

Management Committee Meeting Minute

Meeting summary:

Date	23 September 2024	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	8.00pm

Present:

Chris Elliot, Chair	Sharon May	Agnes Phillips
Drew McPhail, Vice Chair (OL)	Gail Jackson	John McMorrow (co-optee) (OL)
Geraldine Connolly	Jackie Jeffs	Alice Lyness
Bill Dougan		

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

In attendance:	Clive Douglas, Chief Executive
Joe Wilson, Technical Director	Anne Wilson, Corporate Services Director
Tom Hastings, Finance Director	Dianne Mathewson, Corporate Services Manager (minutes)
Alex Cameron from Quinn Internal Audit and Business Support Services for item 4	

Agenda items:

Item 1	Welcome, Apologies & Declaration of Interest
1.1	Apologies – Steve Fleming, Ellen Garscadden, Esther Skimins, and Eileen Watters.
1.2	Declaration of Interest: None

Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on 26 August 2024 i. Matters arising: None. ii. Corrections to the minute: No corrections iii. Approval of the Minute: Approved by general consent. iv. Decisions taken between meetings: None.
	Minute of the Management Committee Meeting held on 10 September 2024 i. Matters arising: None ii. Corrections to the minute: No corrections iii. Approval of the Minute: Approved by general consent. iv. Decisions taken between meetings: None.
2.3	Sub Committee Minutes for Ratification i. Audit & Business Sub-committee: None. ii. Operations Sub-Committee: Meeting 13 May 2024 – Noted by MC.

Item 3	Action Schedule 2024/25	
Ref	Info	Update
B2	Business Plan Figures	Outstanding.
B6	Confirmation of Sub-Committee Selections.	Confirmed & noted.

Item 4	Annual Assurance Statement	<i>For: Information, Discussion, & Decision</i>
<p>Alex Cameron from Quinn Internal Audit and Business Support Services presented the findings of the annual assurance statement compliance assessment carried out independently by the Association's internal auditor. Alex highlighted the following areas as part of his report:</p> <p>(1) Based on evidence received, he advised the Management Committee to consider reporting 'compliant' within the Assurance Statement.</p> <p>(2) There are no material issues of concern that would influence the recommendation above.</p> <p>(3) Three recommendations have been identified for improvement.</p> <p><i>No queries received from Management Committee.</i></p>		
Outcome:	Management Committee noted the report and recommendations. Management Committee approved the Assurance Statement.	
Actions:	<ul style="list-style-type: none"> - Assurance Statement to be submitted to SHR – October deadline. - Allocation Policy to be reviewed – Q1 25/26 (linked to new software) - Standing Orders to be reviewed – deadline TBC. - Treasury Management Policy to be reviewed – deadline TBC. 	

Item 5	Membership Update	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an update of the Association membership and use of the Association Seal. Management Committee were asked to approve 2 new memberships and note 3 cancelled memberships.</p> <p><i>No queries received from Management Committee.</i></p>		
Outcome:	Management Committee approved new membership. Management Committee noted report and cancelled memberships.	
Actions:	None.	

Item 6	Events & PIN Update	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an update of the Events and PIN activities. Management Committee were asked to note the work carried out and accept recommendations from PIN in relation to the Landlord Performance Report.</p> <p><i>No queries received from Management Committee.</i></p>		
Outcome:	<ul style="list-style-type: none"> - Management Committee approved recommendation for Landlord Performance Report. - Management Committee noted report and activities completed. 	
Actions:	None.	

Item 7	Policy Review	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an update to the Association's (1) Disciplinary and (2) Grievance Policies. The Management Committee was asked to note the revised policies which have been approved by the Audit and Business Sub-committee.</p> <p><i>No queries received from Management Committee.</i></p>		
Outcome:	Management Committee noted report and revised policies.	
Actions:	None.	

Item 8	Customer Engagement Action Plan	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an update on the current action plan progress. Management Committee were asked to note the updated action plan.</p> <p><i>No queries received from Management Committee.</i></p>		
Outcome:	Management Committee noted report and action plan.	
Actions:	None.	

Item 9	Development Update	<i>For: Information, Discussion, & Decision</i>
<p>Report provided an update on the Association's development projects and Management Committee were asked to note the progress.</p> <p><i>MC Query: in relation to Altyre Street and the previous pitch area that was available for children. Response: the previous pitch will be removed. However, the site will include play equipment and a lit pitch area (to allow it to be used safely at night). The site will also include raised beds to promote community garden opportunities.</i></p> <p><i>MC Query: in relation to Altyre Street and the current security of the site. Response: confirmed that there is no security onsite. However, the site is covered by cameras that identify a breach in the site boundary and can send out police if required.</i></p>		
Outcome:	Management Committee noted report.	
Actions:	None.	

Item 10	Correspondence				
10.1	<p><u>Consultation on the Annual Return</u></p> <table border="1"> <tr> <td>Outcome:</td> <td>Noted by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>	Outcome:	Noted by Management Committee.	Actions:	None.
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Actions:	None.				
10.2	<p><u>National Report and Landlord Reports 2023/24</u></p> <table border="1"> <tr> <td>Outcome:</td> <td>Noted by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>	Outcome:	Noted by Management Committee.	Actions:	None.
Outcome:	Noted by Management Committee.				
Actions:	None.				

Item 11	AOCB				
11.1	<p>██████████ <u>Letter</u></p> <p>Confirmed that Association is seeking advice in what should be contained in the letter to ensure they are asking the right questions.</p> <table border="1"> <tr> <td>Outcome:</td> <td>Noted by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>	Outcome:	Noted by Management Committee.	Actions:	None.
Outcome:	Noted by Management Committee.				
Actions:	None.				

Item 12	Date & Time of Next Meeting
Management Committee Meeting	
Date	28 October 2024
Location	Hybrid (868 Tollcross Road + online via Teams)
Start time	6.00pm (planned end time 8.00pm)

Item 13	Training Dates
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Management Committee Training Dates

Topic	Succession Planning
Date & Time	Monday 7 October 2024 at 6.00pm
Topic	Refresher GDPR / FOI
Date & Time	Monday 28 October 2024 at 4.30pm