

# MINUTES

**COMMITTEE:** MANAGEMENT COMMITTEE

**DATE:** MONDAY 25<sup>th</sup> MARCH 2024

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

**TIME:** 6:30 PM

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**PRESENT:** SANDRA MCMENAMIN (SM) (CHAIR)  
VERONICA RASMUSSEN (VM) (VICE-CHAIR)  
JIM MCELENY (JM<sub>c</sub>E)  
JUNE GLANCY (JG)  
KAY CLARK (KC) (Casual)  
NANCE SMITH (NS)  
OLIVE YIGA (OY) (*virtual*)  
RONNY LEE (RL)

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**IN ATTENDANCE:** - NICK JARDINE, CHIEF EXECUTIVE OFFICER (CEO) (*virtual, part meeting*)  
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)  
JULIE MCEWAN, DIRECTOR OF HOUSING (DOH)  
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER (SCGO)  
MARY MCCREADIE, CORPORATE SERVICES & ADMIN SUPERVISOR (MINUTE TAKER)  
MARTIN RITCHIE, TIAA (ITEMS 4.7, 5.1 & 5.2 ONLY) (*virtual*)

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**APOLOGIES:-** PAUL FINDLAY (PF)  
WILLIE WILSON (WW)  
DOREEN WILLIAMS (DW)  
JAMES PATON (JP)

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**REFERENCE:** MIN/MAN/25MAR24/MMCC

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Item	Lead Action	Time-scale
<b>1.0 CHAIRPERSON'S REMARKS</b>		
The Chair welcomed everyone to the Meeting advising that Martin Ritchie of Tiaa would be joining the meeting remotely to present Items 4.7, 5.1 & 5.2, which would all be heard immediately after Item 1.5.		
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 PF, WW, DW & JP.		
1.3 Declaration of Interest		
█ advised of a declaration of interest regarding Item 8.1 and will leave the room when this Item is heard.		
1.4 Gift & Hospitality Register		
<b>Members noted no gifts or hospitality had been received since the last meeting.</b>		
1.5 Resignation of Management Committee Member		
The Chair advised she had received a letter from PF advising he required to stand down from the Management Committee and wished Committee, Staff and the Association all the best for the future. The CEO advised LN has advised she requires to stand down from the Management Committee. The CEO also advised at the end of the last Management Committee Meeting; AW verbally tendered his resignation from Management Committee. Therefore, there are now 11 current Members, with 4 vacancies to be filled. <b>Noted by Members.</b>		
<b><i>Items 4.7, 5.1 &amp; 5.2 were heard at this point.</i></b>		
<b>2.0 FOR APPROVAL / RATIFICATION</b>		
2.1 Management Committee Meeting Minutes of 12 <sup>th</sup> February 2024		
The minutes of the Management Committee Meeting of 12 <sup>th</sup> February 2024 were proposed by JMcE and seconded by JG as a true and accurate record of the meeting.		
2.2 Finance, Staffing & General Purposes Sub Committee of 21 <sup>st</sup> November 2023		
The minutes of the Finance, Staffing & General Purposes Sub Committee Meeting of 21 <sup>st</sup> November 2023 were proposed by NS and seconded by RL.		
2.3 Matters Arising		
The SC&GO advised following the March MC Meeting where Members were notified, they all require to be on a Sub-Committee, KC has agreed to join the FS&GPSC.		

Item	Lead Action	Time-scale
<p><b>Post Meeting Note:</b> KC advised she would join the Housing &amp; Technical services Sub-Committee instead of the FS&amp;GPSC as a space had opened up.</p>		
<p>2.4 Use of Seal There was no Use of Seal since the last meeting.</p>		
<p><b>3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE</b></p>		
<p>The DOP advised the completed items had been hidden from the Schedule and a full schedule will be presented at the end of Quarter 4. A Member asked if there was any update on the Development Strategy and SHIP Submission Report as he believed the Local Authority had published the Local Housing Strategy. The CEO advised the Local Housing Strategy had been published but it was agreed that a session to be held with all local HA's and he would push this on. <b>Noted by Members.</b></p>		
<p><b>4.0 FOR DECISION</b></p>		
<p>4.1 Draft Business/Strategic Plan &amp; Internal Management Plan</p>		
<p>The DOP presented the IMP Work Plan for 2024-2025, advising Members the Business Plan was still being updated and it will be presented to the April Management Committee Meeting. <b>Members approved the draft IMP.</b></p>	CEO	Apr 24
<p><i>The CEO left the meeting at this point.</i></p>		
<p>4.2 Draft Policy Review Timetable</p>		
<p>The DOP presented the Draft Policy Review Timetable. <b>Members approved the Draft Policy Review Timetable.</b></p>		
<p>4.3 Draft Action Plan following Governing Body Appraisal Report</p>		
<p>The SC&amp;GO talked through the report and content of the Action Plan, which was compiled following the individual Skills Appraisal Interviews. The full report has been uploaded to Decision Time. The SC&amp;GO advised any actions will be added to the Business Plan and the appropriate MC Agendas. <b>Members approved the Key Development Actions, Monitoring Process and Review periods suggested in the plan.</b></p>		
<p>4.4 Complaints Handling Procedure Review</p>		
<p>The DOH talked through the report advising Members, with there being no changes to the SPSO Model since the last review, there are no proposed changes to the Complaints Handling Procedure. A Member asked if there was any indication when there may be any changes. The DOH advised they hadn't received any indication of future changes, but this will be continually monitored. The DOP advised this is also monitored by GWSF and SFHA. <b>Members approved the Policy for immediate use.</b></p>		

