

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING  
HELD ON WEDNESDAY 24 APRIL 2024 at 6.30p.m.  
MEETING HELD IN THE COMMITTEE ROOM OF THE ASSOCIATION'S OFFICES**

**1. SEDERUNT**

**PRESENT:** P. Waddell (Chairperson). D. Barnes. R. Hartness, A. Cushingham,  
C. Cooper, C. Harvey (Zoom)

**IN ATTENDANCE:** K. Mollins – Director, A. Nugent – Housing Manager,  
D. Stewart – Maintenance Manager  
N. Smith – Business Improvement Officer

**Apologies:** F. Lavery

**Leave of absence:** D. McNulty

**2. MEETING OF THE MANAGEMENT COMMITTEE**

**a) 27 March 2024**

**i) Minute**

The minutes of the Management Committee meeting on 27 March 2024 were approved by D. Barnes and seconded by A. Cushingham .

**ii) Matters Arising:**

**a) Page 3 (5), Section 5 – Review of Insurance**

The Director advised the Committee that the Broker, A.J Gallagher finalised the insurance for 2024-25 and listed additions to the Policy:

- Fleet vehicles for the new vans for the trade/ estates team.
- An excess of £5,000 for the masts if Glenburn Park. The Maintenance Team have secured quotes for their removal.

**b) Page 5 (7), Section 7 – Report on Decree for Repossession**

The Housing Manager advised the Committee that the tenant has not set a repayment arrangement to clear the rent arrears and recoverable court expenses, despite recent contact after several efforts to engage with the tenant.. It was agreed that arrangements will be put in place to enforce the decree and arrange the eviction due to non-payment of rent.

- c) Page 9 (11), Section 14 – Confidential Business – Staff Salary Increase 24-25  
The Director advised the Committee the proposed increase recommended to the Committee in March was approved by EVH members and has since been implemented in EVH Salary Structure 2024-25.

There were no other matters arising.

**b) Master Tracker**

The Director presented the progress report on the Master Tracker from the meeting in March 2024 and advised there had been good progress with achievement of many tasks on the Master Tracker. He highlighted to the Management Committee progress with key tasks:

The Committee raised the following queries or questions in relation to the Master Tracker

- .A Committee member asked about progress for the Mini-Conference sub-Committee to meet. It was agreed a meeting would be arranged on week beginning 29 April 2024.

The Committee noted the content of the report.

### **3. DECLARATIONS OF INTEREST AND NOTIFIABLE EVENTS**

It was noted that Committee and staff will declare an interest as follows:

Staff Members would leave the meeting for agenda for the following agenda Items:

- Agenda Item 13 – Implementation of the Staff Structure.

P. Waddell declared an interest at agenda item 12 – Strategic & Development Funding Plan 2025-30

Notifiable Events - The Director confirmed there continued to be no 'live' notifiable events.

### **4. 5 & 30 YEAR FINANCIAL PLANS**

The Director presented the Finance Agent's report and the 5 & 30 year financial plans, which included the submission to the Scottish Housing Regulator at appendix 2 to the report.

The Director highlighted the following on the development of the financial plans and the Co-operative's financial plans;

- The annual budget 2024-25 was the starting position for the development of the 5/30 year financial plans.
- The plans had realistic assumptions for inflation; maintenance, staffing and energy costs; no plans for new build; void and bad debts and rent increases.
- The 30 year financial plans would demonstrate to lenders the Association's ability to repay loans.
- An overview of the financial plans in key areas of the 30 Year plan e.g. inflation; i.t costs; rent arrears, maintenance costs, rent increases.
- The draft 30 year plans outlined the following:
  - The surplus in 2024-25 was £535K and would increase throughout the plan;
  - Cash reserves would be £12.7m in year 30, with the lowest being £0.293m in year 17;
  - Good compliance with loan covenants; and
  - Increase in net assets in line with the surpluses arising
- Concluded that the Association is in a good financial position, but should remain prudent to ensure the business is viable.

F. Nicholl presented the 5 year financial plans and appendix 2 which included the submission to the Scottish Housing Regulator. She highlighted:

- The figures for the submission reflected years 1-5 in the 30 Year plan.
- It did not include figures for the achievement of EESSH 2 and this would be informed by the stock condition survey and guidance and funding details awaited from the Scottish Government

The Committee raised the following queries or questions in relation to the draft 5 & 30 Year Financial Plans

- There was discussion on the EESSH 2 position with Scottish Government's recent announcement on a delay to their energy commitments.
- A Committee member highlighted an amendment to National Insurance contributions.
- A Committee member asked when the findings of the stock condition survey would be reported to the Management Committee to inform the Investment Plan. The Maintenance Manager confirmed that Hardies have experienced a high level of no-access visits, and the Association will issue a letter and text message for a follow-up visit.

The Committee approved the 5 & 30 Year Financial Plans and submission of the 5 Year Plan to the Scottish Housing Regulator by 31 May 2024.

## 5. REPORT ON MEMBERSHIP

There were no applications for membership in April 2024

The Business Improvement Officer noted in the report membership applications approved at the Committee meeting in March, which had been tabled for approval in March 2024.

