

# MINUTES

ITEM 6.1

**COMITTEE:** MANAGEMENT COMMITTEE  
**DATE:** MONDAY 22<sup>nd</sup> FEBRUARY 2021  
**VENUE:** VIRTUAL MEETING VIA ZOOM  
**TIME:** 6:30PM

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**PRESENT:** SHARON TRITSCHLER (CHAIR) (UNTIL ITEM 3.6)  
VIVIENNE HEARTON (VICE CHAIR)  
JIM AIRD  
DAVID MCINDOE  
SANDRA MCMENAMIN  
DOREEN WILLIAMS  
ANTHONY WILSON  
JAMES PATON (CO-OPTEE)

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**IN ATTENDANCE: -** NICK JARDINE, CHIEF EXECUTIVE OFFICER (CEO)  
ANNE CULLEY, DEPUTE CHIEF EXECUTIVE OFFICER (DCEO)  
KATE DAHLSTROM, HOUSING SERVICES AND PERFORMANCE DIRECTOR (HS&PD)  
ALANA DURIN, FINANCE DIRECTOR (FD)  
BRIAN PRATIES, DEVELOPMENT/TECHNICAL SERVICES MANAGER (DTSM)  
HAZEL AITKEN, HOUSING MANAGER (HM)  
MARTIN RITCHIE TIAA (ITEM 5.1 ONLY) LEFT 6.42PM  
EAMONN CONNOLLY, EVH (ITEM 8.1 ONLY)  
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)

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**APOLOGIES:-** JUNE GLANCY (SECRETARY)  
DIANE MCCARNEY  
SANDRA RORISON

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**REFERENCE:** MIN/MAN/22FEB21/KPD

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## 1.0 CHAIRPERSON'S REMARKS

**Due to the Chair being "on-call" it was agreed that the Vice-Chair would Chair the meeting.** The Chair also apologised as she may need to leave the meeting if required, which was noted by all. The Vice Chair welcomed all to the meeting.

Member's also welcomed Martin Ritchie, Internal Auditor, tiao to the meeting and it agreed that item 5.1 be discussed directly following Item 2.0.

Members noted that Eamonn Connolly would also be joining the meeting for item AOCB Item 8.1, Staff Restructure at the end of the meeting.

### 1.1 Health and Safety

**The Vice-Chair reminded that all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely.**

### 1.2 Apologies

Apologies were received from June Glancy, Diane McCarney and Sandra Rorison.

### 1.3 Declaration of Interest

**There were no Declarations of Interest**, other than the staff declarations of interest, regarding the EVH Wages Ballot, at item 3.1. Staff would not be involved in discussions.

### 1.4 Gift & Hospitality Register

**There were no items.**

## 2.0 DEFERRED ITEMS

Project Plan Maple Road (Item 4.9)

**Members noted the content of this report.**

**Item 5.1 was discussed at this point as previously agreed.**

## 3.0 FOR DECISION

### 3.1 2021-22 Final Draft Budget Review/Financial Business Plan/ 30 Year Cost Projections

The FD presented the Final Draft Budget focussing on the headline information on 2021/22budget, key changes of the budget.

**Member's noted and approved the 2021-22 Final Draft Budget.**

Proposed by David McIndoe and seconded by Sharon Tritschler.

### 3.2 Financial Plan Sensitivity Testing

**Members noted the Financial Plan Sensitivity Testing.**

### 3.3 Rent Policy (due March 2021)

The HM presented this report, members noted the status of the rent rationalisation process.

**Members agreed with the report recommendations.**

Proposed by Anthony Wilson and seconded by Sharon Tritschler.

### 3.4 Customer Care Charter Review

**The HM presented this report, the content of which was noted by Members.**

Proposed by Doreen Williams and seconded by Anthony Wilson.

### 3.5 Draft Calendar of Meetings & Draft Content Planner

The CEO presented these draft documents which will cover the period February 2021 to September 2022. **Members noted the meeting dates and content planner.** The CEO confirmed that timings of the Sub Committee's will be agreed/confirmed by individual sub-committee members.

- 3.6 Rent Increase 2021-22  
**Members noted the report and approved the rent increase for 2021-22 be 1.0% subject to some required adjustments to a small number of properties to continue with the implementation of the Rent Policy agreed in March 2015.**  
Proposed by James Paton and seconded by Anthony Wilson.

**One member left the meeting at 7:47pm**

- 3.7 Service Charge Review 2021-22  
The HM presented this report, the content of which was noted by Members. Following discussion Members approved the service charges specified in the Service Charge Policy for 2021/2 and also that authority be delegated to the Housing Manager to set the Buildings Insurance premium for 2021/22 when the charge is known. If this charge is not known by the deadline for notification to Sharing Owners, then the premium will be increased by 5%  
Recommendations were proposed by David McIndoe and seconded by Anthony Wilson.
- 3.8 Sustainability Policy Statement  
**Members noted and approved the Sustainability Policy Statement. In the absence of the Chair the Vice Chair Viv signed this document with the Chief Executive Officer.**  
Proposed by Doreen Williams and seconded by David McIndoe.
- 3.9 GPT Agreement  
The D&TSM advised the Grant Planning Target information is still awaited from the Scottish Government but would be made available as soon as it is received.  
**This was noted by Members.**
- 3.10 EVH Wages Ballot  
**Members noted the correspondence from the EVH Negotiating Committee and agreed to accept the proposals for the 2 year deal and return the completed Ballot Paper to EVH.**
- 3.11 Ardgowan Hospice ~ Donation  
**Members agreed to donate £125 to Ardgowan Hospice. Members also agreed that the remaining £500 in the Donations budget be allocated to preferred Management Committee/Staff charities.**
- 4.0 FOR INFORMATION/DISCUSSION**
- 4.1 Regulatory Standards 1 and 2  
**The DCEO presented this report which was noted by Members.**
- 4.2 2020/21 IMP 3<sup>rd</sup> Quarter Review  
**The CEO presented this report which was noted by Members.**
- 4.2.1 2020/21 Policy Review Timetable  
**The DCEO advised this will be re-issued in PDF format via email to members.**
- 4.3 2020/21 Risk Map 3<sup>rd</sup> Quarter Review  
**The CEO presented this report which was noted by Members.**
- 4.4 2020/21 Customer Care 3<sup>rd</sup> Quarter Review  
**The HM presented this report which was noted by Members.**
- 4.5 2020/21 Complaints 3<sup>rd</sup> Quarter  
**The HM presented this report which was noted by Members.**
- 4.6 2020/21 Wider Action 3<sup>rd</sup> Quarter Report

