

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: 5th DECEMBER 2022

VENUE: PHYSICAL OR REMOTELY VIA ZOOM

TIME: 6:30 PM

PRESENT:

DOREEN WILLIAMS (SECRETARY)
VIVIENNE HEARTON
JAMES PATON
SHELLY MCILROY
RONNY LEE
LUCY NEILSON (CO-OPTEE)

IN ATTENDANCE: -

NICK JARDINE CHIEF EXECUTIVE OFFICER
SUK HOPPER, MAINTENANCE MANAGER (MM)
KES CAMERON, FINANCE MANAGER (FM)
BRIAN PRATIES, DEVELOPMENT & ASSET MANAGEMENT
MANAGER (D&AMM)
JULIE MCEWAN, SENIOR HOUSING OFFICER (SHO)
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)

APOLOGIES:-

VERONICA RASMUSSEN (VICE CHAIR)
SANDRA MCMENAMIN (CHAIR)
ROSS AHLFELD

REFERENCE: MIN/MAN/5DEC22/KPD

Item	Lead Action	Time-scale
1.0	CHAIRPERSON'S REMARKS	
	In the absence of the Chair and Vice Chair, it was unanimously agreed, with Ronny's approval, that Ronny Lee would act as Chair for this meeting.	
1.1	Health and Safety	
	The Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely and advised the appropriate Health & Safety procedures for those attending from the office premises.	
1.2	Apologies	
	Apologies were received from Veronica Rasmussen, Sandra McMenamin and Ross Ahlfeld.	
1.3	Declaration of Interest	
	There was none.	
1.4	Gift & Hospitality Register	
	Members noted a gift received on 25 th November 2022 of a small bunch of flowers and box of chocolates for good service.	
2.0	DEFERRED ITEMS.	
	All noted.	
3.0	FOR DECISION	
3.1	1 st Draft Budget and Financial Plan 2023/24	
	The FM presented the 1 st draft Budget and Financial Plan 2023/24 where Members noted the current key assumptions. Members acknowledged this is a 1 st draft prior to the Scottish Government decision on a potential rent freeze/cap to be announced early 2023.	
	Final draft budget will be presented in February.	
3.2	Draft Rent Increase Proposals for Consultation	
	The SHO presented the proposals for consultation, the contents of which were noted by Members.	
	Members agreed with the proposals put forward in the report (in conjunction with the 1st draft budget).	
3.3	2022/23 Mid Year Budget Review	
	The FM highlighted the main elements within the Mid Year Budget Review. These were noted by Members.	
	Members unanimously approved the updated 2022/23 Mid Year Budget Review.	
3.4	Standing Orders Review	
	All noted and approved.	
3.5	Delegated Authorities/Scheme of Delegation Review	
	All noted and approved.	
3.6	Governing Body Members Guide Review	
	All noted and approved.	
3.7	Management Committee Remit Review	
	All noted and approved.	
3.8	Annual Assurance Statement Action Plan	

Item		Lead Action	Time- scale
	<p>The CEO gave an overview of the Annual Assurance Statement Action Plan. The contents of which were noted by Members. Members approved the Action Plan and noted there will be a quarterly update.</p>		
3.9	<p>Asset Management Strategy/Action Plan/SAMS The D&AMM talked through the contents of the report which were noted by Members. Members acknowledged that work is still ongoing regarding the updating of the SDM system to produce more refined reporting.</p>		
3.10	<p>IIP Feedback Report The CEO presented the Investors in People feedback report. Members noted the change to Silver Status and noted the recommendations of the report and the draft action plan Members noted the IIP Feedback Report would be discussed at the full staff meeting with a further report and programme to be presented to the Finance, Staffing and General Purposes Sub Committee.</p>		
3.11	<p>EESH Progress Report The D&AMM presented the report to Members, the content of which was noted, and the ongoing progress acknowledged. Members noted the progress towards EESH compliance.</p>		
3.12	<p>Sub Committee Membership A discussion took place regarding the vacancy on Management Committee following the resignation last month of a member. With the Members' agreement it was approved that Lucy Neilson would become a Casual Member. A discussion took place regarding sub-committee membership, and it was agreed that D.Williams and J. Paton would join the Finance, Staffing and General Purposes Sub Committee.</p>		
3.13	<p>Amendment to Loan Signatories Members noted the report presented by the FM and agreed these changes in principle. The FM to discuss with Chair and Vice Chair for their agreement.</p>		
3.14	<p>Festive Closure Staff On-Call Cover The MM presented this report, the contents of which were noted by members. Committee agreed this was very pro-active solution and demonstrated good practice. Members unanimously agreed with the report recommendations.</p>		
4.0	FOR INFORMATION/DISCUSSION		
4.1	<p>Maple Road Update Report The SHO presented this report. A discussion took place, members noted decision on funding regarding 16 flats in Maple Road is awaited imminently. Members noted the content of the report and that a further update will be provided at the February 2023 Management Committee meeting.</p>		
4.2	EICR Monthly Report of Contract Progress		

