

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 26th AUGUST 2024

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

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
VERONICA RASMUSSEN (VM) (VICE-CHAIR)
JUNE GLANCY (JG) (SECRETARY)
ANDREW SHIELDS (AS)
NANCE SMITH (NS)
RONNY LEE (RL)
WILLIE WILSON (WW)

IN ATTENDANCE: - NICK JARDINE, CHIEF EXECUTIVE OFFICER (CEO)
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
JULIE MCEWAN, DIRECTOR OF HOUSING (DOH)
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER
(SCGO)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)

APOLOGIES:- OLIVE YIGA (OY)
JIM MCELENY (JM_cE)
DOREEN WILLIAMS (DW)
JAMES PATON (JP)
KAY CLARK (KC)

REFERENCE: MIN/MAN/26AUG24/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 members of the relevant Health & Safety procedures.		
1.2 Apologies Apologies were received from OY, JMcE, DW, JP 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 24 th June 2024 The minutes of the Management Committee Meeting of 24 th June 2024 were proposed by JG and seconded by VR as a true and accurate record of the meeting.		
2.2 Special Management Committee Meeting of 5 th August 2024 The minutes of the Special Management Committee Meeting of 5 th August 2024 were proposed by RL and seconded by JG as a true and accurate record of the meeting.		
2.3 Post AGM Management Committee Meeting of 13 th August 2024 The minutes of the Post AGM Management Committee Meeting of 13 th August 2024 were proposed by NS and seconded by WW as a true and accurate record of the meeting.		
2.4 Housing & Technical Services Sub Committee Meeting of 19 th March 2024 The minutes of the Housing & Technical Services Sub Committee Meeting of 19 th March 2024 were proposed by JG and seconded by VR.		
2.5 Finance, Staffing & General Purposes Sub Committee of 20 th February 2024 The minutes of the Finance, Staffing and General Purposes Sub Committee Meeting of 20 th February 2024 were proposed by NS and seconded by WW.		
2.6 Matters Arising There were no matters arising.		
2.7 Use of Seal Members granted retrospective Use of Seal for the following: 25/07/24 – Disposition, Shared Ownership [REDACTED] [REDACTED]		

Item	Lead Action	Time-scale
<p>Members granted permission for signing and sealing of the following: Share Membership Applications: - ██ ██ Membership paid</p>	£1	
<p>3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE The CEO talked through the Rolling Action Schedule. Noted by Members.</p>		
<p>4.0 FOR DECISION</p>		
<p>4.1 Standing Orders The SCGO advised this document has been updated in line with guidance issued from the SFHA and talked through the proposed changes. Members noted and approved the changes.</p>		
<p>4.2 Scheme of Delegated Authority The SCGO advised this document has been updated in line with guidance issued from the SFHA and talked through the proposed changes. Members noted and approved the changes.</p>		
<p>4.3 SFHA Model Code of Conduct Review – Committee (deferred) The SCGO advised SFHA are currently reviewing this document and it will be brought back once the new guidance is received. Noted by Members.</p>	SC&GO	Oct/ Nov 24
<p>4.4 Disclosure of Interest The SCGO talked through the minor changes to this document. Members noted and approved the changes. Members are now required to complete this document and return.</p>		
<p>4.5 Management Committee Remit The SCGO talked through the minor changes to this document. Members noted and approved the changes.</p>		
<p>4.6 Rules of the Association / Eligibility for Committee The SCGO talked through the minor change to this document. Members noted and approved the change. Members are now required to complete this document and return.</p>		
<p>4.7 Governing Body Members Guide The SCGO advised this document has been updated in line with guidance issued from the SFHA and talked through the proposed changes. Members noted and approved the changes. Members are now required to complete this document and return.</p>		
<p>4.8 Cheque Signatories (changes following AGM) The DOF advised Members following the AGM, the three cheque signatories are now SM, VR and JG. The DOF will be in touch with JG to have the necessary paperwork completed. Noted by Members.</p>		

proceeding with the procurement of Asset Management Software and to increase the annual asset management spend for 2024/25.

4.15 Smarterbuys Project Funding

The DOF talked through this report giving Members the background on this project. **Members noted the content and approved the recommendation on the report.**

4.16 2 Houston Street

The DOP talked through this report. A Member asked if the Association were confident that there were no gaps with the lower priced Contractor. The DOP advised an intensive pricing exercise was carried out and the Association has clarified as much as possible as part of due diligence. **Members approved the proposal as detailed in the report.** The DOP advised regular progress meetings will take place with updates reported to the H&TSSC.

5.0 FOR DISCUSSION

5.1 AGM Feedback

The CEO asked Members for their comments about the Association's AGM held on 13th August 2024. A discussion ensued with Members agreeing the event went very well and all praised the Chair for the excellent delivery of the Chair's speech. Members confirmed the venue and catering were good, but it was noted attendance was slightly lower than usual. Members felt it may be worthwhile offering a hybrid approach for the future and more PR work. Members also discussed whether moving the AGM to September may improve attendance as it is out with summer holidays. Members suggested reviewing the format of the Chairs speech and to be cut-back where possible, with the Auditors covering all the financial information.

5.2 Internal Management Planning Day

The CEO asked Members to consider a venue and subjects for the next IMP Day. The CEO advised all Committee and Staff will be invited to attend, to plan the activities, aims and objectives of the Association for 2024/25. Members considered a Wednesday or Saturday, but it was agreed a Saturday would be best, so the event will be held on a Saturday in February. The DOH suggested inviting the Consultant along to give a presentation on the Tenant Satisfaction Survey results. Members also suggested having the speed-dating introduction as this worked well in the past.

