

**6.00pm – Presentation by Director of Housing: Rent Setting**  
**6.20pm – Presentation by Senior HR Officer: Whistleblowing**

## **MINUTES**

**COMMITTEE:** MANAGEMENT COMMITTEE

**DATE:** MONDAY 28<sup>th</sup> AUGUST 2023

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

**TIME:** 6:30 PM

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**PRESENT:** SANDRA MCMENAMIN (CHAIR)  
VERONICA RASMUSSEN (VICE-CHAIR)  
ALASDAIR WEIR  
DOREEN WILLIAMS *(from Item 3.13 on) (virtual)*  
JAMES PATON *(from Item 3.13 on) (virtual)*  
JIM MCELENY  
JUNE GLANCY  
LUCY NEILSON *(virtual)*  
NANCE SMITH  
RONNY LEE  
WILLIE WILSON

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**IN ATTENDANCE: -** NICK JARDINE CHIEF EXECUTIVE OFFICER  
SUHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)  
KIRSTY DAVIS, SENIOR COMPLIANCE & CORPORATE  
OFFICER (SCCO)  
MARY MCCREADIE, CORPORATE SERVICES & ADMIN  
SUPERVISOR (MINUTE TAKER)

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**APOLOGIES:-** PAUL FINDLAY  
LORNA LYLE  
OLIVE YIGA

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**REFERENCE:** MIN/MAN/28AUG23/MMCC

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Item	Lead Action	Time-scale
<b>1.0 CHAIRPERSON'S REMARKS</b>		
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 Paul Findlay, Lorna Lyle and Olive Yiga.		
1.3 Declaration of Interest There was none.		
1.4 Gift & Hospitality Register Members noted 1 Item received on 22 <sup>nd</sup> August 2023.		
<b>2.0 DEFERRED ITEMS</b>		
The SCCO advised the Deferred Items Report has now been remodelled and renamed as the Rolling Action Schedule. The SCCO asked Members for feedback on the format of the document. Members advised this was a very good summary and asked if a comment could be added if the target date hadn't been met, to advise why. <b>Noted by Members.</b>		
<b>3.0 FOR DECISION</b>		
3.1 Standing Orders The SCCO advised Members the Standing Orders are updated annually and in line with Rule 37.5 in the Association's Rules, (where no Committee may take office until they have agreed to & signed the Code of Conduct), Items 3.3, 3.4 and 3.6 required to be signed by all Management Committee Members. <b>All Members gave assurance that they would sign and return these documents.</b>		
3.2 Delegated Authorities/Scheme of Delegation Review <b>The SCCO talked through the minor changes which were noted by Members.</b>		
3.3 Code of Conduct ~ Committee <b>The SCCO talked through the minor changes which were noted by Members.</b>		
3.4 Disclosure of Interest <b>The SCCO talked through the minor changes which were noted by Members.</b>		
3.5 Management Committee Remit <b>The SCCO talked through the minor changes which were noted by Members.</b>		
3.6 Rules of the Association/Eligibility for Committee <b>The SCCO talked through the minor changes which were noted by Members.</b>		

Item	Lead Action	Time-scale
3.7 Governing Body Members Guide <b>The SCCO talked through the minor changes which were noted by Members.</b>		
3.8 Cheque Signatories (changes following AGM) The CEO advised following the AGM, the new cheque signatories will be [REDACTED] <b>Noted by Members.</b>		
3.9 Development Strategy ( <i>Deferred awaiting Local Authority approving new Local Housing Strategy</i> ) The CEO advised this item is deferred until the local authority have reviewed the Local Housing Strategy. It is anticipated this will be published in September/October 2023. <b>Noted by Members.</b>		
3.10 SHIP Submission Report ( <i>Deferred awaiting Local Authority approving new Local Housing Strategy</i> ) The CEO advised this item was also deferred until the Local Housing Strategy is published. The CEO advised he was due to meet with the local authority this week and it is anticipated a report will be submitted to Committee in September/October 2023. <b>Noted by Members.</b>	CEO	Sep/ Oct 23
3.11 Sustainability Statement The CEO advised this was an annual statement which shows the Association's commitment to incorporating our sustainability objectives and continuous improvement within all areas of our operations. <b>The Chair duly signed the Sustainability Statement. Noted by Members.</b>		
3.12 Annual Skills Audit Reporting – Draft Questionnaire The SCCO advised Freya Lees from North Star will be attending a future meeting and this Questionnaire will form the basis of her presentation. <b>Noted by Members.</b>		
3.13 Kitchen, Heating & Door Renewal Contract 2023/24 The DOP talked through this report and the recent tender exercise carried out for the Kitchen, Heating and Door Contract. <b>Committee approved the recommendation of the report to appoint MCN to undertake this contract in line with the planned maintenance programme for 2023/24.</b>		
3.14 Contractor Framework Tender Report The DOP talked through this report and also gave out a handout with corrections to the electrical section of the previously issued Tender Report. A discussion ensued with Members asking for clarification on how the works will be distributed between the Contractors for each trade and how this would work in terms of governance. The DOP advised that having 5 Contractors for the main trades would allow the Association greater flexibility in order to achieve target timescales. The jobs would be issued following dialogue with Contractors on their		

