

Management Committee Meeting Minute

Meeting summary:

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

Present:

Chris Elliot (Chair)	Gail Jackson	Agnes Phillips
Geraldine Connolly	Eileen Watters	Esther Skimins
John McMorrow	Alice Lyness	

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

In attendance:	Clive Douglas, Chief Executive
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: Drew McPhail, Ellen Garscadden, Sharon May and Jackie Jeffs. Special Leave of Absence: Steve Fleming (extension agreed until May 2025)
1.2	Declaration of Interest: None.

Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on 27 January 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 (11 November 2024): Ratified. ii. Operations Sub-Committee (21 October 2024): Ratified.

Item 3	Action Schedule 2024/25	
Ref	Info	Update
B9	Standing Orders	On agenda.
B10	Treasury Management Policy	No update required.

Item 4	ARC KPIs 2024/25 Q3 Update	<i>For: Information, Discussion, & Decision</i>
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The purpose of the report was to present the quarter 3 KPIs for the indicators within the Scottish Housing Charter (ARC) relating to Corporate, Housing and Maintenance teams. These KPIs are discussed in-depth at the Operation and Audit Sub-committees.

The Management Committee were asked to note the report.

Outcome:	Management Committee noted the report.
Actions:	None.

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Item 5	Former Tenant Write-offs	<i>For: Information, Discussion, & Decision</i>
<p>The purpose of the report was to outline the current level and type of former tenant rent arrears and ask the Management Committee to consider the recommended level of formal tenant arrears write-off.</p> <p><i>Due to the sensitive nature of this item, details have been redacted.</i></p>		
Outcome:	Management Committee approved the recommendation by general consent.	
Actions:	<i>Due to the sensitive nature of this item, details have been redacted.</i>	

Item 6	Policy Update	<i>For: Information, Discussion, & Decision</i>
<p>The purpose of the report was to present the Procurement Policy and Procurement Strategy, and to ask the Management Committee to consider accepting these documents.</p> <p>Discussion took place surrounding section 12 of the Procurement Policy, in relation to the Glasgow Living Wage. It was agreed that this section would be updated in line with the Association's Fair Work Commitment to the real living wage (in line with the removal of the Glasgow Living Wage scheme).</p> <p>It was requested that further clarity of the role of the Management Committee in the procurement / tender process be included, mirroring what is included in the standing orders.</p> <p>Clarity was sought in relation to section 8 of the Procurement Strategy, in relation to the review periods, where it stated it would be updated annually and reviewed every 3-years. It was confirmed that appendix 1 would be updated annually in line with the procurement activity undertaken but the strategy would only be fully reviewed every 3-years.</p>		
Outcome:	Management Committee approved the recommendation by general consent, in line with the requested updates.	
Actions:	Update section 12 Procurement Policy (in line with Fair Work Commitment). Update role of Management Committee in procurement process. Update section 8 Procurement Strategy (to clarify review periods).	

Item 7	Notifiable Event	<i>For: Information, Discussion, & Decision</i>
<i>Due to the sensitive nature of this item, details have been redacted.</i>		
Outcome:	Management Committee noted the report.	
Actions:	None.	

Item 8	Development Update	<i>For: Information, Discussion, & Decision</i>
<p>The purpose of the report was to provide an update on the Association's current development projects, property acquisition and storm damage. The Management Committee were asked to note the report.</p> <p>Discussion took place regarding the property acquisitions. It was confirmed that the Association would be seeking to purchase larger properties in the first instance. However, if a smaller property was deemed suitable, this would also be considered.</p>		
Outcome:	Management Committee noted the report.	
Actions:	None.	

Item 9	Risk Register Review	<i>For: Information, Discussion, & Decision</i>
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The purpose of the report was to update the Management Committee of the most recent review of the Association's Risk Register. The Management Committee were asked to note the report.

Outcome:	Management Committee noted the report.
Actions:	None.

Item 10	Pay Award 2025/26	<i>For: Information, Discussion, & Decision</i>
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Clive presented the employer ballot letter received from EVH, in relation to the 2025/26 pay award for employees. Clive confirmed that there has been further communication with EVH regarding the 3-year deal. Clive confirmed that the floor and ceiling detailed within the letter (for the 2026/27 and 2027/28), relates to the CPI figure and not the whole percentage offer.

Clive confirmed that they had budgeted for 2.7% increase. However, there is scope within the budget to meet the proposed increase of 4.0%.

The Management Committee were asked to consider the proposal and confirm if they wish to accept or decline the proposal.

Outcome:	Management Committee approved the recommended proposal.
Actions:	None.

Item 11	Standing Orders (draft working document)	<i>For: Information, Discussion, & Decision</i>
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The working document was sent to the Management Committee to allow for them to consider them before the next meeting, where a wider discussion would take place.

Outcome:	None.
Actions:	To be discussed at next Management Committee meeting.

Item 12	Correspondence
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12.1	GWSF January 2025 Update – Noted by Management Committee.
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12.2	GWSF Membership Consultation – Noted by Management Committee.
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12.3	SHR Request for data – Noted by Management Committee.
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Item 13	AOCB				
13.1	<p><u>Eviction Reports</u></p> <p>Management Committee were asked to consider three eviction reports. Fiona talked the Management Committee through the three reports, highlighting the following key information:</p> <p>Report 1 (case 2 2024/25 - £3,745.06) – tenant has not paid since April 2024 and fails to engage with the Association (and failed to attend court).</p> <p>Report 2 (case 3 2024/25 - £4,538.08) – tenant has long periods of non-payment since 2019. Tenant was served NOP at £2,000 and took no action to reduce arrears.</p> <p>Report 3 (case 4 2024/25 - £6,492.47) – tenant had previously been in arrears of approximately £6,000, and they cleared the figure in one payment. The case has been at court 5 times, with arrangements being offered each time. Decree was granted but capped the arrears at £5,000.</p> <p>Discussion took place regarding case 4, and if the Association was required to accept payment if made, due to the extensive time and resources spent continually dealing with the same issues. It was confirmed that advice had been sought from the solicitor, but further advice will be requested.</p> <table border="1"> <tr> <td>Outcome:</td><td>Management Committee approved the 3 eviction reports.</td></tr> <tr> <td>Actions:</td><td>Further advice to be sought from Solicitor.</td></tr> </table>	Outcome:	Management Committee approved the 3 eviction reports.	Actions:	Further advice to be sought from Solicitor.
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Item 14	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 15	Upcoming Training (5.00pm – 6.00pm)
Date & Time	Topic
31 March 2025	Overview of Housing Management (Fiona Mills)
28 April 2025	Financial Risk (Tom Hastings)
19 May 2025	Role of committee as an employer (Dianne Mathewson)