Item		Lead Action	Time-scale
	<p>Members noted the content of the report which was presented by the D&AMM. Members confirmed that EICR completion must be achieved by the end of the financial year.</p>		
4.3	<p>2022/23 IMP 2nd Quarter Review</p>		
	<p>Contents noted by Members.</p>		
4.4	<p>2022/23 Policy Review Timetable 2nd Quarter Review</p>		
	<p>Contents noted by Members.</p>		
4.5	<p>2022/23 Risk Map 2nd Quarter Review</p>		
	<p>Contents noted by Members.</p>		
4.6	<p>2022/23 Customer Care 2nd Quarter Review</p>		
	<p>Contents noted by Members.</p>		
4.7	<p>2022/23 Complaints 2nd Quarter Report</p>		
	<p>Contents noted by Members.</p>		
4.8	<p>2022/23 Wider Action 2nd Quarter Report</p>		
	<p>Contents noted by Members.</p>		
4.9	<p>Scottish Housing Associations' Pension Scheme (SHAPS) Report</p>		
	<p>Item placed on agenda in error, to be removed.</p>		
4.10	<p>Glasgow West of Scotland Forum Update</p>		
	<p>Contents noted by Members.</p>		
4.11	<p>Health & Safety – Office Reception</p>		
	<p>The CEO updated members that following a recent verbal threat made to staff members. This incident prompted a review of the reception area and style of reception desk. A possible solution is being considered and costed. This will be presented to Members for their consideration as soon as it is available. Members noted the information, and a discussion took place whereby Members confirmed that staff safety was paramount.</p>		
5.0	FOR NOTING		
5.1	<p>Staff Members 20 Years' Service</p>		
	<p>Members offered their thanks and congratulations for the 3 staff members approaching their 20-year service award.</p>		
5.2	<p>Scottish Housing Regulator – Scottish Social Housing Charter</p>		
	<p>Noted by members.</p>		
5.3	<p>Reactive Repairs and Void Contract Update</p>		
	<p>Members noted the content of the report and the verbal update given by the MM.</p>		
	<p>[REDACTED]</p>		
	<p>Members acknowledged the current position and the difficulties facing the Housing Association movement at this time regarding availability and quality of maintenance contractors. Also acknowledging this matter is likely to take some time to resolve and regular updates will be provided.</p>		

Item	Lead Action	Time-scale
6.0	FOR APPROVAL/RATIFICATION	
6.1	Management Committee Meeting of 31 st October 2022 Deferred to next meeting due to meeting attendees not being present this evening.	
6.2	Management Committee Meeting of 7 th November 2022 The minutes were proposed by James Paton and seconded by Shelly McIlroy as a true and accurate record of the meeting.	
6.3	Housing & Technical Services Sub Committee Meeting of 15 th March 2022 The minutes were proposed by Viv Hearton and seconded by Ronny Lee.	
6.4	Matters Arising	
6.4.1	Management Committee Meeting of 31 st October 2022 These minutes were deferred to next meeting.	
6.4.2	Management Committee Meeting of 7 th November 2022 There were no matters arising.	
6.4.3	Housing & Technical Services Sub Committee Meeting of 15 th March 2022 There were no matters arising.	
6.5	Subsidiary - OTHI – Update to Parent Members noted the content of the report as presented by the FM. Members considered and agreed the recommendations of the report. R. Lee volunteered to be added to the OTHI board of directors and this was unanimously approved.	
6.7	Use of Seal Members granted retrospective permission for the following Use of Seal item: - 09/11/22 – Disposition & Exclusive Occupancy Agreement, Shared Ownership ¼ Share, ■ Neil Street, Greenock	
7.0	AFFILIATIONS/TRAINING & CONFERENCES	
7.1	Big Issue Membership Renewal Members discussed and agreed to renew membership at a cost of £365.	
7.2	Inverclyde Woman's Aid Donation Request Members discussed request and following discussion unanimously agreed to donate £250.	
7.3	CIH Annual Conference March 2023 Members noted the information. Information to be sent to D. Williams for this event. The CEO advised that it is likely that one or two staff members may attend as day delegates.	
8.0	A.O.C.B. EVH Pay Award The CEO updated members on the current position regarding the EVH pay award vote.	

Item

Lead
Action Time-
 scale

Ravenscraig Site Visit

The SHO reminded Members of the opportunity and invitation to attend a site visit on Wednesday 7th December. Members noted timing details.

There being no further business the meeting closed at 8.30pm with a vote of thanks to the Chair.