



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 25th of January 2024 at 18:30 hrs in the Association's offices, 2310 Dumbarton Road, Yoker.

AGENDA

*** for approval / decision

- 1.0 MANAGEMENT COMMITTEE
 - 1.1 APOLOGIES
 - 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
 - 1.3 TRAINING
 - 1.4 REGULATORY & STATUTORY RETURNS 2023 / 24
 - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2023 / 24
 - 1.6 HEALTH & SAFETY MATTERS
- 2.0 NEW MEMBERSHIP APPLICATIONS
- 3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL
- 4.0 CORRESPONDENCE
- 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 07.12.23
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
 - 6.1 QUARTERLY KEY PERFORMANCE INDICATORS REPORT
- 7.0 FINANCE REPORTS
 - 7.1 QUARTERLY CASH FLOW TO 31.12.23 REPORT
 - 7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 31.12.23 REPORT
 - 7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 31.12.23 REPORT
- 8.0 DEVELOPMENT REPORTS
 - 8.1 DEVELOPMENT SCHEME REPORT
- 9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
 - 9.1 ANNUAL RENT REVIEW 2024/25
 - 9.1.1 Comparability Report
 - 9.1.2 Affordability Report
 - 9.1.3 Financial Impact Report
 - 9.1.4 Recommendation Report
 - 9.2 QUARTERLY COMPLAINTS HANDLING REPORT
 - 9.3 TENANT PARTICIPATION STRATEGY REPORT
 - 9.4 MAINTENANCE SCHEME REPORT
 - 9.5 POLICY REVIEW REPORT
 - 9.5.1 Maintenance Policy
- 10.0 DATE OF NEXT MEETING 29.02.24
- 11.0 A.O.C.B.

Distribution

- | | | | | | |
|-------------------------------|-----|------------------------|-----|----------------------------|-----|
| 1. Shields, Graeme (Chairman) | ☑☑☑ | 6. Jarvis, Anna-Maria | ☒☑☑ | 11. Walker, Catriona | ☒☑☑ |
| 2. Ballantyne, Mary | ☑☒☑ | 7. McKendrick, Mick | ☑☑☒ | 12. Wronowska, Agnieszka | ☑☑☒ |
| 3. Busby, Elaine | ☒☒☑ | 8. Porter, Josephine | ☑☑☒ | 13. Vandermotten, Roderick | ☑☑☒ |
| 4. Donnelly, Lisa-Marie | ☒☒☑ | 9. Ryan, Isobel | ☒☒☑ | 14. <i>Casual Vacancy</i> | |
| 5. Fleming, Anne | ☑☑☒ | 10. Thompson, Margaret | ☑☒☑ | | |



MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 25th of January 2024 at 18:30hrs in the Association's offices at 2310 Dumbarton Road, Yoker, Glasgow.

Present

Shields, G (Chairman)
Ballantyne, M
Busby, E
Donnelly, L
Fleming, A
Jarvis, A
McKendrick, M
Porter, J
Ryan, I
Thompson, M
Vandermotten, R
Wronowska, A

In Attendance

Forrest, C J (Director)
Freeman, K (Secretary / Housing Services Manager)
McKay, K (Senior Finance Officer)

McQuade, M (Open meeting – tenant observer)
Morrison, S (Open meeting – staff observer)

G Shields welcomed M McQuade who had taken up the opportunity to attend and observe an open management committee meeting of the Association.

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

Apologies for absence were received from C Walker.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

The tenant members of the Management Committee declared their interest in Agenda Item No.9.1 being the review of rent charges for 2024/25.

However it was noted that they were specifically exempt from the need to excuse themselves from the discussion under the Code of Conduct. It was however noted that any decision should always be taken in the interests of the Association as a whole and as such their interests as tenants should not be allowed to influence their decision-making process.

There were no other declarations beyond those already reported in the Register of Interests.

1.3 TRAINING

The Director confirmed that a number of training sessions had been arranged to ensure that everyone who required the necessary training hours would be able to achieve their training target by the end of March 2024.

1.4 REGULATORY & STATUTORY RETURNS 2023 / 24

G Shields referred to the report and noted that all of the regulatory or statutory returns due for the current financial year had now been completed.

The report was then noted by those present.

