase of the new Tipper Van.

3. Audit, Finance & Performance Sub-Committee

a. 4 November 2024

i) Minute

The Minutes of the Audit, Finance & Performance Sub-Committee are for information only.

ii) Matters Arising:

a. Page 5, Section 8, Treasury Management Report.

The F&CS Manager referred to the discussion at the meeting in relation to the investment of cash reserves in fixed term accounts and gave an overview of the proposed arrangements. He indicated that this would be deferred until January, with a separate report and provided Committee with an explanation.

4. Meeting of the Staffing Sub-Committee

a. 4 November 2024

i) Minute

The Minutes of the Staffing Sub-Committee are for information only.

ii) Matters Arising:

There were no matters arising.

5. Declaration of Interests and Notifiable Events

i) Declaration of Interests

- i.** There were no Committee Members with a declaration of interest in relation to business at the meeting.
- ii.** The Director declared an interest in Agenda Item 8iii – Serious Complaints Against the Director Policy.
- iii.** The Corporate Services Officer declared an interest in Agenda Item 14 – Confidential Reports.
- iv.** The Director and F&CS Manager declared an interest in Agenda Item 14b – Director’s Appraisal.

ii) Notifiable Events

The Director gave an update and confirmed that there were no live notifiable events.

6. Insurance Broker Services Contract

The F&CS Manager presented the report on the tender for the Insurance Broker Services Contract and highlighted the following:

- The tender process, which included the timeline, companies invited to the tender and opens at the key stages.
- The quality assessment based on the tender application, which he highlighted accounted for 70% of the score. These were scored by the Director & F&CS Manager.
- The price assessment, which he highlighted accounted for 30% of the score and details of costs by the tenderers.
- The overall quality and price scores with detailed information provided in the appendices of the report.
- The recommendation to appoint Howden as they scored the highest on both price and quality.

- Highlighted the proposed contract of 3 years to March 2028 with an option to extend until March 2030.
- The next steps associated with the Committee's decision.

The Committee approved the appointment of Howden as the Association's Insurance Broker to March 2028.

7. Report on the Extension to the Electrical Services Contract

The Director presented the report on the extension of the Electrical Services Contract with Magnus Electrical Services to March 2026. The report highlighted the following:

- The background to the contract.
- The scope of the works.
- The requirements of the tender:
 - The number of EICRs to be completed in 2025-26, which necessitates the continuity of the contract.
 - The costs for the EICR programme and any associated remedial works.
 - The scale of the procurement of other maintenance contracts.
 - The lead in time to administer the no-access procedure for EICRs.

The Committee approved the extension to the Electrical Services Contract with Magnus Electrical Services.

8. Governance & Service Policies

i) Domestic Abuse Policy

The Director presented the Domestic Abuse Policy and highlighted the following:

- The policy was last reviewed in October 2021.
- The implementation of the policy will ensure compliance with legislation, the requirements of the Charter and good practice in the prevention and management of incidences of domestic abuse.
- The consultation arrangements, which included Glasgow Women's Aid.

- The equality impact assessment and outcomes from the policy and impact arising from the EIA assessment.

The Management Committee raised the following queries / questions in relation to the draft Domestic Abuse Policy:

- A Committee Member asked if there are any actions the Association can take if the victim doesn't go through the Police.
 - *The Director responded that the Association can offer advice and referral to organisations such as Women's Aid but it is up to the victim if they want to engage. However, the Association has to attend to noise nuisance complaints and this may facilitate support and positive action for the victim of domestic abuse.*
- A Committee Member asked if the Association had consulted with organisations focused on Domestic Abuse against men
 - *The Director advised that consultation had only been with Women's Aid. A Committee Member pointed out that if a male victim contacts Women's Aid, they automatically redirect the victim to the appropriate organisation.*
- A Committee Member asked if the Association would be able to work with other housing associations to re-house victims of domestic abuse.
 - *The Director responded that victims are directed to Glasgow City Council Homelessness but that the Association would also provide supporting letters confirming issues and would also advise of other housing associations.*
- *The Committee in their discussions on the draft Policy felt it should align with the Allocations and Anti-Social Behaviour Policies.*

The Committee approved the Domestic Abuse Policy.

ii) Committee Attendance at Conferences Policy

The Director presented the Committee Attendance at Conferences policy and highlighted the following:

- The policy was last reviewed in August 2020.
- The arrangements for Committee Attendance to attend sector conferences.
- The importance to the development of the Committee for Committee Members to attend conferences.
- The approach is transparent and best value for money to attend conferences.
- The requirements pre and post attending the conferences to evidence learning, development and value for money.
- A summary of the equality impact assessment, where a key priority was to support members with disabilities to be able to attend conferences.

The Management Committee raised the following queries or questions in relation to the draft Committee Attendance at Conferences Policy:

- The Committee discussed the need for forms to be completed post-conference.
 - *The Chair highlighted that it is important to have a audit -trail for attendance and development. The Director highlighted that the forms are straight forward and easy to complete.*
- The Committee discussed the maximum of 4 Committee attendees and asked if this could be reconsidered
 - *The Director agreed to amend the policy so as more than 4 Committee Members could attend a conference under exceptional circumstances.*

The Committee approved the Committee Attendance at Conferences Policy.

iii. **Serious Complaints Against the Director**

The Chairperson advised the Committee the Director would present the draft policy and attend to any questions and due to a potential conflict of interest would leave the meeting, which would enable the Committee to discuss the draft policy and make a decision on its approval.

