

# Management Committee Meeting Minute

## Meeting summary:

Date	4 December 2023	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	7.40pm

## Present:

Chris Elliot (Chair)	Bill Dougan	Eileen Waters
Drew McPhail (Vice Chair)	Ellen Garscadden	
Esther Skimins (Secretary)	Gail Jackson	
Andrea Bell	Alice Lyness	
Geraldine Connolly	Sharon May	

Minimum quorum requirements met when 5 governing body members are present.

## In attendance:

Clive Douglas, Chief Executive	Anne Wilson, Corporate Services Director
Joe Wilson, Technical Director	Tom Hastings, Finance Director
Fiona Mills, Housing Director	Dianne Mathewson, Corporate Services Manager (minutes)

## Agenda items:

Item 1	Apologies & Declaration of Interest
1.1	Apologies – Theresa Findlay, Steve Fleming, John McMorrow, and Agnes Phillips.
1.2	Declaration of Interest – none.

Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on Monday 30 October 2023 i. Matters Arising and any corrections to the minute: a) Correction - date on minute should read 30 October not 31 October. ii. Approval of the Minute: Approved by general consent. iii. Decisions taken between meetings: None.
2.3	Sub Committee Minutes for Ratification 2.3.1 - Audit & Business Sub-committee held 7 August 2023: Noted. 2.3.2 - Operations Sub Committee held 21 August 2023: Noted.

Item 3	Action Schedule 2023/24	<i>For: Information, Discussion, &amp; Decision</i>
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Action schedule provides a tracker for actions requested by the Management Committee.

Outcome:	Schedule noted by Management Committee.
Actions:	Action point 23 target date changed to January 2024. Action point 7 target date changed to February 2024.

Item 4a	Rent Consultation	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided an overview of the proposed rent consultation for 2024/15, the proposed consultation process and support options that will be available for tenants.</p> <p>General discussion took place regarding: (1) recent inflation rates (2) average rent for similar properties being higher than the Association and (3) the need to balance the affordability for tenants and to ensure the Association is financially viable.</p>		
Outcome:	Approved by Management Committee.	
Actions:	None.	

Item 4b	Heating Consultation (tabled)	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided an overview of the proposed heating consultation for the communal heating system for 2024/15. Key points highlighted in the report included (1) while the cost of gas has increased steeply over the last few years the 211 properties have not had an increase in energy bills (2) our Finance Director has reviewed the options available and has identified the best deal for our tenants and (3) support options will be promoted for those impacted as part of the consultation (e.g. SFHA energy fund).</p> <p><i>Note of clarification following Committee member query:</i></p> <ul style="list-style-type: none"> <li><i>i. it is possible for tenants to fall into arrears for payment. However, support will be offered and signposting where necessary.</i></li> <li><i>ii. the tenants had not been previously advised that this increase was coming. Moving forward, this is something that will be done with a greater lead in time to prepare the tenants impacted.</i></li> <li><i>iii. the increase proposed will be for 2024/25 and they tenants are likely to face a further increase in 2025/26.</i></li> </ul>		
Outcome:	Approved by Management Committee.	
Actions:	None.	

Item 5	Change of housing management software	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report informed the Committee that a tender process will be taking place shortly for a new housing management system and the reasons for this potential change in software.</p> <p><i>Note of clarification following Committee member query:</i></p> <ul style="list-style-type: none"> <li><i>i. providers have worked with other housing associations and have developed their systems to be fit for purpose (and some alongside some key industry partners).</i></li> <li><i>ii. the current system is built using older coding system and has not developed alongside available technology.</i></li> <li><i>iii. the cost of a new system will increase. However, it will introduce new flexibility and functions (e.g. tenant portal, contractor portal).</i></li> </ul>		
Outcome:	Noted by Management Committee.	
Actions:	None.	

Item 6	Strathclyde Pension Fund Changes	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided an update on the Strathclyde Pension Fund based on their latest actuarial valuation.</p> <p><i>Note of clarification following Committee member query:</i></p> <ul style="list-style-type: none"> <li><i>i. the valuation is for the next 3-years.</i></li> </ul>		

Outcome:	Noted by Management Committee.
Actions:	None.

Item 7	Membership & Use of Seal	<i>For: Information, Discussion, &amp; Decision</i>
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Report provided an update on the Association's membership and use of the Seal. The Committee members were asked their preference for receiving equalities data (appendix 2 table format or appendix 3 graph format). The members requested table format (appendix 2) moving forward.

Outcome:	Noted by Management Committee.
Actions:	None.