**The DCEO advised that a further updated document which had been received, would be emailed with the IMP Policy Review Timetable. All agreed.**

4.7 West Stewart Street ~ Update

The D&TSM presented this report, **the content of which was noted by members.** Members were pleased to note that handover had taken place and acknowledged the D&TSM update that queries regarding a few elements remain ongoing. The DCEO advised that whilst COVID-19 Government restrictions remain in place, it is anticipated that the move to the new premises will not be possible until later in the year.

4.8 20 Year Service Award ~ Gwen Mills ~ 04/01/2021

The DCEO advised that our colleague Gwen Mills, Finance Officer, has recently been acknowledged with regards to the 20 year long service award. **This was positively acknowledged by Members.**

4.9 Project Plan Maple Road

**This item was covered in Item 2.0.**

4.10 Charter Report to Tenants

**Members noted this item** which had been issued to Tenants mid December 2020 along with the Winter Newsletter and 2021 Calendar.

**5.0 FOR NOTING**

5.1 Internal Audit ~ Assurance Review of Rent Arrears 2020/21

Members noted the report and presentation from the Internal Auditor, Martin Ritchie, following the Assurance Review of Rent Arrears 2020/21 and **noted the “substantial assurance” following a positive performance. The DCEO advised the forthcoming programme will be considered for 2021/22 within the next few weeks with a draft programme and information available for the next meeting.**

5.2 Review of SPSO Model Complaints Handling Procedures

**Members noted the HM report and agreed with the recommendation from the CEO that further details of this review, along with an implementation plan be taken as a “Decision Between Meetings” late March 2021, with a concluding report being presented at the April 2021 Management Committee Meeting.**

5.3 GDPR Audit

**The DCEO presented this report, the details of which were noted by Members.**

**6.0 FOR APPROVAL/RATIFICATION**

6.1 Management Committee Meeting of 14<sup>th</sup> December 2020

**The minutes of the Management Committee Meeting of 14<sup>th</sup> December 2020 were proposed by Jim Aird and seconded by David McIndoe as a true and accurate record of the meeting.**

6.2 Housing & Technical Services Sub Committee Meeting of 21<sup>st</sup> September 2020

**The minutes of the Housing & Technical services Sub Committee meeting of 21<sup>st</sup> September 2020 were unable to be approved and will therefore be carried over to the next meeting.**

6.3 Finance, Staffing & General Purposes Sub Committee of 16<sup>th</sup> September 2020 (carried over from December 2020 meeting)

**The minutes of the Finance, Staffing & General Purposes Sub Committee meeting of 16<sup>th</sup> September 2020 were proposed by Viv Hearton and seconded by David McIndoe.**



Eamonn Connolly, Director of EVH was welcomed to the meeting for this Item, 8.1 of the agenda. Committee noted that Eamonn has been involved in most of this process, as the Employers for Voluntary Committees, support service representative.

The CEO then presented this report to Committee, the contents of which were noted and fully discussed in detail by Committee, being overseen by Eamonn Connolly.

After discussion, it was agreed to take a vote on all the recommendations of the report.

5 members voted for all the recommendations, with 2 members voting against.

The CEO then advised members that the Chair who had to leave the meeting earlier due to work commitments, had contacted the CEO prior to the meeting to advise she was in favour of all the recommendations. In addition to the Chairs contact, the Secretary who was also unable to attend the meeting tonight, due to a family funeral, had e mailed the CEO prior to the meeting, to advise that she was in favour of all the recommendations, as detailed in the report. The Vice Chair thanked the CEO for providing this additional information.

The Vice Chair then concluded the meeting by thanking all members for their participation, thanking Eamonn Connolly, for all his support work to the Working Party and attending a number of meetings, concluding by advising all, that the recommendations as detailed in the report and as below, were now approved for implementation being:

### **Key Recommendations**

It is recommended the following changes are made to the Senior Staff team;

- **Delete Depute CEO post.**
- CEO and Depute CEO to job share, each working 3 days per week giving one day overlap.
- Create senior HR officer post grade 8 to undertake HR duties currently covered by DCEO.
- **Delete Housing Service Performance Director post.**
- Adjust HM post job description and grading to account for additional responsibility resulting from deletion of supervisory post.
- **Retitle and amend responsibilities of Development Manager post. To be retitled as Development and asset management manager.**
- Give responsibility for asset management to the Development Manager.
- Remove responsibility for the management of the reactive repairs service from the Development Manager.
- Amend responsibilities and and grading of Maintenance Manager post to remove supervision by Development Manager.

The CEO confirmed the timeline being worked to was 1<sup>st</sup> July 2021.

**Meeting Closed at approximately 9:15pm**