Members were cognisant that a new CEO will be in place at the next event and space should be left on the Agenda for items they might wish to add.

It was agreed to check Tontine/Beacon/Branchton for costs and availability.

Item	Lead Action	Time- scale
6.0 FOR INFORMATION / ASSURANCE		
<p>6.1 2024/25 IMP 1st Quarter Review</p> <p>The CEO presented the IMP first quarter report. A Member commented the actual attendance level was below the target and would this cause any concern with the Regulator. The CEO advised we operated with 15 Members for most of 23/24 which is higher than most HA's and that whilst attendance was below the target, all meetings were still quorate. The CEO reminded members an additional Committee Meeting has been scheduled for September and asked what format they wish the meeting to take. Members advised the first half hour (6.30-7pm) should be used for a Members only discussion with staff joining the meeting at 7pm. A Member asked if the date had now been set for the October meeting. The SCGO advised this will be confirmed at the September meeting dependant on Members confirmation of their availability to ensure a quorum, dates previously "reserved" were 21st/28th October. RL tendered apologies for both September and October Meetings. Noted by Members.</p>		
<p>6.2 2024/25 Policy Review Timetable 1st Quarter Review</p> <p>The CEO presented the Policy Review Timetable. Noted by Members.</p>		
<p>6.3 2024/25 Risk Map 1st Quarter Review</p> <p>The CEO presented the Risk Management Report. Noted by Members.</p>		
<p>6.4 2024/25 Customer Care 1st Quarter Review</p> <p>The SCGO presented the Customer Care Report. Noted by Members.</p>		
<p>6.5 2024/25 Complaints 1st Quarter Review</p> <p>The DOP presented the Complaints Report. Noted by Members.</p>		
<p>6.6 2024/25 Wider Action 1st Quarter Review</p> <p>The DOH presented the Wider Action Report. The DOH advised Members that since the report was written the Community Engagement Officer post had now been filled by an internal candidate on a 1 year secondment. A Member asked what happens after the year. The DOH advised the vacancy will be advertised and the internal candidate can apply. Noted by Members.</p>		
<p>6.7 2024/25 FOI/GDPR 1st Quarter Review</p> <p>The SCGO presented the FOI/GDPR Report. Noted by Members.</p>		
<p>6.8 2023/2024 Annual Assurance Statement Action Plan Final Report</p> <p>The CEO presented the AAS Report and Action Plan. A Member queried the Management Committee Succession Planning Policy. The CEO advised this is a requirement of the SHR and that the Association plan for this with both Staff and Committee and training sessions had been held on this subject. The SCGO advised succession planning also forms part of the annual Committee Skills Appraisal exercise. Noted by Members.</p>		
<p>6.9 Pension Trust Financial Assessment</p>		

Item	Lead Action	Time-scale
<p>The DOF advised Members this is an annual survey for the TPT Defined Benefit Pension Scheme (SHAPS) that had now been completed, and forms part of the AFS reported to SHR. Noted by Members.</p>		
<p>6.10 Subsidiary Update to Parent The DOF presented the subsidiary (OTHl) update report. Members ratified the decision of OTHl's directors to wind the company up, in line with the necessary legal requirements. Decision ratified by Members.</p>		
<p>6.11 Sub-Committee Confirmation The SCGO thanked all Members for attending the recent AGM. The SCGO advised AS has now selected to join the FS&GPSC and that all Members are now on at least 1 Sub-Committee. Noted by Members.</p>		
<p>6.12 Committee Handbook Review The SCGO advised the Committee Handbook will be added to the resource library on Decision Time once the Standing Orders, Remits etc that were approved earlier in the meeting have been amended with the required changes. Noted by Members.</p>		
<p>6.13 Strone Farm – Update Report <i>This was covered under Agenda Item 4.10.</i></p>		
<p>6.14 SPSO Child Friendly Complaints The DOP presented the SPSO Child Friendly Complaints Report. Noted by Members.</p>		
<p>6.15 Joint Tenant Satisfaction Survey Tender Report The DOH presented the TSS Report. The DOH advised the survey would be due to commence in September with a 6-8 week estimated completion time. The results will be reported back to either a Management Committee Meeting or at the IMP Day in February.</p>		
<p>7.0 AFFILIATIONS/TRAINING & CONFERENCES</p>		
<p>7.1 Cloch H.A. AGM The CEO asked if anyone wished to attend the upcoming Cloch AGM and intimated he was planning to attend. JG, VR and SM expressed an interest in attending.</p>		
<p>7.2 GWSF Annual Conference – 29th November 2024 The CEO asked if anyone wished to attend the upcoming Conference. SM and AS expressed an interest in attending.</p>		
<p>7.3 Development Training Session Wed 28th August 2024 The SCGO reminded Members of the upcoming training session and asked Members to confirm their attendance in advance. The CEO reiterated the importance of attending this training as Members will have a decision to make in the next few months on whether the Association will be developing in the future.</p>		
<p>8.0 A.O.C.B.</p>		
<p>8.1 Pension Life Insurance</p>		

Item	Lead Action	Time- scale
<p>The DOF presented the Pension Life Insurance Report and asked Members to discuss the options available as detailed in the report. <i>All Staff Members left the room for discussion to take place.</i> When Staff returned to the room, the Chair confirmed Members have approved the second option as detailed in the report (life cover of four times salary).</p>		
<p>8.2 The CEO confirmed his retirement event will take place on Friday 20th September with staff and committee (past & present) being invited along with some invited guests.</p>		
<p>8.3 The CEO congratulated SM on being elected to the EVH Board. Members also congratulated SM.</p>		

The meeting finished at 8.25pm with a vote of thanks to the Chair.