

Management Committee Meeting Minute

Meeting summary:

Date	19 May 2025
Location	Hybrid (868 Tollcross Road + online via Teams)

Start time	6.00pm
End time	8.00pm

Present:

Chris Elliot (Chair) ✓	Geraldine Connolly ✓	Gail Jackson ✓	Agnes Phillips ✓
Drew McPhail (Vice Chair) ✓	Bill Dougan ✓	Jackie Jeffs ✓	Eileen Watters ✓
Esther Skimins (Secretary) ✓	Steve Fleming	Alice Lyness ✓	John McMorrow ✓
	Ellen Garscadden ✓	Sharon May ✓	

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

In attendance:	Clive Douglas, Chief Executive	Anne Wilson, Corporate Director
Fiona Mills, Housing Director	Joe Wilson, Technical Director	Tom Hastings, Finance Director
Dianne Mathewson, Corporate Services Manager (minutes)		

Agenda items:

Item 1	Welcome, Apologies & Declaration of Interest
1.1	Apologies: Anne Wilson. Special Leave of Absence: Steve Fleming. Steve requested a further 3-month extension for his special leave of absence. This was approved by general consent.
1.2	Declaration of Interest: None.
Item 2	Minute of Previous Meetings
2.1	Minute of the Management Committee Meeting held on 28 April 2025 i. Matters arising: Item 11 - Risk Management Strategy updated with risk appetite table discussed. ii. Corrections to the minute: Item 2 – Minute of previous meeting was dated incorrectly (should have read 31 March 2025 not 24 February 2025). 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: 17 February 2025 – ratified. ii. Operations Sub-Committee: 10 February 2025 – ratified.

Item 3	Action Schedule 2024/25	
Ref	Info	Update
B12	Overpayments being used for former tenant write-offs.	GCC are now looking for repayment of previous overpayments. Impact being explored and what information currently held (as former tenant data is not held indefinitely due to GDPR legislation). Update noted and action closed.
B15	Procurement thresholds in relation to new investment.	Thresholds checked and no impact identified. Update noted and action closed.
C01	Homeless lets KPI.	Previous KPI was 60%. Discussions to take place to review KPI figure. Update for Management Committee to be confirmed by June 2025.
C02	Gifts & hospitality levels.	Levels checked for individual employees – there has been no breach of policy in relation to thresholds for gift amounts. Update noted and action closed.

Item 4	KPIs Year End 2024/25	<i>For: Information, Discussion, & Decision</i>
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Purpose: to provide the figures for the Annual Return on the Charter (ARC), which is due for SHR submission on 31 May each year. Clive talked the Management Committee through the figures and highlighted the following:

- Stock figure increased due to acquisition programme.
- Some of the satisfaction figures have remained the same over the last 3-years. This is due to the figures coming from the 3-year large scale survey. This survey is due for renewal this year and the Management Committee should see a change in figures for the next ARC.
- Tenancy offers refused was slightly up on the previous year's performance. However, overall the trend is tracking down as previously it has been as high as 50%.
- Average time to re-let homes has been steadily coming down (since the increase over covid). However, it still remains higher than the Association aims for.
- Housing costs paid directly to HA (C6) – we have seen tenants who have moved onto UC immediately ask for the direct payment to be set up. We can also request a direct payment when a tenant is in arrears.

MC Query – in relation to the acquisition programme and if it will continue into 2025/26.

Response – programme looks likely to continue, based on initial discussions with GCC. The grant had previously been set at 75%. However, based on the actual total spend by the Association, the grant only equated to approximately 60%. The new proposal is for grants up to 70%, and the Association would need to ensure that this continues to be value for money.

MC Query – in relation to the acquisition programme and if the properties need to be provided for homelessness cases.

Response – previously the grant offer allowed for the property or suitable alternative to be used for homelessness referrals. However, moving forward the grant offer will restrict this to the property purchases to be used for homelessness referrals only.

MC Query – in relation to the re-let days, is there issues impact this (i.e. rise of hoarding cases).

Response – there has been a noted increase in tenants struggling to look after their homes and the Association is looking at ways to help tenants before things get out of control (previously looked at yearly inspection visits).

