

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 27th NOVEMBER 2023

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

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
VERONICA RASMUSSEN (VM) (VICE-CHAIR)
JIM MCELENY (JM_c)
ALASDAIR WEIR (AW)
LUCY NEILSON (LN) (*virtual*)
NANCE SMITH (NS)
RONNY LEE (RL)
WILLIE WILSON (WW)
OLIVE YIGA (OY) (*virtual*)
KAY CLARK (KC) (Co-Optee)

IN ATTENDANCE: - NICK JARDINE, CHIEF EXECUTIVE OFFICER (CEO)
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)
JULIE MCEWAN, DIRECTOR OF HOUSING (DOH)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
KIRSTY DAVIS, SENIOR COMPLIANCE & CORPORATE OFFICER
(SCCO)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)
MARTIN RITCHIE, TIAA (ITEM 5.1 ONLY) (*virtual*)
FREYA LEES, NORTH STAR CONSULTING (OBSERVING)
DEAN REYNOLDS, SHR (OBSERVING)
CARLY STEWART, SHR (OBSERVING)

APOLOGIES:- JUNE GLANCY (JG)
LORNA LYLE (LL)
PAUL FINDLAY (PF)
DOREEN WILLIAMS (Leave of Absence)
JAMES PATON (Leave of Absence)

REFERENCE: MIN/MAN/27NOV23/MMCC

Item	Lead Action	Time-scale
1.0 CHAIRPERSON'S REMARKS		
The Chair welcomed everyone to the Meeting and advised that Dean Reynolds and Carly Stewart of the Scottish Housing Regulator and Freya Lees of North Star Consulting were present to observe this meeting.		
<i>The Chair welcomed Martin Ritchie, TIAA to the meeting and Item 5.1 was heard at this point.</i>		
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 JG and PF.		
1.3 Declaration of Interest		
A Member advised of a declaration of interest in terms of Item 5.8 as it relates to their current employer. The CEO advised they would require leaving the room when this item is heard.		
1.4 Gift & Hospitality Register		
Members noted 1 Item received on 24 th October 2023 -from a current Tenant– Box of Biscuits to staff as a thank you. Noted by Members.		
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting Minutes of 23 rd October 2023		
The minutes of the Management Committee Meeting of 23 rd October 2023 were proposed by VR and seconded by JMc 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:		
24/10/23 – Disposition, Shared Ownership, ¼ Share, [REDACTED]		
09/11/23 – Exclusive Occupancy Agreement, ¼ Share, [REDACTED]		
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE		
The CEO talked through the Rolling Action Schedule advising this will be updated and presented at all Management Committee Meetings. Noted by Members.		
4.0 FOR DECISION		
4.1 1 st Draft 2024/25 Budget, 5-year Financial Statements and 30-year Cashflow Forecast		
The DOF gave a detailed presentation on the 1 st draft Budget and Financial Plan 2024/25 where Members noted the current key		

assumptions in the budget and forecast. **Members appreciated this is a first draft and work is ongoing, and that the budget will form the basis of the rent consultation due to take place, with a proposed rent increase of 6.1%.**

4.2 Draft Rent Increase Proposals for Consultation

The DOH talked through this report informing Committee of the proposal to consult on the 2023/24 rent increase at 6.1%. The DOH advised on the methods that will be utilised to consult with tenants. The DOH also updated Committee of the increase the other local RSL's plan to consult on and advised OTHA's proposed increase was the lowest. A Member asked for clarification on why we are only offering 1 option, and should we consider offering other options but recommending 6.1%. The CEO advised although we will consult on 6.1% if the feedback from the consultations are not in agreement, then this will be reported to Committee for consideration. The CEO advised 6.1% will allow the Association to maintain services, meet our planned maintenance commitments and meet our financial covenant requirements. A Member asked if a full comparison of other local RSL's will be available as part of the consultation. The DOH advised this information would be shared as part of the consultation. A Member asked if 6.1% was the least increase to meet targets was there any benefit on consulting on any other figure. The DOH advised the Budget Report was based on a 6.1% increase as we are trying to keep the increase as low as possible whilst maintaining services.

