

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 20th MAY 2024

VENUE: CONFERENCE ROOM, 40 WEST STEWART STREET OR
REMOTELY VIA ZOOM

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
JIM MCELENY (JMCE)
JUNE GLANCY (JG)
OLIVE YIGA (OY) (*virtual*)
RONNY LEE (RL) (*virtual*)
WILLIE WILSON (WW)

IN ATTENDANCE: - SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER
(SCGO)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)

APOLOGIES:- NANCE SMITH (NS)
VERONICA RASMUSSEN (VM) (VICE-CHAIR)
DOREEN WILLIAMS (DW)
JAMES PATON (JP)
KAY CLARK (KC) (Casual)

REFERENCE: MIN/MAN/20MAY24/MMCC

Item	Lead Action	Time-scale
1.0 CHAIRPERSON'S REMARKS The Chair welcomed everyone to the 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 NS, DW, JP, VR and KC.		
1.3 Declaration of Interest There were no declarations of interest.		
1.4 Gift & Hospitality Register Members noted no gifts or hospitality had been received since the last meeting.		
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting Minutes of 29 th April 2024 The minutes of the Management Committee Meeting of 29 th April 2024 were proposed by JG and seconded by JM as a true and accurate record of the meeting.		
2.2 Matters Arising There were no matters arising.		
2.3 Use of Seal Members granted retrospective Use of Seal for the following: 30/04/2024 – Disposition, S/O Resale, [REDACTED] [REDACTED] 13/05/2024 – Exclusive Occupancy Agreement, [REDACTED] [REDACTED]		
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE The SC&GO talked through the Rolling Action Schedule. Noted by Members.		
4.0 FOR DECISION		
4.1 Draft Annual Return on the Charter (including EESSH/SHQS validation) The DOP presented the draft ARC document, completed by the Management Team, and was seeking approval to submit the document to the SHR by 31 st May 2024. In addition, the DOP advised she was seeking approval to submit this document to SHR in the absence of the CEO. Members noted the content of the report and draft ARC document and approved the submission by the DOP by 31st May 2024.		

Item		Lead Action	Time-scale
4.2	<p>Asset Management Strategy/Action Plan/SAMS</p> <p>The DOP advised this document has been delayed due to the current absence of the CEO. A working party has been established with the first meeting yet to take place. The DOP advised an update will be provided in June. Noted by Members.</p>	CEO	Jun 24
4.3	<p>Nationwide Loan Signatories</p> <p>The DOF advised signatories required to be updated for our Loan Accounts with Nationwide. Members noted the contents of the report approved the loan signatories, and the document was duly signed by the relevant signatories present.</p>		
4.4	<p>5 Year Financial Projections SHR Return</p> <p>The DOF talked through this report advising the submission is based on the Final Budget 2024/25 (approved 12/02/24) with some minor amendments to the opening balances in the cashflow software, to account for more accurate 31/03/24 figures. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] More information will be provided about this in the post year end budget paper going to the June meeting. Members approved the submission of the FYFP Return to the SHR by 31/05/2024.</p>		
4.5	<p>Business Continuity / Disaster Recover Policy Review</p> <p>The DOP requested this item be deferred until June as there are still some minor changes to be updated. Members approved deferral until June.</p>	CEO	Jun 24
4.6	<p>Customer Engagement Strategy</p> <p>The DOP advised the Association are seeking approval for a Customer Engagement Officer post to be created, and a report will be presented at the FS&GPSC next week. The DOP requested this item be deferred until this post is approved and filled. Members approved to defer the strategy until the approval and filling of the vacancy.</p>		
4.7	<p>Customer Engagement Calendar</p> <p>The SC&GO talked through the report and proposed Customer Engagement Calendar for 2024/25, advising any further suggestions are always welcome for consideration. A Member advised Inverclyde Community Food Network have various schemes across Inverclyde and it may be worthwhile to approach them for a joint working opportunity. Members approved the Customer Engagement Calendar for 2024/25.</p>		
4.8	<p>Risk Management Plan</p> <p>The DOP presented the Risk Map Register for 2024/25. Members noted the contents and approved the Risk Map.</p>		
4.9	<p>Management Committee Meeting Content Planner & Dates</p> <p>The SC&GO presented the Draft Content Planner and Calendar of Meetings. Following some comments that were raised at the recent</p>		

skills review, it was suggested the September meeting go ahead but with a shorter agenda to allow more time for discussion on Management Committee Strategy. **Members approved both the Content Planner and Calendar of Dates and for the September meeting to have a shorter agenda, to accommodate “Committee Member planning/development session”.**

