

# Management Committee Meeting Minute

## Meeting summary:

Date	9 December 2024	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	8.00pm

## Present:

Drew McPhail (Chair)	Gail Jackson	Agnes Phillips
Ellen Garscadden	Jackie Jeffs	Esther Skimins
Sharon May	Alice Lyness	Eileen Watters

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)
Paul McNeill, Director HRC Ltd (in attendance for agenda item 4 – left at 7.00pm).	

## Agenda items:

Item 1	Welcome, Apologies & Declaration of Interest	
1.1	Apologies: Geraldine Connolly, Chris Elliot and John McMorrow. Special Leave of Absence (until February 2025): Bill Dougan and Steve Fleming	
1.2	Declaration of Interest: Drew McPhail (item 4) declared an interest due to previous working relationships with some of the prospective lenders.	
Item 2	Minute of Previous Meetings	
2.1	Minute of the Management Committee Meeting held on 28 October 2024 i. Matters arising: Points 12 – Regulator Update – there has been no further update from the regulator in relation to the de-regulation of the Sheltered Housing complexes. 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: None.	
Item 3	Action Schedule 2024/25	
Ref	Info	Update
B7	Pension Letter	A session takes place at EVH on Friday 13 December with the pension provider. EVH have invited HAs to submit questions in advance. The Association will be in attendance at this session.
B8	Allocation Policy	Action from internal audit - Target Q1 25/26
B9	Standing Orders	Leadership team will review the proposed changes prior to submission to the Management Committee in January 2025.
B10	Treasury Management Policy	Action from internal audit - Target January 2025

Item 4	New borrowing	<i>For: <del>Information</del>, Discussion, &amp; Decision</i>
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The purpose of the report was to provide an overview of the options available for prospective lenders and to ask the Management Committee to consider the recommendation made.

To support the decision-making process, Paul McNeill presented the outcome of the private finance tender, and the items considered as part of the tender scoring process.

A discussion took place in relation to the presentation, the following were confirmed / clarified:

- (1) Quarterly reporting on the financial covenants is carried out via the Audit Sub-committee.
- (2) NPV related to Net Present Value (how much an investment is worth at today's value).
- (3) Yearly Business Plan Approval remains in place with RBS (this contract was set up as part of the second stage transfer agreement as it allowed for flexibility at the time).
- (4) Interest cover is an area that can have a significant impact on Housing Associations.
- (5) The recommended lender in report is not new to the sector. They operate within the not-for-profit sector and focus on ethical lending.

Outcome:	Management Committee approved the recommendation by general consent.
Actions:	None.

Item 5	Proposed rent increase 2025/26	<i>For: Information, Discussion, &amp; Decision</i>
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The purpose of the report was to provide the Management Committee with a proposed rent increase for consideration.

A discussion took place in relation to the report, the following were confirmed / clarified:

- (1) The changes to the NI contributions have a direct (increase of about £50k in NI contributions) and indirect (knock on impact from contractors needing to cover their increased NI costs) impact on the Association.
- (2) The Association is looking at ways to support those on communal heating (linked to the second year of revised energy deal).
- (3) The Business Plan assumed 4%. However, this was before the changes to NI was announced. NI increase equates to approximately 0.5% of a rent increase.
- (4) Focus of rent increase is affordability and support.
- (5) Once the consultation is completed, a further report will be presented to the Management Committee for final approval.

Outcome:	Management Committee approved the recommendation by general consent .
Actions:	None.

Item 6	Correspondence
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6.1	None.
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Item 7	AOCB
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7.1 Donation Update  
The donation policy allows for up to £600 donation prior to Management Committee approval. The Association provided a charitable donation of £250 to Glasgow Life to support the community Panto being offered in the Tollcross International Swimming Centre. However, this wasn't enough to ensure the Panto was delivered. Therefore, a further donation was give of £750 (taking the total to £1000). This was approved by the Office Bearers and the Management Committee are asked to officially approve this.

Outcome:	Management Committee approved the donation made.
Actions:	None.

7.2	<p><u>Employee Christmas Party</u></p> <p>Management Committee were asked to approve £200 for the employee Christmas party taking place on Saturday 14 December.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Outcome:</td> <td>Approved by Management Committee.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>	Outcome:	Approved by Management Committee.	Actions:	None.
Outcome:	Approved by Management Committee.				
Actions:	None.				

Item 8	Date & Time of Next Meeting
Management Committee Meeting	
Date	27 January 2025
Location	Hybrid (868 Tollcross Road + online via Teams)
Start time	6.00pm (planned end time 8.00pm)

Item 9	Upcoming Training
Date & Time	Topic
Monday 13 January 2025	Sign-posting opportunities (working with partner organisations)
Monday 17 March 2025	Overview of Housing Management