Committee approved OTHA to consult with tenants on one option – the lowest increase possible of 6.1%. This was moved by NS and seconded by AW.

4.3 2022-2023 Annual Assurance Statement Action Plan

The CEO talked through this report advising the Action Plan was devised as a result of the work and evidence gathering exercise, which resulted in the submission of the AAS to the SHR in October 2023. The CEO advised this will be updated and presented quarterly to the Management Committee. **Noted by Members.**

4.4 Common Electrics Contract 2023/24

The DOP talked through this report advising Committee of the recent mini competition from the IFLAIR framework. The DOP also advised they were looking for approval to increase the budget allocation for this contract. A Member asked where the additional uplift would come from. The DOP advised this would be covered under the mid-year budget review as there is a lot of movement in the mid-year review. A Member noted the quality score with the preferred Contractor was lower than the other Contractors. The DOP advised we hadn't worked with this Contractor before but there will be robust progress meetings to make sure quality is monitored. The DOP advised a letter will be sent to tenants to advise who the new Contractor will be. **Committee approved the common electrics contract to be awarded to BRB Ltd, this was moved by VR and seconded by AW. Committee also approved the**

Item	Lead Action	Time-scale
<p>budget to be increased as per the recommendation in the report – this was moved by JMc and seconded by AW.</p>		
<p>4.5 Request for Leave of Absence from Management Committee The CEO advised Members a 3 month leave of absence request from a current Committee Member had been received. Committee considered this request, taking cognisance that 2 other members were currently on a leave of absence, and approved the Leave of Absence request.</p>		
<p>5.0 FOR INFORMATION/DISCUSSION</p>		
<p>5.1 Internal Audit – “Draft” Assurance Review of Corporate Governance, Regulatory Standards 3 & 4 Martin Ritchie (MR) of TIAA talked through his report at length advising Member of the substantial assurance given for this audit. MR advised Members on the 2 minor recommendations and 1 suggestion (consideration to create a 3rd sub committee - a separate audit committee). A Member asked if it would be recommended joining audit into the FS&GPSC. MR advised good practice would be to have an separate/independent audit committee. The CEO advised the management team will consider responses to the recommendations and these will be reported back to Management Committee in January/February. Noted by Members.</p>	Mgt Team	Jan/ Feb 23
<p>5.2 2023/24 Mid-Year Budget Review The DOF talked through this report. Committee approved the proposed changes to the 2023/24 budget, following the mid-year budget review. The DOF advised the information will now be updated into Quarter 3 Management Accounts to ensure variance analysis is being carried out against the most up to date budget figures.</p>		
<p>5.3 2023/24 IMP 2nd Quarter Review The CEO talked through this report. The CEO advised a question had been submitted through Decision Time asking for a reason for high void days. The CEO advised properties had been selected for the Ukrainian Resettlement Project back in April/May, however the HSCP struggled to find families for these properties.</p>		
<p>A Member commended staff for the work involved in tenant engagement. The DOH advised the Association continues to look at different methods of engaging with tenants. A Member advised another local Housing Association provided a talk recently to a family group at a local school and this was very well attended, and it may be worthwhile looking into other local groups. Committee noted the IMP 2nd Quarter Review.</p>		
<p>5.4 2023/24 Policy Review Timetable 2nd Quarter Review The CEO talked through the Policy Review Timetable advising Committee the Development Strategy was suspended until the outcome of the Local Housing Strategy, which is expected to take place in January 2024. Noted by Members.</p>		
<p>5.5 2023/24 Risk Map 2nd Quarter Review</p>		

