

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 15th JANUARY 2024

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

TIME: 6:30 PM

PRESENT: VERONICA RASMUSSEN (VM) (VICE-CHAIR)
NANCE SMITH (NS)
RONNY LEE (RL)
WILLIE WILSON (WW)
LUCY NEILSON (LN) (*Virtual*)
OLIVE YIGA (OY) (*Virtual*)
DOREEN WILLIAMS (DW) (*Virtual*)
JAMES PATON (JP) (*Virtual*)
JUNE GLANCY (JG) (*Virtual*)

IN ATTENDANCE: - NICK JARDINE, CHIEF EXECUTIVE OFFICER (CEO)
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)
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 (ITEM 4.1 ONLY) (*virtual*)

APOLOGIES:- PAUL FINDLAY (PF) (Leave of Absence)
SANDRA MCMENAMIN (SM) (CHAIR)
JIM MCELENY (JMCE)
ALASDAIR WEIR (AW)
KAY CLARK (KC) (Co-Optee)

REFERENCE: MIN/MAN/15JAN24/MMCC

Item		Lead Action	Time-scale
1.0	<p data-bbox="256 215 699 241">CHAIRPERSON'S REMARKS</p> <p data-bbox="256 248 1276 394">The Chair welcomed everyone to the Meeting advising that Martin Ritchie from TIAA and Freya Lees from North Star Consulting would be joining the meeting remotely to present Items 5.1 and 4.1 respectively and both Items would be heard immediately after Item 1.4.</p>		
1.1	<p data-bbox="256 439 517 465">Health and Safety</p> <p data-bbox="256 472 1276 618">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.</p>		
1.2	<p data-bbox="256 663 400 689">Apologies</p> <p data-bbox="256 696 1276 763">Apologies were received from SM, JMcE, KC & AW. PF Is currently on a Leave of Absence.</p>		
1.3	<p data-bbox="256 808 576 835">Declaration of Interest</p> <p data-bbox="256 842 347 864">None.</p>		
1.4	<p data-bbox="256 909 628 936">Gift & Hospitality Register</p> <p data-bbox="256 943 1276 1010">Members were advised of 11 entries recorded in the Gift & Hospitality Register that were received in December 2023. Noted by Members.</p>		
2.0	FOR APPROVAL / RATIFICATION		
2.1	<p data-bbox="256 1099 1193 1126">Management Committee Meeting Minutes of 27th November 2023</p> <p data-bbox="256 1133 1276 1234">The minutes of the Management Committee Meeting of 27th November 2023 were proposed by WW and seconded by NS as a true and accurate record of the meeting.</p>		
2.2	<p data-bbox="256 1279 1276 1346">Housing & Technical Services Sub Committee Meeting of 19th September 2023</p> <p data-bbox="256 1352 1276 1458">The minutes of the Housing & Technical Services Sub Committee Meeting of 19th September 2023 were proposed by RL and seconded by JG.</p>		
2.3	<p data-bbox="256 1503 1276 1570">Finance, Staffing & General Purposes Sub-Committee of 18th September 2023</p> <p data-bbox="256 1576 1276 1682">The minutes of the Finance, Staffing and General Purposes Sub-Committee of 18th September 2023 were proposed by NS and seconded by RL.</p>		
2.4	<p data-bbox="256 1727 475 1753">Matters Arising</p> <p data-bbox="256 1760 1070 1787">Management Committee Meeting of 27th November 2023</p> <p data-bbox="256 1794 1276 1928">A Member asked had there been any consideration given to the Auditors suggestion of creating a separate Audit Committee. The CEO advised this would be considered as part of the internal planning process in the first quarter of 2024/25 where the Sub-Committee's will be reviewed.</p>	CEO	Apr-Jun 24
2.3	<p data-bbox="256 1973 427 2000">Use of Seal</p> <p data-bbox="256 2007 1238 2040">Members granted permission for signing and sealing of the following:</p> <p data-bbox="256 2047 687 2074">Share Membership Application: -</p> <p data-bbox="256 2080 1198 2107">[REDACTED] Greenock - £1 Membership paid</p>		

