

# Management Committee Meeting Minute

## Meeting summary:

Date	26 August 2024	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	8.00pm

## Present:

Chris Elliot, Chair	Alice Lyness	John McMorrow (co-optee)
Drew McPhail, Vice Chair (online)	Anges Phillips	Steve Fleming (online)
Geraldine Connolly	Esther Skimins	Jackie Jeffs
Bill Dougan	Eileen Watters	Ellen Garscadden

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

<b>In attendance:</b>	Clive Douglas, Chief Executive
Joe Wilson, Technical Director	Anne Wilson, Corporate Services Director
Tom Hastings, Finance Director	Dianne Mathewson, Corporate Services Manager (minutes)
Philip Morrice from Alexander Sloan (for agenda items 4 and 5 only)	

## Agenda items:

Item 1	Welcome, Apologies & Declaration of Interest
1.1	Apologies – Andrea Bell, Gail Jackson and Sharon May
1.2	Declaration of Interest: i. At point 17 – the employees (excluding the CEO) will be asked to leave the meeting to allow for a confidential discussion to take place.

Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on 24 June 2024. i. Matters arising: Item 8 – the salary sacrifice scheme has been rolled out to all employees (2-employees have noted an interest in the scheme so far). The option to replace the Association pool car with an electric car (through the same provider) is currently being explored. ii. Corrections to the minute: No corrections iii. Approval of the Minute: Approved by general consent. iv. Decisions taken between meetings: On agenda (item 12).
2.2	Sub Committee Minutes for Ratification i. Audit & Business Sub-committee: Meeting 13 May 2024 – Noted by MC. ii. Operations Sub-Committee: None.

Item 3	Action Schedule 2024/25	
Ref	Info	Update
A26	Former Tenant Arrears Policy & Procedure to be reviewed.	On agenda (item 9)
B2	Business Plan Figures	Figures to be emailed to Management Committee (August 2024 deadline).
B5	Committee Appraisals Action Plan	Action completed (August 2024).

Item 4	Audit Management Report	<i>For: Information, Discussion, &amp; Decision</i>
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Philip Morrice from Alexander Sloan presented the (a) Audit Summary Report and (b) Report and Financial Statements to the Management Committee.

(a) Audit Summary Report – report provides the auditor’s opinion in relation to any ethical concerns (e.g. fraud) and areas of significant risk that are required to be reported to our members. The report found that the Financial Statements provided were a ‘true and fair view of the Association’s affairs’.

(b) Report and Financial Statements - report provides an overview of the financial position of the Association, the responsibilities of the Management Committee, the going concern of the Association, and the auditor’s opinion in relation to our compliance and any requirements to report matters our members.

Changes made due to pension performance was highlighted to the Management Committee. It was highlighted that SHAPS deficit grew, while the SPF has moved to being an asset (with the scheme being fully funded). Due to the complex nature of pensions, this remains a risk to the Association.

MC QUERY: concerns were raised about the historic poor performance of SHAPS.

DISCUSSION: general discussion took place regarding SHAPS & the poor return on investment.

OUTCOME: letter to be prepared to request further information from SHAPS.

Outcome:	Report noted by Management Committee.
Actions:	Letter to be prepared to request further information from SHAPS.

Item 5	Letter of Representation	<i>For: Information, Discussion, &amp; Decision</i>
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Letter is required prior to audit report being signed off. The letter indicates that all relevant information has been provided to the auditors.

Outcome:	Noted by Management Committee.
Actions:	None.

Item 6	AFS – 2024 Annual Return	<i>For: Information, Discussion, &amp; Decision</i>
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Report provided information relating to the figures required to be submitted to the SHR by 30 September 2024. The figures are taken from the annual accounts with some additional comments provided (where explanation is needed for changes identified).

Outcome:	Report noted by Management Committee.
Actions:	None.

Item 7	Secretary Report	<i>For: Information, Discussion, &amp; Decision</i>
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Report provided an update in relation to the Association’s compliance with Rules 62-67 for the financial year ending 31 March 2024.

Outcome:	Report noted by Management Committee.
Actions:	None.