The Director presented the Serious Complaints against the Director Policy and highlighted the following:

- The Regulator's expectations.
- What constitutes a serious complaint against the Director.
- Action to be taken by the Chairperson.
- How it would be heard.
- Independent advice and support.
- Addressing the complaint / grievance.
- Post investigation actions, including appeals.

K. Mollins left the meeting.

The Committee held a discussion regarding the Serious Complaints Against the Director Policy.

The Committee approved the Serious Complaints Against the Director Policy.

K. Mollins rejoined the meeting.

9. Operational Plan 2024-25 – Progress to September 2024.

The Director presented the report on progress against the Operational Plan 2024-25 to September. The report highlighted the following:

- There has been good progress against the work programme in the year.
- Appendix 1 details the progress, specifically with the completion of key tasks in the quarters April – June and July – September 2024 e.g. reporting on governance matters, the procurement of architectural services contract development of the Committee Succession Plan; the progress in Tenant Safety and development of the Fire Safety booklet and performance and effectiveness of the network of contractors.
- Good progress in key areas of the performance scheduled (appendix 2), which includes:
 - Our financial position – cash reserves
 - Covenant compliance
 - Stable rent arrears position



- Improved performance in repair service
 - Governance and organisational matters i.e. low staff turnover
 - Attendance at Committee meetings and the outcomes through the welfare rights service.
- There are areas for improvement, which includes:
- Letting performance
 - Planned major repairs completions
 - Membership of the Management Committee.
- There are a few areas of slippage, although many have been progressed and completed in quarter 3, these included:
- The review of governance and service policies.
 - The tender for the insurance broker service
 - The action plan to implement the written statement of services.
 - The delay in the procurement of cyclical and planned major repairs.
 - The stock condition survey to inform the investment plan.

The Committee noted the progress on the Operational Plan.

10. Committee Succession Plan 2024-25 – Progress to September 2024.

The Director presented the report on progress against the Committee Succession Plan to September 2024 and highlighted the following:

- The advertisement and recruitment of new members to the Management Committee.
- The Committee members' attendance at Management Committee and sub-Committee meetings.
- The membership is currently 10 members on the Management Committee.
- There has been no training delivered to the Management Committee in Q2 of 2024-25 with the Committee Mini-Conference deferred to January 2025.

The Committee noted the progress on the Committee Succession Plan.

11. Committee Mini-Conference

The CSO and Director provided a verbal update on the Committee Mini-Conference and highlighted the following:

- The Conference will be held in the Savoy Park Hotel in Ayr between the 31st January to the 2nd February 2025.
- The deposit for the venue has been paid.
- The programme for the event has been partially filled, with the Director and CSO seeking the final trainers for the event.
- The CSO has reached out to a trainer for Equalities and is discussing final arrangements with them.
- The Director asked Committee if there are any topics they want to see covered at the event.

The Management Committee raised the following queries or questions in relation to the Committee Mini-Conference:

- A Committee Member asked if a session on value for money could be arranged, given the current economic challenges and hardships.
 - *The Director responded that there could be a session to develop a Best Value Action Plan.*

The Committee noted the update on the Committee Mini-Conference.

12. Training and Work Experience Placements

The Director presented the report on the provision of training and work experience placements and highlighted the following:

- The background to the initiative.
- The partnership with Lochend Secondary School to provide S4-S6 pupils and unemployed people with training and work experience in the Association.
- The opportunities for training and work experience:
 - Administrative
 - Estate caretaking
 - Trade team
- The role of the Developing Young Work Force (DYW) Co-ordinator in Lochend Secondary School.
- A proposed budget for 2024-25 of £1,000 to cover costs and expenses if the DYW Co-ordinator was unsuccessful in securing funding.
- The positive response from the staff team to support the initiative.



- The opportunity to develop volunteering opportunities for local residents and unemployed people.

The Management Committee raised the following queries or questions in relation to the Training and Work Experience Placements:

- A Committee Member asked if the participants would be signing a code of conduct.
 - *The Director responded that they would sign a form for confidentiality, given the data they may have access to. They would also go through a recruitment process to secure the placement.*

The Committee approved the report.

13. Correspondence

There was no correspondence.

15. A.O.C.B

- a. The Director presented a report on the Architectural Contract and highlighted the following:
 - Provided a background to the contract tender.
 - Highlighted that MAST Architects originally submitted their tender proposal based on a belief that it was a 'design and build' contract as opposed to a traditional.
 - MAST were asked to resubmit based on a traditional contract.
 - The scoring was reassessed, and MAST still scored the highest on price scoring.
 - The Director recommends that MAST still be appointed for the contract.

The Committee agreed to maintain the services of keep MAST Architects to attend to architectural services for the Veranda project.

A. Chelton left the meeting.



14. Confidential Reports

a. Minute of Confidential Business at the Management Committee Meeting on 30 October 2024:

i) Minute

The minute was approved by D. Barnes and seconded by A. Cushingam as an accurate record of the meeting.

ii) Matters Arising

The Committee attended to matters arising associated with the confidential business.

K. Mollins and G. Kerr left the meeting.

b. Director's Appraisal

The Chairperson provided the Committee with feedback on the Director's Appraisal held on Monday 18 November 2024.

16. Date of Next Meeting

Management Committee:

Wednesday 29 January 2025 at 6.30pm to be held in the Committee room in the Association's office.

Chairpersons Signature: _____

Date: _____