Item	Lead Action	Time-scale
██ - £1 Membership paid		
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE		
The CEO talked through the Rolling Action Schedule. Noted by Members.		
3.1 Procurement of Consultant – Options Appraisal		
The CEO advised the process to Procure a Consultant to carry out an Options Appraisal is currently on hold, awaiting the results of a review by Linda Ewart on behalf of SFHA. Noted by Members.		
4.0 FOR DECISION		
4.1 Governing Body Appraisal Presentation		
Freya Lees of North Star Consulting joined the meeting remotely but unfortunately Freya experienced a technical issue, and we were unable to hear her. It was agreed for Freya to present this Item at the next Management Committee Meeting on 12th February 2024.		Feb 24
4.2 Internal Management Planning Day – Itinerary – Saturday 20 th January 2024		
The CEO talked through the Draft Agenda for the IMP Day advising members of the venue, timings and topics that will be covered. The CEO asked for a show of hands of those able to attend on Saturday 20 th January – 5 Members raised their hands. It was then agreed to reschedule the IMP Day as it was felt the numbers from both Staff and Committee were a bit low to make the best of the day & generate good discussions. The rescheduled date is now likely to be Saturday 17 th February with all members in attendance confirming they will attend on 17 th February. Noted by Members.		
5.0 FOR INFORMATION/DISCUSSION		
5.1 Internal Audit “Draft Assurance Review of Corporate Governance, Regulatory Standards 5, 6 & 7 Report		
Martin Ritchie (MR) of TIAA talked through his report advising Members of the substantial assurance given for this audit. MR talked through the suggestions for consideration noted in the report. Noted by Members.		
5.2 Draft Business Plan Elements		
The CEO talked through the report and 1 st draft of the 2024/2027 Business Plan. A Member referred to Appendix 2 and asked if consideration had been given to developing a data-book. The CEO advised this was something we would look to produce and publish on our website. A Member asked what information we would expect the data-book to include. It was advised it would effectively be the appendices to the Business Plan and this would allow the Business Plan to be more refined. A discussion ensued regarding Appendix 2 where it states the Business Plan should be the basis of the governing body’s decision making and that in the event of the departure of the Senior Officer, an Options Appraisal isn’t required. The CEO advised this is all part of the Options Appraisal exercise currently on hold. It is hoped this will be clarified in time to be discussed at the IMP Day.		

Item		Lead Action	Time-scale
5.3	<p>Strone Farm</p> <p>The CEO talked through this report advising Members the process of going to tender had now commenced and it was hopeful the tender report will be presented to Members at the February Meeting to appoint a Contractor. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] The CEO advised an update would be provided on this at the February meeting. Noted by Members.</p>	CEO	Feb 24
5.4	<p>Resignation from Management Committee</p> <p>The CEO advised of a letter received from Lorna Lyle advising of her intention to resign from Management Committee. This creates a casual vacancy. The CEO suggested the current co-optee (KC) be offered the casual vacancy and this would leave 1 vacancy, which we have already had some interest in following an article in the Newsletter. Noted by Members.</p>		
5.5	<p>Sub-Committee Vacancies</p> <p>The SCCO advised there were spaces on both Sub-Committee's and all Members should sit on at least 1 Sub-Committee. DW and JP advised they wish to join the Housing & Technical Services Sub-Committee. The SCCO will contact KC to select a Sub-Committee. Noted by Members.</p>	SCCO	Feb 24
5.6	<p>Notifiable Events</p> <p>The CEO advised of a Notifiable event reported to the SHR in December concerning a staffing matter. Noted by Members.</p>		
5.7	<p>Agenda Style – Recommended Headings</p> <p>The SCCO talked through this report following advisory guidance from the SHR for consideration. Members considered the guidance and agreed adopting the suggest style as stated in the report.</p>		
5.8	<p>Decision Time – Procedure for Decision Time Questions</p> <p>The Chair advised of a request from a Member on how to record any question's submitted on Decision Time. A Member advised at the last meeting she had submitted questions via DT which had been answered by the Senior Officer, but these weren't discussed at the meeting. The CEO suggested Senior Officers to advise Members of any previously submitted questions/comments at the meeting. Noted by Members.</p>		
6.0	<p>FOR NOTING</p> <p>There were no items for noting.</p>		
7.0	<p>AFFILIATIONS/TRAINING & CONFERENCES</p>		
7.1	<p>CIH Housing Scotland Annual Conference – 5th to 6th March 2024 https://www.cih.org/events/shf-2024</p> <p>The CEO advised if any Members wished to attend the Conference to notify us. NS advised she was unable to attend these dates. Noted by Members.</p>		

Item	Lead Action	Time- scale
<p>7.2 EVH Making sense of Finance for Committee Members The CEO advised we currently had 3 Members (WW, RL & JMCE) booked to attend this session. Noted by Members.</p> <p><i>Item 9.0 was heard at this point, following which all staff members excluding the CEO left the room for Item 8.0.</i></p>		
<p>7.3 EVH Membership Subscription Renewal The CEO recommended renewing the annual subscription with EVH. Approved by Members.</p>		
<p>8.0 IN CAMERA SESSION (STAFFING MATTERS) Confidential Staffing Items.</p>		
<p>9.0 A.O.C.B. The DOP advised our current painter work Contractor, The Bell Group have offered to donate £500 to a local group or charity of our choice as part of their community initiatives. It was suggested this donation be awarded to the [REDACTED] Approved by Members. The DOP advised this would be publicised on our newsletter, website etc.</p> <p>The DOP updated Members on a recent IHAF meeting she attended on behalf of the CEO where the Minister for Housing was present. The main issues discussed were: Energy Efficiency and the funding of; Affordable Housing Supply Programme Budgets and medical adaptation funding. The DOP advised a report will be presented to Members at the next meeting regarding RSL's being asked by the Scottish Government to fund their own medical adaptations.</p>		

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