

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE
DATE: MONDAY 6th DECEMBER 2021
VENUE: REMOTELY VIA ZOOM
TIME: 6:30 PM

PRESENT: ANTHONY WILSON
SANDRA RORISON
RONNY LEE (CASUAL)(ACTING CHAIR)
DOREEN WILLIAMS (SECRETARY)
ROSS AHLFELD (CO-OPTEE) ICDT
VERONICA RASMUSSEN (CO-OPTEE)

IN ATTENDANCE: - NICK JARDINE CHIEF EXECUTIVE OFFICER (JOB SHARE)
ANNE CULLEY, CHIEF EXECUTIVE OFFICER (JOB SHARE)
ALANA DURIN, FINANCE DIRECTOR (FD)
HAZEL AITKEN, HOUSING MANAGER (HM)
SUK HOPPER, MAINTENANCE MANAGER (MM)
SEAN MARSHALL, SNR DEVELOPMENT OFFICER (SDO)
ELAINE BYRNE, ARNEIL JOHNSTON (ITEM 3.7 ONLY)
MARTIN RITCHIE (ITEM 4.6 ONLY)
MARY MCCREADIE, SENIOR CLERICAL ASSISTANT
(MINUTE TAKER)

APOLOGIES:- VIVIENNE HEARTON
SANDRA MCMENAMIN
SHELLY MCILROY
JAMES PATON

REFERENCE: MIN/MAN/06DEC21/MMCC

1.0 CHAIRPERSON'S REMARKS

The CEO/AC advised apologies had been received from both the Chair and Vice-Chair and that Ronny Lee had advised that he would be happy to Chair the meeting, which was then agreed by all. Ronny welcomed everyone to the meeting and advised Members that also joining the meeting would be Martin Ritchie, Internal Auditor, taa for Item 4.6 and Elaine Byrne of Arneil Johnston for Item 3.7.

1.1 Health and Safety

The Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely.

1.2 Apologies – Viv Hearton Chairperson

Apologies were received from Vivienne Hearton, Sandra McMenamin, Shelly McIlroy and James Paton.

1.3 Declaration of Interest

There were none.

1.4 Gift & Hospitality Register

Members noted the following items received:-

Date	Item/Reason
25 th November 2021	Tenant – 2 boxes of chocolates – thanks to staff

2.0 DEFERRED ITEMS

The CEO/AC advised of the items deferred, mainly due to other work priorities or when further information becomes available. The CEO/AC further advised the Annual Assurance Action Plan should fall under the responsibility of the CEO Job-Share post and not the Finance Director. A Member asked if the new HR Senior Officer would now be involved with the Equality & Diversity Policy. The CEO/AC advised that a number of, staff would work closely with very likely Stewart Montgomery of GCIL, to review this Policy. **Noted by Members.**

A Member asked if there was any update on the results of the Comprehensive Tenant Satisfaction Survey. The HM advised the survey took longer than expected due to the survey being carried out by telephone this year instead of the usual face to face method. The HM advised the survey was almost complete and the results will be due shortly and these will be presented to Members at the February 2022 meeting. **Noted by Members.**

Martin Ritchie, taa joined the meeting and Item 4.6 was heard at this point.

3.0 FOR DECISION

3.1 Annual Assurance Statement Action Plan (deferred to Feb 22)

The CEO/AC advised this Item has been deferred until February 2022. **Noted by Members.**

3.2 Draft Budget

The FD gave a presentation which was noted by Members. Members also noted that a review of the planned maintenance costs and 30 year planned maintenance forecast is required to be undertaken, following completion of the stock condition survey In September 2020. The CEO/NJ advised they have been monitoring proposed rent increases across the GWSF area and they range from

2-4% increases. There was a discussion where staff expressed concern about the rise in costs when tendering for both reactive and planned and cyclical works and the Association may need to delay tendering for planned & cyclical works until it is hoped that prices reduce to a more acceptable level. The CEO/NJ advised a consultation with tenants may take place regarding this issue. **Members noted the first draft 2022/23 budget and financial plan and approved this as the basis for the rent uplift consultation.**

- 3.3 Draft Rent & Service Setting Proposals for Consultation
The HM advised Members that the Association will be consulting tenants in Jan/Feb 2022 on the rent increase at 3%. There will be various methods used to consult tenants by paper forms, online 3cx survey and face to face appointments in the office. The HM advised the Tenant Engagement Officer will also be involved in this process. **Members agreed for consultation to proceed with a 3% rent increase.**
- 3.4 Factoring Policy Review (deferred from October)
The MM advised Members this Policy Review has been deferred to February 2022 due to other work priorities. **Noted by Members.**
- 3.5 Factoring Complaints Policy (*deferred*)
The MM advised Members this Policy Review has been deferred to February 2022 due to other work priorities. **Noted by Members.**
- 3.6 Equality & Diversity Policy (deferred to Feb 22)
The CEO/AC advised Members this Policy Review has been deferred to February 2022 due to other work priorities. **Noted by Members.**
- 3.7 Comprehensive Tenant Satisfaction Survey (*deferred*)
The HM advised Members this Policy Review has been deferred to February 2022 as we are still awaiting the full results of the survey. **Noted by Members.**
- 3.8 Governing Body Annual Review 2021 (**presentation by Elaine Byrne**)
Elaine Byrne of Arneil Johnston presented her report, advising of the findings and recommendations for each of the 7 sections. Elaine advised, she was pleased to see that the issue of recruitment had already started to be addressed, with the addition of 3 new Committee Members present at this meeting. The CEO/AC advised the 3 new Members would be having a training session with Elaine in January 2022. The CEO/AC further advised Members that the recommendations from the report will be considered at the next Meeting in February 2022. Elaine thanked all Members for taking part. **The Chair thanked Elaine for her presentation and attendance.**

Elaine left the meeting at this point.

