

Management Committee Meeting Minute

Meeting summary:

Date	27 January 2025	Start time	6.00pm
Location	Hybrid (868 Tollcross Road + online via Teams)	End time	8.00pm

Present:

Geraldine Connolly (Chair)	Jackie Jeffs	Agnes Phillips
Ellen Garscadden	Alice Lyness	Esther Skimins
Gail Jackson	Bill Dougan	
Sharon May (left meeting after item 6)		

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
	Fiona Mills, Housing Director	Tom Hastings, Finance Director
	Dianne Mathewson, Corporate Services Manager (minutes)	

Agenda items:

Item 1	Welcome, Apologies & Declaration of Interest
1.1	Apologies: Chris Elliot, Drew McPhail, John McMorrow and Eileen Watters. Special Leave of Absence (until February 2025): Steve Fleming
1.2	Declaration of Interest: None.
Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on 9 December 2025 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: None.
Item 3	Action Schedule 2024/25

B7 – Pension Update

Meeting took place with the pension provider and the following points were provided:

- Pension performance is impacted by the timing of evaluations (which take place every 3-years). The provider believes this has had an impact on the differing levels of performance.
- The size of the pension scheme has an impact on the performance.
- Pension provider indicated that they may be seeking to reintroduce deficient payments and believe that their evaluations more accurately reflect the current value.

MC Query – what would happen if the Association decided to pull out of the current pension and offer an alternative.

Response – the Association we be required to pay a significant compensatory payment.

MC Query – does the underperformance impact on final pension an employee would receive (and is there potential for an employee to lose their pension).

Response – the pension provided is guaranteed by the type of pension (e.g. final salary or career average), and the government guarantee pensions that have been paid into.

Item 3 Action Schedule 2024/25		
Outcome – Management Committee agreed for action to be removed from action log based on update.		
Ref	Info	Update
B8	Allocation Policy	On agenda.
B9	Standing Orders	Extension requested until February meeting – extension agreed.
B10	Treasury Management Policy	Extension requested until April meeting – extension agreed.

Item 4 Rent consultation outcome 25/26		<i>For: Information, Discussion, & Decision</i>
<p>The purpose of the report was to provide an overview of the rent consultation exercise and ask the Management Committee to consider the proposed rent increase of 4.3%.</p> <p>Fiona provided a detailed presentation of the consultation and benchmarking exercise that took place (as detailed in the report).</p> <p>MC Query – requested an update on the impact on the bedroom tax.</p> <p>Response – the Scottish Government subsidises this automatically for those impacted.</p>		
Outcome:	Management Committee approved the recommendation by general consent.	
Actions:	None.	

Item 5 Proposed budget 25/26		<i>For: Information, Discussion, & Decision</i>
<p>The purpose of the report was to provide an overview of the proposed budget for 2025/26.</p> <p>Tom provided a detailed presentation of the proposed budget, and Management Committee were asked to consider the proposed budget presented.</p>		
Outcome:	Management Committee approved the recommendation by general consent.	
Actions:	None.	

Item 6 Proposed Factoring Management Fee 25/26		<i>For: Information, Discussion, & Decision</i>
<p>The purpose of the report was to present the proposed Factoring Management Fee for 2025/26. The Management Committee were asked to consider the proposal.</p>		
Outcome:	Management Committee approved the recommendation by general consent.	
Actions:	None.	

Item 7 Allocation Policy Review		<i>For: Information, Discussion, & Decision</i>
<p>The purpose of the report was to present the proposed changes to the Allocations Policy. The Management Committee were asked to consider the proposed changes.</p> <p>Fiona provided a detailed presentation of the changes, and rationale for the changes, in relation to the Allocation Policy (as detailed in the report).</p>		
Outcome:	Management Committee approved the recommendation by general consent.	
Actions:	None.	

Item 8 Sheltered Housing Update (Verbal)		<i>For: Information, Discussion, & Decision</i>
<p>Fiona provided the following verbal update/recap on the progress of the deregulation of the Sheltered Housing service:</p> <ul style="list-style-type: none"> ▪ Proposal to deregulate the service was logged with the SHR (as a notifiable event). 		