Item 8	Employee Assistance Programme (EAP)	<i>For: Information, Discussion, &amp; Decision</i>
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Report provided an overview of the current employee counselling arrangements and proposed introduction of a complete EAP package.

*Note of clarification following Committee member query:*

- i. if an employee approached a manager in distress, the manager would refer the employee to the employee counselling in the first instance.*

Outcome:	Approved by Management Committee.
Actions:	None.

Item 9	Policy Review	<i>For: Information, Discussion, &amp; Decision</i>
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Report provided an overview for the recent policy updates completed (listed below):

- Management Committee Expenses
- Membership
- CCTV
- Data Subject Rights
- Freedom of Information
- Environmental Information Request
- Social Media & Networking
- Data Protection (& relevant privacy notices)
- Data Retention

The Management Committee were also asked to approve the change to the current policy format on all existing policies, without the needed the approval for each individual change (as it is an administrative update).

Outcome:	Approved by Management Committee.
Actions:	None.

Item 10	Risk Register Review	<i>For: Information, Discussion, &amp; Decision</i>
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Report provided an update to the Association's risk register, including changes made to the major risks identified. The Management Committee was asked to specifically note the introduction of a new major risk, potential cyber-attack to the Association's IT and data systems.

*Note of clarification following Committee member query:*

- i. the Association has robust IT security systems in place, which include the IT support provider monitoring and updating systems when required. An external organisation also scans the system for any potential security issues.*
- ii. employees have been trained on cyber security. However, with threats constantly changing and becoming more sophisticated, human error still remains a high risk.*

Outcome:	Approved by Management Committee.
Actions:	Full risk register to be sent to Management Committee members (upon request).

Item 11	Development Update	<i>For: Information, Discussion, &amp; Decision</i>
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Report provided an update to the development projects currently in progress.

A further update was provided on recent updates in relation to the groundwork at Altyre Street – there may be a requirement for a road closure (which was notified to the Association today). Discussions are taking place about how work can start while the request for the road closure can be processed.

General discussions took place regarding (1) the Association hops to provide tea and coffee for members of the community at the Winter Gardens on a Tuesday and Thursday morning. They would look at how this could happen with volunteers.

Outcome:	Noted by Management Committee.
Actions:	None.

Item 12	Subsidiary Update (Verbal Update)	<i>For: Information, Discussion, &amp; Decision</i>
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Verbal update was provided in relation to the subsidiary:

- the subsidiary is operating at a profit with £11k being transferred to the Association this year.
- currently there are 12 homes but they can build up to 50 without further consent from the bank.
- there appears to be a trend in the sector for house buy-back, which is supported by the Council as they are currently offering 100% purchase price with an additional 50% to cover the costs to bring the house up to an acceptable living standard.
- they will explore the option further to identify if this would be beneficial to the Association.

*Note of clarification following Committee member query:*

- i. the Association would consider all aspects before entering into any agreements (including state of properties), as it needs to be value for money.*

Outcome:	Noted by Management Committee.
Actions:	Buy-back and acquisitions options to be explored.

Item 13	AOCB
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- 13.1 Insurance Update
- Clive confirmed that they are still in discussions with the insurance provider and solicitor regarding the insurance arrangements. The insurer has reduce the uplift from 18% to 4% and have offered to provide an evaluation of the stock as a goodwill gesture. Clive confirmed that the solicitor advised that the shortfall is paid and they continue to engage with the insurance provider.

*Note of clarification following Committee member query:*

- i. the Association is insured but not the insurer states it is not 100% coverage. This is the current dispute in place regarding the cover and premium paid.*

Outcome:	Noted by Management Committee.
Actions:	None.

- 13.2 Confidential Update
- Clive asked the remaining employees to leave the meeting to allow for a confidential update to take place. The following employees left the meeting at 7.30pm.
- Joe Wilson, Technical Director
  - Fiona Mills, Housing Director

# Management Committee Meeting Minute

	<ul style="list-style-type: none"><li>- Anne Wilson, Corporate Services Director</li><li>- Tom Hastings, Finance Director</li><li>- Dianne Mathewson, Corporate Services Manager</li></ul>
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Item 14	Date & Time of Next Meeting						
14.1	Management Committee Meeting						
	<table border="1"><tr><td>Date</td><td>29 January 2024</td></tr><tr><td>Location</td><td>Hybrid (868 Tollcross Road + online via Teams)</td></tr><tr><td>Start time</td><td>6.00pm (planned end time 8.00pm)</td></tr></table>	Date	29 January 2024	Location	Hybrid (868 Tollcross Road + online via Teams)	Start time	6.00pm (planned end time 8.00pm)
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