- 3.9 Governing Body Action Plan following Annual Review (deferred to Feb 22)
Members noted this review has been deferred until February 2022. A Member advised it would be useful if the following items were covered in the annual review: training needs, confidence building, induction programme and Committee recruitment. The Chair advised he is willing to assist any newer Members, should they require any assistance or support, as he would be more than happy to assist. The CEO/AC thanked the Chair for this offer. The CEO/AC further advised the action plan is currently being drawn up and the Senior HR

Officer will also be involved developing training plans for Members and this will likely take place virtually, with some face to face sessions, during the earlier part of 2022. **Noted by Members.**

3.10 LIBOR Transition Report

The FD talked through this report. A Member asked for clarification on the costs for the legal fees and the Treasury Management Consultant Fees. The FD confirmed these are around £2,000 but in terms of comfort, this was worth doing. **Members authorised the FD to sign off the LIBOR transition documents prior to the 1/1/2022, based on the approved proposals noted in Section 1 of this report.**

4.0 FOR INFORMATION/DISCUSSION

4.1 2021/22 IMP 2nd Quarter Review & Policy Review Timetable

The CEO/NJ talked through this exceptions report. The CEO/NJ thanked the Managers for their input into this document. **Noted by Members.**

4.2 2021/22 Risk Map 2nd Quarter Review

The CEO/NJ talked through this report. The CEO/NJ said it had been considered whether to add staffing to the Risk Map as there was a recent period where a number of staff from one department were off sick at the one time. The CEO/AC advised that staff absences are reported to the FS&GPSC. A Member advised it was a very comprehensive document produced and updated regularly by the Management Team and provided a very good executive summary of the risks. **The report was noted by Members.**

The CEO/AC advised Members that [REDACTED] had messaged to advise that unfortunately due to a family related matter, [REDACTED] required to leave the meeting at 8pm, which would mean the meeting would then be inquorate, therefore all agreed to hear remaining Items not as yet discussed being, 6.1-6.4, 7.1 & 8.0 only.

4.3 2021/22 Customer Care 2nd Quarter Review

This Item was not heard. Carried forward to Feb 22.

4.4 2021/22 Complaints 2nd Quarter Report

This Item was not heard. Carried forward to Feb 22.

4.5 2021/22 Wider Action 2nd Quarter Report

This Item was not heard. Carried forward to Feb 22.

4.6 Internal Audit: Assurance Review – Asset Management

Martin Ritchie, taa presented his report, advising Members the Association has been granted reasonable assurance following the Asset Management audit. The CEO/NJ advised of his disappointment but assured Members steps had now been put in place to address the issues in the report, mainly having SDM updated with the information from the Stock Condition Survey. The MM advised once this information has been updated, both the new and existing members of staff will be provided training, procedures will be drafted and a monitoring system will also be put in place. A follow-up review will be programmed in, regarding this review, during the 2022-2023 Internal Audit Programme. **Members noted the contents of this report and thanked Martin for his attendance and presentation.**

Martin Ritchie left the meeting and Elaine Byrne joined and presented Item 3.8.

4.7 Investors In People - Feedback Report
This Item was not heard. Carried forward to Feb 22.

4.8 EVH Pay Negotiations Update
This Item was not heard. Carried forward to Feb 22.

4.9 Review of Joint Allocations Policy – First draft
This Item was not heard. Carried forward to Feb 22.

5.0 FOR NOTING

5.1 Notice of Claim from the Employment Tribunals (Scotland)
This Item was not heard. Carried forward to Feb 22.

6.0 FOR APPROVAL/RATIFICATION

6.1 Management Committee Meeting of 25th October 2021
The Minutes of the Management Committee meeting of 25th October 2021 were proposed by Ronny Lee and seconded by Anthony Wilson as a true and accurate record of the meeting.

6.2 Housing & Technical Services Sub Committee Meeting of 6th April 2021
The Minutes of the Housing & Technical Sub Committee Meeting of 6th April 2021 were proposed by Doreen Williams and seconded by Sandra Rorison as a true and accurate record of the meeting.

6.3 Finance, Staffing & General Purposes Sub Committee of 15th June 2021
The Minutes of the Finance, Staffing & General Purposes Sub Committee Meeting of 15th June 2021 were proposed by Doreen Williams and seconded by Sandra Rorison as a true and accurate record of the meeting.

6.4 Matters Arising
There were no matters arising.

6.5 Use of Seal
This Item was not heard. Carried forward to Feb 22.

7.0 AFFILIATIONS/TRAINING & CONFERENCES

7.1 The Big Issue Membership Renewal
The CEO recommended to Members that we continue with an annual subscription to the Big Issue at a cost of £365 for the year. **Agreed by Members.**

8.0 A.O.C.B.

The CEO/NJ suggested to Members that the Association make a donation to Inverclyde Women's Aid, similar to the £375 donation last Christmas. **Approved by Members.**

The CEO/NJ advised Members he had been approached by The Pantry service in Grieve Rd requesting a donation of Christmas selection boxes. **This request was approved by Members.**

The meeting ended at 8.05pm with a vote of thanks to the Chair.