The Committee noted the content of the report.

## 6. MANAGEMENT COMMITTEE SUCCESSION PLAN 2024-25

The Director presented the Committee Succession Plan 2023-24, which is a key requirement within the Housing Regulator's Regulatory Framework. The Plan is based on the Committee Performance Reviews 2022 and includes an Action plan focussed on the following key objectives:

- i) Committee skills, knowledge and behaviours;
- ii) Committee's representation with the community they serve;
- iii) Committee's need to undertake appropriate learning and development; and
- iv) The requirement to raise their profile of the Committee in the community.

The Succession Plan has 2 appendices, they are

- i. An Action Plan from the Committee Performance Review Report prepared by Stuart Eglinton.  
The Plan has 12 key actions in the Performance Review Report, which relate to training and development, governance arrangements i.e. succession arrangements, format of Committee meetings nine-year rule; community engagement; and future plans.
- ii. The Committee Training Plan 2024-25  
The Plan outlines training for new and existing members to improve members' skills and knowledge to perform their role.

The Committee raised the following comments and questions in relation to the Committee Succession Plan

- A Committee member queried the maximum number of members on the Management Committee, as it stated in the Committee Succession Plan it was 15. The Director clarified it was now 12 following the new Rules in 2023.

The Committee approved the Committee Succession Plan 24-25 and appended Action / Training Plans for implementation.

## **7. REPORT ON REPRESENTATION OF THE MANAGEMENT COMMITTEE.**

The Director presented a report on the demographic and ethnic profile of the Management Committee compared with its shareholders / tenants as outlined from the Residents Satisfaction Survey in 2023.

The Director highlighted comparative information and findings in demographic and ethnic categories:

- Age;
- Ethic Origin;
- Gender;
- Disability;
- Tenure;

The Director stated that recruitment of Management Committee members and shareholders should positively encourage persons:

- Aged 16-35 years;
- European, African and Asian ethnic origin;
- Living in tenement properties, preferably tenants of the Association; and
- Home owners receiving factoring services from the Association.

The Director outlined the skills gap of the Committee as outlined in the Committee Performance Reviews 2023-24, which should also be considered form applications for co-options and membership of the Committee.

The Director advised Committee there is currently two spaces for a co-option.

The Committee raised the following queries or questions in relation to the report.

- The Committee discussed the current membership of the Committee and agreed the priority was to recruit new members and if possible improve the representation and skills gap.

The Chairperson asked the Director to publish an advert on the website and housing sector with the aim to recruit new members to the Management Committee. The Director confirmed an articles would be published on the website and in the housing sector.

The Committee noted the content of the report.

## **8. PROGRESS REPORT ON EQUAL OPPORTUNITIES ACTION PLAN to 31 MARCH 2024.**

The Director presented his report on progress against the Equality & Diversity Action Plan to 31 March 2024.

The Director highlighted the Action Plan was developed following the development of the Equality & Diversity Policy in August 2023. The Association's aim is make improvement in equality, diversity and human rights to achieve the principles set out in the policy and the relevant provisions of the Regulatory Framework.

The Director gave a summary of the achievements and areas of slippage in the plan.

The Director advised the Committee that Equal Opportunities was scheduled for an internal audit in 2024-25 by Quinn Internal Audit Services. The Internal Audit Plan 2024-25 will be presented to the Audit & Finance sub-Committee in May 2024.

The Committee noted the content of the updated Action Plan

## 9. OFFICE OPENING HOURS

The Director advised the Committee he had consulted with tenants on the revised Office Opening Hours, which had been agreed by the Committee in September 2023 to inform consultation.

The Director confirmed consultation had been undertaken through an article in the Xmas newsletter and there had been a poor response.

The Director proposed the new Office Opening Times for approval:

Monday, Tuesday & Thursday	- 9.00a.m. – 12.30p.m.	1.30p.m. – 4.30p.m.
Wednesday	9.00a.m. – 12.30p.m.	
Friday	9.00a.m. – 12.30p.m.	1.30p.m. – 3.30p.m.

The Committee raised the following queries or questions in relation to the report on the Office Opening Hours.ini

- The Director provided clarification on staff working arrangements against the proposed office opening hours and highlighted the strategic and administration work that requires to be undertaken in addition to the communication with tenants and other customers.
- A Committee stressed the importance of new signage in the office and publication of the new proposed office opening times.

The Committee approved the new proposed office opening times for implementation.

The Director confirmed these would be implemented from Monday 1 July 2024.

## 10. REPORT ON DONATIONS, GIFTS & HOSPITALITY 2023-24

The Director presented a report on Donations, Gifts and Hospitality offered or received in 2023-24r, which were as listed:

- Donations - 0
- Gifts - 14
- Hospitality - 3

The Director highlighted that a high majority of gifts were from tenants / customers to staff due to their appreciation for their work and service. The Director is aware that staff are advising tenants / customers they do not need to offer gifts for the service they provide.

The Hospitality was mainly associated with corporate events and the Management Committee recognition of Committee and staff members' work, commitment and achievements with contribution towards a Xmas meal / event.