Item	Lead Action	Time-scale
The CEO talked through this report. Committee noted the Risk Map 2nd Quarter Review.		
5.6 2023/24 Customer Care 2nd Quarter Review The SCCO talked through this report advising Members the target times are taken from the Customer Care Charter, which is due for review in February 2024. The SCCO updated members on footfall to the office. Noted by Members.		
5.7 2023/24 Complaints 2nd Quarter Report The DOH talked through this report. Members noted the Complaints 2nd Quarter Review.		
5.8 2023/24 Wider Action 2 nd Quarter Report █ <i>left the room at this point due to a disclosure of interest.</i> The CEO talked through this report advising on the Associations current wider action activities and bids. The CEO also advised Members the Association wish to prepare a new Community Investment Strategy whilst working in conjunction with Community Links. The DOH advised a provisional date of 13 th December had been assigned to host the first workshop (subject to Members approval) and that Committee Members are also welcome to attend. Members noted the activities undertaken in the 2nd quarter of the year and confirmed they wish to proceed with the development of a Community Investment Strategy. Two Members also advised they wish to attend the workshop on 13th December 2023.		
█ <i>rejoined the room.</i>		
5.9 2023/24 GDPR 2 nd Quarter Report The SCCO talked through this report. A Member asked what was the nature of the FOI requests. The SCCO advised the FOI requests received were regarding Reinforced Autoclaved Aerated Concrete (RAAC), Eviction cases and the number of newbuild properties. Noted by Members.		
5.10 Reinforced Autoclaved Aerated Concrete The DOP talked through this report. The DOP advised tenants hadn't yet been advised about upcoming structural engineers visits as they are still identifying properties best suited for 'opening up' as they wish to cause as less disruption as possible for tenants. Noted by Members.		
5.11 SHR Enquiry: Strone Farm The CEO talked through this report and updated Members of a recent meeting he attended along with the contractor and consultants. The CEO advised references and financial accounts have now been requested from the Contractor. The CEO advised the next steps will be a site visit with all concerned in 2-3 weeks. The CEO advised a further report will be produced to Members and this would hopefully be at the January 2024 meeting. Noted by Members.		

6.0 FOR NOTING

Item	Lead Action	Time- scale
<p>6.1 iFLAIR v4 Discussion Paper The DOP talked through the key areas of this paper. The DOP advised she attended an iFlair meeting on 6th November where discussion took place on how the group moves forward with the Framework. Dynamic purchasing will be explored further and there will also be discussions on whether to allow other Associations to join the Framework. Noted by Members.</p>		
7.0 AFFILIATIONS/TRAINING & CONFERENCES		
<p>7.1 EVH Annual Database Check The CEO advised he was looking for 2 volunteers to receive EVH Members Information, Agendas and other relevant paperwork. NS and AW both volunteered to receive this paperwork. Noted by Members.</p>		
<p>7.2 Big Issue Membership Renewal The CEO advised we have supported and subscribed to the Big Issue for a long time and recommended we continue with this. Members approved to renew our annual subscription with the Big Issue.</p>		
<p>7.3 TIS – Annual Membership 2023/24 The CEO advised we had received notification from TIS our renewal was due to expire, and he recommended continuing our membership as we utilise TIS for information in preparing reports. Members approved to renew TIS annual membership.</p>		
<p>7.4 GWSF Support Panel The CEO talked through this paper briefly advising Members of a pilot due to commence in November 2023. Noted by Members.</p>		
8.0 A.O.C.B.		
<p>8.1 Virtual Stock Tour – 12th December 23 The CEO reminded Members the virtual stock tour will take place in the Conference Room on Tuesday 12th December 2023 at 6pm and all Committee Members are welcome to attend. Noted by Members.</p>		
<p>8.2 Committee & Staff Christmas Event – 7th December 23 The CEO advised Members the Committee and Staff Christmas Event was due to take place at the Inverkip Hotel on 7th December. Noted by Members.</p>		

The meeting finished at 8pm with a vote of thanks to the Chair.