

# MINUTES

**COMMITTEE:** MANAGEMENT COMMITTEE

**DATE:** MONDAY 24<sup>th</sup> JUNE 2024

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

**TIME:** 6:30 PM

---

**PRESENT:** SANDRA MCMENAMIN (SM) (CHAIR)  
JUNE GLANCY (JG)  
OLIVE YIGA (OY) (*Virtual*)  
RONNY LEE (RL)  
VERONICA RASMUSSEN (VM) (VICE-CHAIR)  
DOREEN WILLIAMS (DW) (*Virtual*)  
JAMES PATON (JP) (*Virtual*)  
ANDREW SHIELDS (AS), (OBSERVER)

---

**IN ATTENDANCE: -** NICK JARDINE, CHIEF EXECUTIVE OFFICER (CEO)  
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)  
KES CAMERON, DIRECTOR OF FINANCE (DOF)  
MARY MCCREADIE, CORPORATE SERVICES & ADMIN  
SUPERVISOR (MINUTE TAKER)

---

**APOLOGIES:-** NANCE SMITH (NS)  
JIM MCELENY (JMCE)  
WILLIE WILSON (WW)  
KAY CLARK (KC) (CASUAL)

---

**REFERENCE:** MIN/MAN/24JUNE24/MMCC

---

Item	Lead Action	Time-scale
<b>1.0 CHAIRPERSON'S REMARKS</b>		
The Chair welcomed everyone to the Meeting with a special welcome to AS who was attending the meeting as an Observer.		
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, JMcE, WW and KC.		
1.3 Declaration of Interest		
There were no declarations of interest.		
1.4 Gift & Hospitality Register		
<b>Members noted no gifts or hospitality had been received since the last meeting.</b>		
<b>2.0 FOR APPROVAL / RATIFICATION</b>		
2.1 Management Committee Meeting Minutes of 20 <sup>th</sup> May 2024		
The minutes of the Management Committee Meeting of 20 <sup>th</sup> May 2024 were proposed by JG and seconded by RL as a true and accurate record of the meeting.		
2.2 Matters Arising		
There were no matters arising.		
2.3 Finance, Staffing & General Purposes Sub Committee of 20 <sup>th</sup> February 2024		
The Minutes were unable to be ratified as only 1 of the original attendees were present at this meeting. Minutes to be brought back to the next Management Committee Meeting. <b>Noted by Members</b>		
2.4 Use of Seal		
Members granted retrospective Use of Seal for the following:		
20/05/2024 – Minute of Variation, [REDACTED]		
20/05/2024 – Exclusive Occupancy Agreement, S/O Resale, [REDACTED]		
<b>3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE</b>		
The CEO talked through the Rolling Action Schedule. [REDACTED]		
<b>Approved by Members.</b> The CEO advised the Development Strategy, SHIP Submission Report and Development Activity going forward were now progressing and that a meeting is scheduled with the local authority & a rep from More Homes Division on 23 <sup>rd</sup> July 2024 and an update will be provided thereafter. <b>Noted by Members.</b>		

Item		Lead Action	Time-scale
<b>4.0</b>	<b>FOR DECISION</b>		
4.1	Post Year End Budget The DOF talked through the report. <b>Members reviewed the report and approved the 2024/25 Post Year End Budget, noting the budget amendments, carry forward from 2023/24 and bank covenant levels.</b>		
4.2	Committee Members Role Description Review The CEO advised this document is reviewed annually with only minor changes being proposed. <b>Members approved the document for immediate use.</b>		
4.3	AGM Election Details and Presentation Format The CEO talked through this report. <b>Following a discussion, it was agreed JP, RL and DW will stand down in line with our Rules.</b> The CEO advised all 3 Members can stand again at the AGM and this was the expectation. It was noted KC will also require standing down as per the Rules as she is currently a casual member. The CEO also advised Members to consider who they wished to present the speech at the AGM. The Chair was unable to do this last year for personal reasons and the DOP presented on the night. The Chair confirmed her desire to present this year, and this was welcomed by Members and staff. The Vice Chair advised she would be happy to stand in if required, provided the information was sent to her in advance. <b>Members agreed for the Chair to present at the AGM and the Vice-Chair will be on standby.</b>		
4.4	SHR Loan Portfolio Return The DOF talked through this report. <b>Members approved the Loan Portfolio, as presented, to be submitted to SHR.</b>		
4.5	Business Continuity / Disaster Recover Policy Review ( <b><i>deferred from May</i></b> ) The CEO advised as discussed at Item 3.0 he requested this to be deferred until the next meeting. <b>Agreed by Members.</b>	CEO	Aug 24
4.6	Asset Management Strategy/Action Plan/SAMS ( <b><i>deferred from May</i></b> ) The CEO advised as discussed at Item 3.0 he requested this to be deferred until the next meeting. <b>Agreed by Members.</b>	CEO	Aug 24
4.7	Smarterbuys Project Funding ( <b><i>deferred – awaiting decision from Inverclyde Council</i></b> ) The CEO advised as discussed at Item 3.0 he requested this to be deferred until the next meeting. <b>Agreed by Members.</b>	CEO	Aug 24
4.8	Internal Audit ~ Consideration of an Audit and Assurance Committee The CEO advised the Internal Auditors suggested in their report that Members consider adding an Audit and Assurance Committee to the structure. Members discussed the advantages and disadvantages of adding this Committee. The DOP advised there is naturally duplication of some items where they have to be reported to both the FS&GPSC and also the H&TSC but the creation of this new Committee wouldn't		

