



**DRAFT MINUTES OF THE MANAGEMENT COMMITTEE MEETING  
HELD ON WEDNESDAY 26 JUNE 2024 at 6.30p.m.  
MEETING HELD IN THE COMMITTEE ROOM OF THE ASSOCIATION'S OFFICES**

**1. Sederunt**

<b>PRESENT:</b>	A. Cushingam (Chair), C. Cooper, F. Lavery, C. Harvey D. McNulty (Zoom) R. Hartness (Co-optee)
<b>IN ATTENDANCE:</b>	K. Mollins – Director, A. Nugent – Housing Manager, D. Stewart – Maintenance Manager G. Kerr – F&CS Manager / Depute Director A. Chelton – Temporary Corporate Services Officer
<b>Apologies:</b>	P. Waddell. D. Barnes.
<b>Leave of absence:</b>	

**2. Meeting of the Management Committee**

**a) 29 May 2024**

**i) Minute**

The minutes of the Management Committee meeting on 29 May 2024 were approved by R. Hartness and seconded by C. Cooper.

**ii) Matters Arising:**

**a) Page 2 (4), Section 3 - Management Committee Meeting**

The Director referred to the Committee's decision to meet on 24 July 2024 to attend to the year end accounts. He proposed this is changed to 31 July 2024 to ensure the attendance of Alexander Sloan at the meeting.

The Committee agreed to the new date for the meeting on 31 July 2024.

**b) Page 11 (13), Section 18 – Local Environment**

The Housing Manager informed the Committee of the recruitment of the Chargehand Estate Caretaker and resources within the estate caretaking team and the review of work plans for the environmental maintenance.

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 were advised of progress to pursue a unit at Lochend Industrial Estate. A report will be presented to the Committee if this is seen to be suitable and affordable.
- Committee member long service recognition - The Director confirmed gifts will be purchased for issue at the AGM.

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

- A Committee member asked for an update on Tenant Safety. The Maintenance Manager distributed an update on progress, where there were 13 completions and 36 cases where formal action was being taken to gain access. He highlighted there had been positive conversations with a number of tenants but access has not been provided or arrangements made to date.

The Committee noted the content of the report.

## **3. Declaration of Interests 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 12 – Confidential Business

Notifiable Events - The Director gave an update on the notifiable event for overdue electrical inspections.

## 4. Maintenance Policies

### i) Electrical Safety Policy / Procedure

The Maintenance Manager presented the Electrical safety Policy / Procedure and highlighted the following:

- The draft policy complies with legislation and best practice
- The scope of the Electrical Safety check
- The landlord and tenant responsibilities, as well as quality assurance arrangements
- Legal advice from TC Young in relation to the no access procedure, specifically forcing access.

The Committee raised the following queries or questions in relation to the draft policy

- A Committee member asked whether charging tenants for the cost of the force entry had been considered. The Maintenance Manager confirmed this has been discussed and at present we do not charge for a force entry for the annual gas service. The Committee discussed this and asked the Maintenance Manager to present a report on this matter to the Committee in August 2024.
- A Committee member referred to the 36 cases which were subject to formal action and were progressing to a force entry and whether there had been personal contact with the tenants. The Maintenance Manager outlined the process of calls and visits by the contractor and formal action by the Association. The Association will continue to make personal contact through calls and visits to arrange a date for the inspection, through to the date of the forced access.

The Committee approved the Electrical Safety Policy for implementation

## 5. Tenant Safety Compliance Report

The Director presented his report on Tenant Safety, which covered:

- Progress with overdue EICRs
- Draft Tenant Safety Action Plan to ensure and strengthen compliance through tasks and targets across all areas of tenant safety.
- The reporting arrangements, where the Tenant Safety Action Plan will be presented to Committee on a quarterly basis. The position with overdue EICRs will be included in the Master Tracker.
- The response from the Scottish Housing Regulator to the Association's notifiable event



The Maintenance Manager gave an update on other areas of Tenant Safety; specifically

- Awareness training on gas safety
- Assessment of fire risk assessments undertaken by ACS, which would inform the action plan on tenant and maintenance issues.

The Committee raised the following comments and questions in relation to the Tenant Safety report:

- A Committee member welcomed the report and looked forward to seeing the progress report on the Tenant Safety Action Plan.

The Committee noted the content of the report

## **6. Housing Management Policies**

### **i) Tenant Engagement Strategy**

The Housing Manager presented the draft Resident Engagement Strategy and highlighted the following:

- The Residents Engagement Strategy would replace the Tenant Participation policy
- It covered the requirements of the Regulatory Framework and Charter
- It detailed the Association's values and strategic objectives
- It highlighted 3 main outcomes, which were the provision of information; opportunities to participate, and enabling residents to get involved.
- An action plan will be developed to implement the Strategy and the Housing Manager covered some key areas e.g. Residents' Panel, Policy development, cyclical home visits and communication arrangements.