4.10 Smarterbuys Project Funding

The DOF advised this item is deferred as we are currently awaiting a response from Inverclyde Council in connection with any remaining funds due to the liquidation of Smarterbuys. **Noted by Members.**

4.11 Management Committee Recruitment Campaign

The DOP advised we had 2 expressions of interest to join our Management Committee but neither progressed to the application stage. The DOP advised we have also received 1 completed application and was seeking approval for them to be invited to observe a Management Committee Meeting. **Approved by Members.**

4.12 Kitchen and Heating Programme 2024/25

The DOP presented this report. **Members approved the increase in budget and the awarding of the contract as recommended in the report.**

5.0 FOR DISCUSSION

5.1 Strone Farm ~ update

The DOP talked through this report. A Member advised in relation to planning consents, building warrant and spoil deposits, they took this as a positive in terms of positive discussions with IC. They also advised another positive being the issue with Scottish Water, which has now been resolved successfully. They concluded it appeared things are going reasonably well should a decision be made to progress with the build. The DOP confirmed the stumbling blocks were resolved and now on track with the current timeline and programme.

5.2 2023-24 Annual Report

The DOP advised at a recent consultation event; Tenants were asked to give feedback on the format of our Annual Report. All Tenants advised they like the current format of the Annual Report, therefore the DOP recommend we keep the current format. **Members approved the format of the Annual Report 2023/24 to remain the same.**

6.0 FOR INFORMATION / ASSURANCE

6.1 2023/24 IMP 4th Quarter Review

The DOP presented the fourth quarter IMP Report which includes a full year review. **Members noted the content of the report.**

6.2 2023/24 Policy Review Timetable 4th Quarter Review

The DOP presented the fourth quarter Policy Review Timetable. **The report was noted by Members.**

Item	Lead Action	Time-scale
6.3 2023/24 Risk Map 4 th Quarter Review The DOP presented the fourth quarter Risk Map. Noted by Members.		
6.4 2023/24 Customer Care 4 th Quarter Review The SC&GO presented the fourth quarter Customer Care Report. Following a decision made at the last meeting, the target time for answering calls within 20 secs will move from 100% to 95% for all future reports. The contents of the report was noted by Members.		
6.5 2023/24 Complaints 4 th Quarter Report The DOH presented the fourth quarter Complaints Report. Noted by Members.		
6.6 2023/24 Wider Action 4 th Quarter Report The DOP presented the fourth quarter Wider Action Report. The DOP advised she was seeking approval to continue the TSS for a further year. Members approved to continue the TSS project for a further year. A Member asked for more information on the breakdown of projects and how it is determined which Landlord receives what percentage of the funding. The DOH advised for some projects, we do work along with other RSL's for joint funding bids, and it seems to work well. Oak Tree have a good working relationship with the other RSL's and there is regular liaison meetings. The DOP also advised RCH were keen to share information on their recent energy efficient projects. Noted by Members.		
6.7 2023/24 FOI/GDPR 4 th Quarter Report The SC&GO presented the fourth quarter FOI/GDPR Report. The contents of the report was noted by Members.		
6.8 2023/24 Annual Assurance Statement Action Plan 4 th Quarter Report The SC&GO presented the fourth quarter Annual Assurance Report. A short discussion took place on the SHR guidance published in February '24. Members noted the content of the 4th Quarter report.		
6.9 2023/24 Rolling Action Annual Report The SC&GO presented the Rolling Action Annual Report and advised this was a new report which reviews progress throughout they full year. Members noted the new review and agreed for this to be included annually within the content planner.		
6.10 Annual Complaints Report 2023/24 The DOP presented the Annual Complaints Report. Noted by Members.		
6.11 Scottish Property Factor Register Annual Update The DOP presented the Annual Update Report and advised Members the Register remains open until June and a confirmation report of all changes will be brought back to a future meeting. Noted by Members.		

Item	Lead Action	Time- scale
6.12 Final Audit Strategy and Annual Plan The DOP presented the Final Audit Strategy and Annual Plan. Noted by Members.		
7.0 AFFILIATIONS/TRAINING & CONFERENCES		
7.1 CIH Annual Membership & Housing Partner Report 2023/24 The DOP advised the CIH Housing Partner Report was enclosed for Members to read. The SC&GO advised the CIH annual membership had been received. Members approved to renew the Association’s annual membership for 2024/25.		
8.0 A.O.C.B.		
8.1 Committee Training Session – Effective Scrutiny & Challenge – Wednesday 22 nd May 2024, 6pm-8pm The SC&GO reminded all Members of the upcoming training session with all Members being encouraged to attend. Noted by Members.		

The meeting finished at 7.20pm with a vote of thanks to the Chair.