Item	Lead Action	Time-scale
<p>solve this. Members expressed concern that this would increase the number of meetings and with 12 current Committee Members this may cause issues with achieving quorums. The CEO advised we had already lost a Committee Member due to increasing the MC meetings to monthly. <b>After discussion, Members agreed for this to be reconsidered once a new CEO has been appointed and after the AGM has taken place.</b></p>		
<p>4.9 Management Committee Recruitment AS left the room at this point as Members required to discuss his proposed co-option to Committee. The CEO advised a completed application had been received by AS and he had met with the CEO and Chair recently, it was recommended AS be co-opted onto Committee until the AGM, where he could then stand for election. <b>Members approved AS to be co-opted to Management Committee.</b></p>		
<p><i>AS re-joined the meeting.</i></p>		
<p><b>5.0 FOR DISCUSSION</b></p>		
<p>5.1 Retrofit – SHNZS Update The DOP talked through this report providing Members with an update on GWSFH’s membership reflections and an update on the pilot project. Discussion ensued regarding the costs involved should the Scottish Government proceed with this scheme. <b>Noted by Members.</b></p>		
<p><b>6.0 FOR INFORMATION / ASSURANCE</b></p>		
<p>6.1 Review of Detected Fraud Register The DOF assured Members no identified fraud had taken place to the end of the financial year. The DOF advised the SFO was currently reviewing the Fraud Policy and when this is finalised, training for staff will be scheduled. <b>Noted by Members.</b></p>		
<p>6.2 Data Protection Report The CEO talked through this report. A Member asked for further information on the data breaches. The CEO advised they were minor and didn’t require to be reported to the Information Commissioner. <b>Noted by Members.</b></p>		
<p>6.3 Scottish Property Factor Registration Annual Update The DOP talked through this report confirming the annual update had taken place and approved by Scottish Ministers. <b>Noted by Members.</b></p>		
<p>6.4 Strone Farm – Update Report The CEO talked through this report and advised Members a report with final recommendations will be presented at the October Meeting where Committee will be asked to make a decision on how to progress. Members discussed a desire to complete this development, but this decision will be made when the full financial information is made available. <b>Noted by Members.</b></p>		

Item		Lead Action	Time- scale
<b>7.0</b>	<b>AFFILIATIONS/TRAINING &amp; CONFERENCES</b>		
7.1	Quality & Efficiency Forum – Annual Membership June 24-May 25 The CEO advised we are current members of the forum and recommended we continue Membership for the next year. <b>Approved by Members.</b>		
7.2	GWSF Board Nominations The CEO advised the GWSF were currently recruiting for Board Nominations and if anyone was interested to advise the CEO. <b>Noted by Members.</b>		
7.3	EVH Executive Committee The CEO advised EVH were currently seeking nominations to join their Executive Committee and if anyone was interested to advise the CEO. SM expressed an interest in nomination to the Executive Committee. The CEO advised paper-work would be completed and submitted to EVH by the deadline of 3 <sup>rd</sup> July. <b>Members approved to nominate SM to seek nomination on the EVH Executive Committee.</b>	CEO	03/07
7.4	TIS Membership Renewal 2024/25 The CEO advised we are current members of TIS and recommended we continue Membership for the next year. <b>Approved by Members.</b>		
<b>8.0</b>	<b>A.O.C.B.</b>		
8.1	There was no A.O.C.B.		

**The meeting finished at 7.30pm with a vote of thanks to the Chair.**