Management Committee were asked to approve the figure for submission.

Outcome:	Management Committee noted the report. Management Committee approved the submission details and approved authority for changes in data to be made where errors identified without further approval required from Management Committee (ratification of figures only).
Actions:	None.

Item 5	Business Plan Financial Review	<i>For: Information, Discussion, & Decision</i>
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Purpose: to provide the Business Plan figures for the 30-year projections, which is due for submission to our lenders by 30 May. Tom presented the figures (including assumptions used, sensitivity analysis, and changes from 2024 to 2025) to the Management Committee and sought approval for submission.

Outcome:	Management Committee noted the report and approved the submission details.
Actions:	None.

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Item 6	Five-year financial projections	<i>For: Information, Discussion, & Decision</i>				
<p>Purpose: to provide the five-year financial projections, which is due for submission to the SHR by 31 May. Tom presented the figures (including assumptions used, sensitivity analysis, and developments) to the Management Committee and sought approval for submission.</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Management Committee noted the report and approved the submission details.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted the report and approved the submission details.	Actions:	None.
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Actions:	None.					
Item 7	Loan Portfolio: 2025 Annual Return	<i>For: Information, Discussion, & Decision</i>				
<p>Purpose: to provide the Management Committee an overview of the loan portfolio figures, which are due to be submitted to the SHR before 1 July. Tom presented the figures to the Management Committee and sought approval for submission.</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Management Committee noted the report and approved the submission details.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted the report and approved the submission details.	Actions:	None.
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Actions:	None.					
Item 8	Development Update	<i>For: Information, Discussion, & Decision</i>				
<p>Purpose: to provide an update on the on-going development projects</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Management Committee noted report.</td> </tr> <tr> <td>Actions:</td> <td>Walkabout to be arrange prior to the next Operations Sub-committee for the development at Altyre Street.</td> </tr> </table>			Outcome:	Management Committee noted report.	Actions:	Walkabout to be arrange prior to the next Operations Sub-committee for the development at Altyre Street.
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Item 9	Data Protection Update	<i>For: Information, Discussion, & Decision</i>				
<p>Purpose: to provide an update during the year on data protection matters.</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Management Committee noted the report.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted the report.	Actions:	None.
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Actions:	None.					
Item 10	Health & Safety Update	<i>For: Information, Discussion, & Decision</i>				
<p>Purpose: to provide an update on health and safety matters for the year 2024/25.</p>						
<table border="1"> <tr> <td>Outcome:</td> <td>Management Committee noted the report.</td> </tr> <tr> <td>Actions:</td> <td>None.</td> </tr> </table>			Outcome:	Management Committee noted the report.	Actions:	None.
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Actions:	None.					
Item 11	Engagement Plan Update	<i>For: Information, Discussion, & Decision</i>				
<p>Purpose: to update members of the Management Committee on the Associations recent engagement with the Scottish Housing Regulator (SHR). The Engagement Plan was published by SHR on 1 April 2025.</p> <p>Discussion: Management Committee raised concerns about the wording used in the engagement plan (financial management) and potential negative impact this could have on the Association's future funding. Management Committee understood the term was generic. However, concerns were raised that publicly this reads as 'mis-management' and the negative impact that this could have on the Association's reputation (and they potential negative impact on funders/creditors as Association could be seen as an increased risk). Management Committee were satisfied that the Association had robust financial management and Management Committee scrutiny.</p>						
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Actions:	None.					
Item 12	Correspondence – None.					

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Item 13	AOCB				
13.1	<p><u>Schedule 7 (Housing (Scotland) Act 2001) Benefit</u></p> <p>In line with point 8.6.1 of the Association's standing orders, the Management Committee were asked to consider the tabled report for decision. The Management Committee agreed (by general consent) to consider the report.</p> <table border="1"><tr><td>Outcome:</td><td>Management Committee noted and approved the report.</td></tr><tr><td>Actions:</td><td>None.</td></tr></table>	Outcome:	Management Committee noted and approved the report.	Actions:	None.
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Actions:	None.				

Item 14	Date & Time of Next Management Committee Meeting
Date	30 June 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
7 July 2025, 5.00pm	Equalities & Human Rights