Item 8	Sheltered Housing Update (Verbal)	<i>For: Information, Discussion, & Decision</i>				
<ul style="list-style-type: none"> ▪ The SHR requested further information in relation to the process (including potential redundancies, impact on tenants, and an equalities impact assessment). ▪ Information was provided via the online portal and the SHR responded that they were satisfied with the information provided. ▪ Next steps – the tenants will be notified of the deregulation from 1 April 2025 and further consultation will take place with them to check the progress of the change (and its impact). 						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Outcome:</td> <td>Management Committee noted the verbal update.</td> </tr> <tr> <td>Actions:</td> <td>Update to be provided 6-months post deregulation.</td> </tr> </table>			Outcome:	Management Committee noted the verbal update.	Actions:	Update to be provided 6-months post deregulation.
Outcome:	Management Committee noted the verbal update.					
Actions:	Update to be provided 6-months post deregulation.					
Item 9	Standing Orders Review	<i>For: Information, Discussion, & Decision</i>				
<p>Extension requested until February Management Committee meeting.</p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Outcome:</td> <td>Management Committee agreed extension.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee agreed extension.	Actions:	None.
Outcome:	Management Committee agreed extension.					
Actions:	None.					
Item 10	Customer Engagement Strategy Update	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report was to seek feedback on the draft Customer Engagement Strategy and ask the Management Committee to consider the 4 outcomes before the final stage of consultation is completed with staff.</p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Outcome:</td> <td>Management Committee approved the recommendation by general consent.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee approved the recommendation by general consent.	Actions:	None.
Outcome:	Management Committee approved the recommendation by general consent.					
Actions:	None.					
Item 11	PIN & Events Group Update	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report was to update on the activities of the PIN and Events Focus groups.</p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Outcome:</td> <td>Management Committee noted the update.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted the update.	Actions:	None.
Outcome:	Management Committee noted the update.					
Actions:	None.					
Item 12	Membership & Use of the Seal Update	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report was to provide an update on the Membership of the Association, and to ask the Management Committee to consider new member detailed.</p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Outcome:</td> <td>Management Committee noted the update and approved new membership.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted the update and approved new membership.	Actions:	None.
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Actions:	None.					
Item 13	Development Update	<i>For: Information, Discussion, & Decision</i>				
<p>The purpose of the report is to provide an update of the ongoing development projects and property acquisitions.</p> <p>Clive confirmed that there had been no significant damage to the new build site from the storm on Friday 24 January 2025.</p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Outcome:</td> <td>Management Committee noted the update.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted the update.	Actions:	None.
Outcome:	Management Committee noted the update.					
Actions:	None.					

Item 14	Confidential Report (tabled)	<i>For: Information, Discussion, & Decision</i>						
<p>The purpose of the report was to provide an overview of a recent notifiable event. Management Committee members noted this item would be minuted separately and confidentially.</p>								
<table border="1"> <tr> <td>Outcome:</td> <td colspan="2">Management Committee ratified the report and decisions taken.</td> </tr> <tr> <td>Actions:</td> <td colspan="2">None.</td> </tr> </table>			Outcome:	Management Committee ratified the report and decisions taken.		Actions:	None.	
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Actions:	None.							
Item 15	Correspondence							
15.1	Chair Training Opportunity							
15.2	<p>SHR Consultation Outcome (ARC)</p> <p>Clive highlighted that there are changes coming to the ARC and the Management Committee can read further on the SHR website (link provided in papers)</p>							
15.3	GWSF Conference							
Item 16	AOCB							
16.2	<p><u>SPSO Complaint</u></p> <p>A complaint has been reported to the SPSO and they have contacted us for information. The Association is working through that.</p> <table border="1"> <tr> <td>Outcome:</td> <td colspan="2">Management Committee noted the update.</td> </tr> <tr> <td>Actions:</td> <td colspan="2">Update to be provided at next Management Committee Meeting.</td> </tr> </table>		Outcome:	Management Committee noted the update.		Actions:	Update to be provided at next Management Committee Meeting.	
Outcome:	Management Committee noted the update.							
Actions:	Update to be provided at next Management Committee Meeting.							
16.3	<p><u>Community Based Housing Associations Forum</u> are celebrating turning 50 and they are holding an event. Further information will be supplied to the Management Committee.</p> <table border="1"> <tr> <td>Outcome:</td> <td colspan="2">Management Committee noted the update.</td> </tr> <tr> <td>Actions:</td> <td colspan="2">None.</td> </tr> </table>		Outcome:	Management Committee noted the update.		Actions:	None.	
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Actions:	None.							
16.4	<p><u>Storm – 24 January 2025</u></p> <p>There was limited damage from the storm on Friday, some to Braidfauld and TALC roofs and some fences were down.</p> <table border="1"> <tr> <td>Outcome:</td> <td colspan="2">Management Committee noted the update.</td> </tr> <tr> <td>Actions:</td> <td colspan="2">None.</td> </tr> </table>		Outcome:	Management Committee noted the update.		Actions:	None.	
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Actions:	None.							
16.6	<p><u>EVH Membership</u> renewal has been received and it is approximately £5,000.</p> <table border="1"> <tr> <td>Outcome:</td> <td colspan="2">Management Committee noted the update.</td> </tr> <tr> <td>Actions:</td> <td colspan="2">None.</td> </tr> </table>		Outcome:	Management Committee noted the update.		Actions:	None.	
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Actions:	None.							
16.7	<p><u>Equalities Training</u></p> <p>The Management Committee have equalities training taking place on 7 July and it is proposed that the members of the PIN are invited to attend.</p> <table border="1"> <tr> <td>Outcome:</td> <td colspan="2">Management Committee agreed to the proposal.</td> </tr> <tr> <td>Actions:</td> <td colspan="2">None.</td> </tr> </table>		Outcome:	Management Committee agreed to the proposal.		Actions:	None.	
Outcome:	Management Committee agreed to the proposal.							
Actions:	None.							
Item 17	Date & Time of Next Meeting							

Management Committee Meeting Minute

Management Committee Meeting

Date	24 February 2025
Location	Hybrid (868 Tollcross Road + online via Teams)
Start time	6.00pm (planned end time 8.00pm)

Item 18 Upcoming Training

Date & Time	Topic
Monday 17 March 2025	Overview of Housing Management