The Committee raised the following queries or questions in relation to the draft policy

- There was discussion on the Residents Panel, where there has been a low response. The Housing Manager outlined initiatives and efforts to increase interest e.g. walkabouts, community activities, etc

The Committee approved the draft Resident Engagement Strategy for implementation



## **7. MEMBERSHIP REPORT**

The Director presented the report and sought Committee approval for the membership applications.

- New Shares Applications – Member Numbers 1503, 1504 and 1505

The Committee approved the report.

C. Harvey left the meeting

## **8. Long Term Members Report**

The Director presented the Chairperson's report on the review of long term members and advised the Committee in accordance with the Regulatory Framework and the Association's Rules, long term Committee members with 9 or more years' consecutive service must demonstrate their continued effectiveness to stand for re-election at the AGM.

The Director advised the Committee they had to decide on whether the long term member C. Harvey continued to be effective, which had been assessed through his attendance, training and development; and demonstrating his objectivity, challenge and effectiveness in the role.

The Committee commented on the members' effectiveness and their position and expectations.

The Management Committee agreed C. Harvey continued to be effective in the role as Committee member and he could stand for re-election at the AGM in September 2024.

C. Harvey rejoined the meeting.

## **9. Authorised Signatories**

The Director presented his report on authorised signatories following the full implementation of the new staff structure. The report covered authorised signatories for Glasgow City Council and the Association's Lenders, Nationwide Building Society and the Royal Bank of Scotland.

### **Glasgow City Council**

The Director presented the authorised signatory pro-forma for authorised signatories for the purposes of development and regeneration activity through Glasgow City Council. He highlighted the staff and Solicitors with TC Young, who were proposed to be authorised signatories associated with development and regeneration activities. This would specifically include grant applications, offers, claims for funding and any associated legal activities.



### **Nationwide Building Society**

The Director presented the mandate form for authorised signatories, which included Office Bearers, Senior Management Team and the Finance Officer associated with our internal arrangements to attend to key areas of business with the Nationwide.

### **Royal Bank of Scotland**

The report details the authorised signatories for 2024-25 and listed are additional members to complete the single mandate form. It also highlighted authorised signatories that have or require to be cancelled.

The Committee approved the staff and Solicitors in the report and authorised signatories and mandate forms for Glasgow City Council, Nationwide Building Society and the Royal Bank of Scotland.

## **10. Report on Wider Role Contribution to ERA**

The Director presented his report on the wider role grant to Easthall Residents Association and covered the following:

- The Committee approved a budget of £25,000 for wider role services by ERA to our tenants and their families;
- ERA have submitted a proposal for wider role services in 2024-25, which includes:
  - Homework club
  - Youth club
  - Access to the My Life, My Choices programme for residents of Easthall / Kildermorie
  - A contribution towards the Annual Xmas Fayre
- The monitoring arrangements through quarterly progress report by ERA.

The Committee raised the following questions and queries in relation to the proposed wider role contribution to ERA:

- The Committee noted the cost of services was £27,031 compared to the budget of £25,000. The Committee agreed to award £27,031 as the wider role contribution for 2024-25
- The Committee spoke about the positive impact of ERA's work and services on the tenants and residents living in Easthall and Kildermorie

The Director advised the Committee he would be keen for ERA to consider new areas of work and services to support our tenants to sustain their tenants and mitigate the impact of the cost of living crisis. He confirmed this would require further discussion

with ERA to develop this initiative and require a longer term funding commitment. It would also enable ERA to source opportunities for match funding.

The Management Committee approved the proposed wider role services by Easthall Residents Association associated with the grant award by the Association.

## 11. Correspondence

- a) Letter from the Scottish Housing Regulator – Availability of information to tenants on the landlords' performance and the Regulator's work.  
The Director summarised the letter and highlighted the key areas the Regulator expects landlords to make available. He confirmed there has been a full review of the Association's website and we are compliant.

- b) Veranda Project

The Director presented a report on the progress of the Veranda project, which has been delayed due to the withdrawal of architectural services. The Director covered the following in his report:

- A background to the report
- The withdrawal of architectural services
- the efforts to secure Architectural services.
- The provisions of the Procurement Policy based on indicative costs for Architectural services.
- The options to procure an Architectural firm either through a quick quote tender or to access a framework of professional services.
- The tenants' concerns about a further delay and possible action.

The Committee raised the following questions and queries in relation to the Veranda Project.

- A Committee member acknowledged the tenants' frustrations, but this situation was not foreseen and out with THE Association's control
- A Committee member spoke about the importance of good governance and strong financial management to appoint an Architectural firm in accordance with our policies.
- There was discussion on the options to procure the Architectural firm

The Committee agreed to delegate this matter to the Office Bearers to:

- To approve the procurement method to appoint an Architectural firm
- To agree to the list of Architectural firms to be invited to tender if the preferred procurement method was the quick quote option.
- To approve the appointment of an Architectural firm based on a best value quality and price assessment.



**12. Confidential Reports**

There was no confidential business.

**13. Any Other Business**

There was no other business.

**14. DATE OF NEXT COMMITTEE MEETING**

Management Committee - Wednesday 31 July 2024 at 6.30pm to be held in the Committee room in the Association's Office

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

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