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workload/availability and that the repairs staff were experienced in working this way. This will be monitored with a monthly report prepared for the CEO which will show the volume of work attributed to each Contractor. Members advised they were pleased to note that many of the Contractors were based locally and expressed the importance of reactive timescales being met. **Members approved with the recommendation of the report to appoint the successful Contractors to the Framework.**

#### 4.0 FOR INFORMATION/DISCUSSION

##### 4.1 OTHA/SHR Governance / Management Committee Membership

###### Capacity

The CEO talked through this report explaining the background to this item. A lengthy discussion ensued with various opinions, comments and suggestions offered:

- There has been 2 full Committee Meetings and AGM this month, involving lot of preparation and time for Members
- Blurred lines from SHR as Committee are strategic level and not everything requires to be run past Committee
- Compromise and have 6 weekly meetings
- We should aspire to good practice
- We have increased numbers on Committee, this should help if we change to monthly meetings
- The frequency of the meetings is less important than making sure we get through the business for each meeting and this will be managed by the Chair
- When Members signed up at the AGM, it was for a bi-monthly meeting schedule
- If we change to monthly it could have a negative impact on attendance levels
- Peculiarity of the sector as HA's more regimented than other charity Boards
- The CEO advised more meetings would mean the items on the workplan would be more evenly spread and could create time for more discussion.

The SCCO advised the Committee Member's Role Description which had been uploaded to Decision Time as an AOCB for this meeting, would require to be updated if there is any change to the number of Management Committee Meetings. **Members approved the changes to the Committee Member's Role Description for 2023/24 at this point of the meeting.**

Following a very lengthy discussion with various opinions, comments and suggestions offered, it was agreed:

- Additional Meeting in September (so far agenda will include AAS evidence, Committee Skills Appraisals among other items to be agreed from the content planner)
- Early December meeting moved to end of November
- December – recess

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<ul style="list-style-type: none"> <li>• January – additional meeting – date to be confirmed (as Feb Meeting is mid-month due to rent increase/budget discussions)</li> <li>• Target Attendance levels to remain at 80%</li> <li>• Sub-Committee meetings will remain quarterly</li> <li>• Committee are keen to continue with the training sessions prior to the Management Committee meetings at least 2 monthly</li> <li>• The CEO will advise the SHR of the outcome of these discussions and invite them to attend a future meeting</li> </ul>		
<p>4.2 Strone Farm Update Report 4 The CEO talked through this report and gave Members a brief history on this development. A cost plan should be provided by C-urb in October and Committee will then be asked to decide on whether to proceed with this Development. <b>Noted by Members.</b></p>	CEO	Sep 23
<p>4.3 2023/24 IMP 1<sup>st</sup> Quarter Review The CEO talked through this report which was noted by Members.</p>		
<p>4.4 2023/24 Policy Review Timetable 1<sup>st</sup> Quarter Review The CEO talked through this report which was noted by Members.</p>		
<p>4.5 2023/24 Risk Map 1<sup>st</sup> Quarter Review The CEO talked through this report and advised Members the format of this document was likely to change at a future meeting. <b>Noted by Members.</b></p>	CEO	
<p>4.6 2023/24 Customer Care 1<sup>st</sup> Quarter Review The CEO talked through this report which was noted by Members.</p>		
<p>4.7 2023/24 Complaints 1<sup>st</sup> Quarter Report The DOP talked through this report. A Member asked if Wilko is still being considered as an alternative to B&amp;Q for decoration vouchers as Wilko have now entered administration. The DOP advised she would need to confirm this with the SMO (P&amp;C) and will email Committee to advise. A Member suggested Johnsons or The Paint Shed as alternative providers. <b>Noted by Members.</b></p>	DOP	
<p>4.8 2023/24 Wider Action 1<sup>st</sup> Quarter Report The CEO talked through this report which was noted by Members.</p>		
<p>4.9 2023/24 GDPR 1<sup>st</sup> Quarter Report The SCCO advised Members this is a new report which will be presented every quarter and will provide information on the number of Subject Access Requests, Environmental Information Requests and Freedom of Information Requests received and OTHA response times. <b>Noted by Members.</b></p>		