Item 8	Sheltered Housing Review	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided an overview of the audit and review of the sheltered housing service and identified options for taking the service forward.</p> <p>MC QUERY: does the deregulation of the service impact on our tenants significantly enough to impact our reporting to the regulator (SHR).</p> <p>DISCUSSION: discussion took place regarding the recommended option and the built in review commitment to ensure that those impacted will be kept involved at each stage. There is no significant impact on the tenants impacted in terms of the regulator (SHR) requirements.</p> <p>MC QUERY: the service will never go back to being a regulated service, even with the review stages built in.</p> <p>DISCUSSION: no, the service will be reviewed to ensure we are achieving our commitments, but the service will never become regulated again in the future.</p> <p>MC QUERY: will there be redundancy costs to be considered,</p> <p>DISCUSSION: any costs will be marginal due to the current employee levels.</p>		
Outcome:	Report approved (and option 3) by Management Committee.	
Actions:	None.	

Item 9	Policy Review	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided an overview into the review of the Former Tenant Rent Arrears policy.</p> <p>MC QUERY: in point 7.1 – can clarity be given for the term ‘financially viable’.</p> <p>OUTCOME: policy to be updated to provide clear definition.</p>		
Outcome:	Report noted by Management Committee.	
Actions:	Policy to be updated to clearly define ‘financially viable’ in point 7.1	

Item 10	Policy Review	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided an overview into the following policy reviews: (a) Equality &amp; Human Rights (b) Standing Orders and (c) Succession Planning.</p>		
Outcome:	Report approved by Management Committee.	
Actions:	None.	

Item 11	Membership & Use of Seal	<i>For: Information, Discussion, &amp; Decision</i>
<p>The purpose of this report is to provide Management Committee with an update on Association Membership and use of the Association’s Seal.</p>		
Outcome:	Report approved by Management Committee.	
Actions:	None.	

Item 12	Eviction Report	<i>For: Information, Discussion, &amp; Decision</i>
<p>Report provided a summary of the eviction that took place during recess (July 2024), which was approved by delegated authority by office bearers.</p> <p>MC QUERY: is there a delegated authority scheme in place.</p> <p>DISCUSSION: it was confirmed that delegated authority is requested and approved by Management Committee prior to the recess.</p>		

# Management Committee Meeting Minute

Outcome:	Report noted by Management Committee.
Actions:	None.

Item 13	ARC KPIs – Quarter 1 2024/25	<i>For: Information, Discussion, &amp; Decision</i>
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The report provides an update of the Association’s KPIs for quarter 1.

Outcome:	Report noted by Management Committee.
Actions:	None.

Item 14	Risk Register Review	<i>For: Information, Discussion, &amp; Decision</i>
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Report provided an update on the updated risk register (updated every 6-months).

Outcome:	Report approved by Management Committee.
Actions:	None.

Item 15	Development Update	<i>For: Information, Discussion, &amp; Decision</i>
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The purpose of this report is to update members of the Management Committee on the Association’s on-going development projects.

Outcome:	Report noted by Management Committee.
Actions:	None.

Item 16	Correspondence
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16.1	None.
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Item 17	AOCB
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17.1 Maintenance Contract Update

- (a) quick quote was placed for the gutter replacement (which is included in the budget), and a contractor has been identified. Owners impacted will be letter shortly.
- (b) the repair and maintenance contract is out for tender and the closing date is 20.09.24.

17.2 Confidential Discussion

Employees (excluding CEO) were asked to leave the meeting to allow for a confidential discussion to take place. Minute of the special meeting held on 6 August 2024 and proposed revisions handout was tabled. The outcome of the discussions were:

- (a) Management Committee approved confidential minute from the meeting 06.08.24.
- (b) Management Committee approved the proposed revisions submitted.

Item 15	Date & Time of Next Meeting
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Management Committee Meeting

Date	23 September 2024
Location	Hybrid (868 Tollcross Road + online via Teams)
Start time	6.00pm (planned end time 8.00pm)
<b>NOTE:</b> Training session at 5.00pm on Annual Assurance Statements.	