The Committee raised the following queries or questions in relation to the report on the Donations, Gifts and Hospitality.

The Committee noted the content of the report.

## 11. ANNUAL GENERAL MEETING 2024

The Director presented his report on arrangements for the AGM, specifically to agree the members to stand down and to undertake a formal assessment of members with 9 or more continuous years' service required to stand down. He advised on the following:

- One third of members had to stand down, which equates to 2 members as there are 7 full members on the Committee. He outlined members required to stand down based on the longest serving since their last election:
  - D. Barnes and C. Harvey - last elected in 2022 and 2021, respectively
- To arrange the assessment of the continued effectiveness of members with 9 or more consecutive years; service either directly by the Chairperson or through SE Training.

The Committee's decided the Chairperson would undertake the assessment of members with 9 or more years consecutive service and report to the Committee in June 2024.

P. Waddell left the meeting and D. Barnes chaired the meeting.

## 12. GLASGOW CITY COUNCIL'S STRATEGIC & DEVELOPMENT FUNDING PLAN 2025-30

The Director presented the draft Strategic & Development Funding Plan (SDFP), which set out the Association's development and regeneration programme 2025-30. He explained that the SDFP allows the City Council to plan and prioritise funding for the housing association sector for new build and other regeneration projects.

The Director referred to section 2.4 of the report and outlined the following in relation to the Association's SDFP:

**Block C Funding – Tenders / Funding to approved 2025-26 onwards**

The Director referred Committee to the potential site for development at Kildermorie / Arnisdale and he would seek funding from GCC for a feasibility study in 2025-26 to develop new housing on the land. He advised the Committee he is still awaiting confirmation from GCC on their assessment of ownership / partnership options for the site.

The Committee discussed other potential sites for development and the land at Bogdain Road / Shandwick Street. A Committee member asked the Director to clarify the position with the Care Home with Glasgow City Council.

The Committee approved the Association's SDFP 2025-30.

P. Waddell rejoined the meeting and chaired the meeting.

A. Nugent, N. Smith and D. Stewart left the meeting.

### **13. REPORT ON IMPLEMENTATION OF THE STAFF STRUCTURE**

**a) Report on Progress Against Implementation Plan.**

The Director presented his report on progress against the implementation plan to April 2024 and covered the following:

- An overview of the process and timeline for the review of the staff structure;
- The key areas of the Implementation Plan, which were:
  - The appointment of Senior Management Team positions:
    - David Stewart – Maintenance Manager
    - Anton Nugent – Housing Manager
  - The outcome of interviews for the Finance & Corporate Services Manager / Depute Director.
  - The progress of the recruitment of officer, administration and caretaking positions.

The Committee noted the content of the report.



## 14. PROCUREMENT OF CONTRACTS

The Director referred to the Procurement Strategy 2024-25 and specifically Maintenance contracts to be tendered in the year. He had allocated monies in the Annual Budget to see consultancy support to tender maintenance contracts.

The Director discussed the best value options to tender these contracts i.e. appointment of a consult, or recruitment of a part-time staff member within set budget.

The Committee raised the following queries or questions in relation to the options to support the senior management team in the procurement of contracts.

- The Committee discussed the procurement strategy and stated it is a priority to ensure compliance and delivery of the planned major repair project.
- A Committee member proposed this should be delegated to the Director to take forward the best value option.

The Committee noted the report and agreed for the Director to progress this matter to ensure contracts were procured timeously.

## 15. CORRESPONDENCE

### i) Letter from the SHR regarding the Annual Assurance Statement 2024

The Director advised the Committee this letter from the SHR set out their expectations of landlords to provide assurance on their compliance with tenant / resident safety. The Director confirmed the Maintenance Manager would provide a bespoke report to the Committee on the Association's position and compliance with the Regulator's guidance and requirements.

### ii) Summary of the Changes to EVH Model Terms & Conditions

The Director informed the Committee the Association is a full member of EVH and implements the Model Terms & Conditions. The correspondence from EVH provides a summary of changes associated with the annual review of the T&Cs to take account of legislation, further considerations with their implementation and good practice.

The Committee noted the correspondence.

## 15. CONFIDENTIAL BUSINESS

### a) Printing Contract

The Director advised the Committee of the Printing Contract, which had been reviewed in 2022. He highlighted there have been concerns about the printer's creativity in the design of publication and performance.

The Director feels the Association should consider tendering this contract to appoint a new company to provide printing service, which has more experience operating in the RSL sector. He confirmed he is awaiting confirmation from Scotland Excel on contractual arrangements.

The Committee raised the following queries or questions in relation to the Printing Contract.

- The Committee discussed the printing service and the quality of the newsletter. A Committee member felt it had improved but this didn't illustrate the work or challenges in its development.

The Committee were agreeable for the contract to be re-tendered, subject to a positive position on the assessment of contractual arrangements with Scotland Excel

## 17. ANY OTHER BUSINESS

There were no matters arising.

## 18. DATE OF NEXT MEETING

Management Committee Meeting

- Wednesday 29 May 2024 at 6.30p.m. on the Committee room.

Chairpersons Signature: \_\_\_\_\_

Date: \_\_\_\_\_