Item	Lead Action	Time-scale
4.10 AGM Feedback/Discussion/Sub Committee Confirmation The CEO advised for any Committee Members who haven't yet selected which sub-committee they wish to join to do so asap as it is expected for all Members to be a member of at least 1 sub-committee. Alasdair Weir advised he wished to join the H&TSSC. <b>Noted by Members.</b>		
4.11 Audit Strategy and Annual Internal Audit Plan 2023/24 (Final) The SCCO advised this document was confirmation of what has already been agreed and updated Members that the audit for Regulatory Standards 1 and 2 commenced today. <b>Noted by Members.</b>		
<b>5.0 FOR NOTING</b> There was none.		
<b>6.0 FOR APPROVAL/RATIFICATION</b>		
6.1 Management Committee Meeting of 26 <sup>th</sup> June 2023 The minutes of the Management Committee meeting of 26 <sup>th</sup> June 2023 were proposed by Veronica Rasmussen and seconded by Alasdair Weir as a true and accurate record of the meeting.		
6.2 Special Management Committee Meeting of 7 <sup>th</sup> August 2023 The minutes of the Special Management Committee meeting of 7 <sup>th</sup> August 2023 were proposed by Nance Smith and seconded by Lucy Neilson as a true and accurate record of the meeting.		
6.3 Post AGM Management Committee Meeting 15 <sup>th</sup> August 2023 The minutes of the Special Management Committee meeting of 15 <sup>th</sup> August 2023 were proposed by Jim McEleny and seconded by Doreen Williams as a true and accurate record of the meeting.		
6.4 Housing & Technical Services Sub Committee Meeting of 21 <sup>st</sup> March 2023 The minutes of the Housing & Technical Services Sub-Committee meeting of 21 <sup>st</sup> March 2023 were proposed by James Paton and seconded by Doreen Williams.		
6.5 Finance, Staffing & General Purposes Sub Committee Meeting of 18 <sup>th</sup> April 2023 The minutes of the Finance, Staffing & General Purposes Sub-Committee meeting of 18 <sup>th</sup> April 2023 were proposed by Sandra McMenamin and seconded by Doreen Williams.		
6.6 Matters Arising There were no matters arising.		

Use of Seal

**Members granted retrospective Use of Seal for the following:**

07/07/23 – New Occupancy Agreement, [REDACTED]

25/07/23 – Disposition, [REDACTED]

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**Members also granted permission for signing and sealing of the following:**

Share Membership Applications from

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

(all paid £1 membership).

**7.0 AFFILIATIONS/TRAINING & CONFERENCES**

**7.1 Cloch Housing Association AGM**

The CEO advised usually 1 senior member of staff would attend and if any Members wished to attend to notify him. **Noted by Members.**

**7.2 Share GB Retreat**

The CEO gave information on this Retreat. 2 Members expressed an interest in attending but as we aren't Share Members, there would be no discount, so it was agreed not to send any delegates.

**7.3 SFHA AGM 11.10.2023**

The CEO advised if anyone wished to attend to notify him. A Member asked if the CEO would be attending this. The CEO advised he usually attended as he is the rep for OTHA. **Noted by Members.**

**7.4 TIS Annual Housing Conference**

The CEO advised if anyone wished to attend to notify him. **Noted by Members.**

**7.5 GWSF Annual Conference**

The CEO advised he would be attending this and if any Members wished to attend to notify him. **Noted by Members.**

**8.0 A.O.C.B.**

A Member queried the format of the Agenda and asked why previous Minutes were not nearer the start of the Agenda. The CEO advised this was changed a few years ago as too much time was spent on these rather than the items that needed to be discussed and a decision to be made. The CEO advised the Agenda format can be brought to a future meeting. **Agreed by Members.**

NJ

Following Item 4.1, it was agreed the most suitable date for the next Management Committee meeting would be Wednesday 27<sup>th</sup> September 2023. The CEO tendered his apologies for this date. **Noted by Members.**

Doreen Williams and James Paton advised they wished to join the H&TSSC. **Noted by Members.**

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