Item		Lead Action	Time-scale
4.5	<p>Customer Care Charter Review</p> <p>The SC&amp;GO advised consultation had now taken place with 24% of tenants completing the survey. The SC&amp;GO requested to defer this Item until the April MC Meeting to allow for further analysis and cross section input on the charter to take place. <b>Members agreed to defer this item until April MC Meeting.</b></p>	SC&GO	Apr 24
4.6	<p>Strone Farm Update Report 9</p> <p>The DOP advised this Item should be classified and included in the “For Information/Assurance” Heading and not “For Decision”. The DOP talked through the report advising Members of the draft timeline for this development. <b>Noted by Members.</b></p>		
4.7	<p>Strone Farm Tiaa Investigation</p> <p>Martin Ritchie of Tiaa advised the Association had instructed him to carry out a review in response to failings identified in the Strone Farm Development. Martin talked through his report and presented his key findings and recommendations. A Member asked when Members will be asked to decide on how to proceed with this development. The CEO advised this will be discussed under Item 4.6 with a decision being required at a future meeting. A Member asked if any penalties will be imposed from the Scottish Government. The CEO advised there could be penalties, but we won't know until this fully unwinds, and we are keeping the SHR up-to-date. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] Members also expressed concern on the potential financial implications in relation to this development.</p>		
	<p><b>The CEO advised further reports will be presented once the tender process is complete for Members to make a formal decision on how to proceed with the development.</b></p>	CEO	
4.8	<p>EVH Employers Ballot – Pay Negotiations</p> <p>The DOP advised the previous pay award had been rejected in the union ballot and Members were now asked to consider a new deal. <b>Members approved the deal as outlined in the report and this was duly signed by the Chair.</b></p>		
4.9	<p>CEO Resignation</p> <p>The DOP advised the CEO had tendered his resignation at an “In Camera” confidential session at the January 2024 Management Committee Meeting, but it requires to be formally noted at a Management Committee Meeting. <b>Noted by Members.</b></p>		
4.10	<p>EVH Executive Committee Nominations</p> <p>The DOP advised of several vacancies on the Board of EVH and if anyone is interested to let the SC&amp;GO know. <b>Noted by Members.</b></p>		

Item	Lead Action	Time-scale
<b>5.0 FOR DISCUSSION</b>		
5.1 Internal Audit – “Draft” Assurance Review of Human Resources, Recruitment & Retention Martin from tiaa presented this report advising Members of the substantial assurance given for this audit. <b>Noted by Members.</b>		
5.2 Internal Audit - “Draft” Assurance Review of Follow-up Review Martin from tiaa presented this report. This was a very positive report with all 6 recommendations now implemented. <b>Noted by Members.</b>		
5.3 Management Committee Vacancies – Skillset discussion The DOP advised due to 4 current vacancies on the Management Committee, a robust recruitment drive will now be carried out with adverts through EVH, SFHA and on our website and social media. There was discussion about a skillset gap following the resignation of 4 Members and from the recent GB Appraisals. The recent GB appraisals had raised a gap in Asset Management/ Finance/ HR and Development. Members asked if we could contact the local college or Universities to perhaps attract younger members. The DOH advised we make new tenants aware of any vacancies when they are signing up for a property. The SCGO advised we could also promote these vacancies at the next Tenant Consultation Café. Members agreed for legal to be added to the list of skills we are looking for. A Member advised it was worth noting that any potential new young Committee Members would require a degree of confidence as they would be expected to contribute at meetings and the annual skills appraisal.		
<b>6.0 FOR INFORMATION / ASSURANCE</b>		
6.1 GWSF Final Response to Scottish Government SHNZS Consultation The DOP talked through this report. Members discussed and noted the financial implications should this be implemented, would be detrimental to the Association. <b>Noted by Members.</b>		
<b>7.0 AFFILIATIONS/TRAINING &amp; CONFERENCES</b>		
7.1 GWSF Affiliation 2024/25 The DOP advised it was the recommendation of the Management Team to renew our annual affiliation. <b>Members approved the Association to renew annual affiliation for 2024/25.</b>		
7.2 SFHA Affiliation 2024/25 The DOP advised it was the recommendation of the Management Team to renew our annual membership. <b>Members approved the Association to renew annual membership for 2024/25.</b>		
7.3 SURF Affiliation 2024/25 The DOP advised it was the recommendation of the Management Team to renew our annual membership. <b>Members approved the Association to renew annual membership for 2024/25.</b>		
7.4 GWSF ~ Summer Regeneration Conference ~ Friday 7 <sup>th</sup> June 2024		