1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2023 / 24

G Shields referred to the report and all those present or in attendance confirmed that they were not aware of any new whistleblowing, fraud or notifiable events having been raised since the last meeting.

The report was then noted by those present.



MINUTES

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1.0 MANAGEMENT COMMITTEE (Continued)

1.6 HEALTH & SAFETY MATTERS

Those present noted that there were no matters to report at this time.

2.0 NEW MEMBERSHIP APPLICATIONS

There was one new membership application from a bona fide applicant as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1339	[REDACTED]	[REDACTED]
1340	[REDACTED]	[REDACTED]
1341	[REDACTED]	[REDACTED]
1342	[REDACTED]	[REDACTED]
1343	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by A Jarvis, seconded by R Vandermotten, and unanimously agreed by those present.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

Other than the aforementioned share certificate, there were no documents for signing and use of the Seal.

4.0 CORRESPONDENCE

There were no items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 07.12.23

5.1 APPROVAL OF MINUTES

The Minutes were proposed by A Fleming, seconded by J Porter, and unanimously approved by those present.

5.2 MATTERS ARISING

There were no other matters arising.

At this point E Busby entered the meeting.

6.0 CORPORATE GOVERNANCE REPORTS

6.1 QUARTERLY KEY PERFORMANCE INDICATORS REPORT

G Shields referred to the report and the Director highlighted and provided a brief explanation for the key performance indicators where performance was below target.

Relatively high maintenance costs were identified as an area of concern with cost per unit having increased significantly over the last three to six months. This was attributed to both inflationary pressures and a number of unanticipated high-cost remedial works carried out to the scheme at the Blawarthill Street / Drysdale Street development.

However in overall terms, those present noted that the Association was achieving extremely high levels of compliance with its strategic objectives and the report was noted by those present.



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At this point A Wronowska entered the meeting.

7.0 FINANCE REPORTS

7.1 QUARTERLY CASH FLOW TO 31.12.23 REPORT

G Shields referred to the report and the Senior Finance Officer provided a brief summary of the performance achieved within the report and the impact on current cash and bank balances.

In the absence of any questions, the report was noted by those present.

7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 31.12.23 REPORT

G Shields noted that there had been a significant reduction in arrears levels over the last quarter with arrears having reduced by over thirty thousand pounds.

He also noted that there had been recovery of some significant former owner arrears. The Senior Finance Officer confirmed that these recoveries had been attributed to the lodgement of a Notice of Potential Liability (NoPL) against the respective properties.

The report was then noted by those present.

7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 31.12.23 REPORT

G Shields referred to the report and noted that performance was slightly better than anticipated for the year to date. However he noted that the biggest overspend related to repair costs and suggested that this be carefully monitored over the coming months.

The Senior Finance Officer also highlighted the higher insurance costs as the other key negative variance and provided an overview of the impact on the statement of financial position at the end of December 2023.

In response to a question from R Vandermotten, she explained that tenant reward scheme payments had been higher than budgeted as the number of tenants qualifying under the scheme had been higher than in previous years.

The report was then noted by those present.

8.0 DEVELOPMENT REPORTS

8.1 DEVELOPMENT SCHEME REPORT

Blawarthill Hospital Site

The Director referred to the report and those present noted the progress of the development.

In response to a question from G Shields, the Director explained that access to the properties for viewing at this stage was out of the question on health and safety grounds as the groundworks contractors had not yet commenced works. He went on to explain that the curtilage of the ground surrounding the properties was simply too low to make them accessible to most committee members at this stage.

He assured those present that he would notify them as soon as access could be arranged and that he still hoped this would be achievable by the end of February.

Acquisitions

The Director confirmed that two acquisitions had now been concluded and that a further one property was scheduled for acquisition at the end of February. He went on to confirm that further acquisitions would be progressed when these became available on the market.

The report was then noted by those present.



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9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS**9.1 ANNUAL RENT REVIEW 2024/25****9.1.1 Comparability Report**

G Shields referred to the report and asked the Housing Services Manager to provide an overview.

The Housing Services Manager then explained the key findings from the analysis which demonstrated that the Association's rent levels were lower than those being charged by almost all other landlords operating in the local area.

Those present also noted that the rent charges applied by the Association were lower than the Scottish average for all apartment sizes and that a substantial increase would need to be applied if this position was to change.

Although the statistics were favourable, M McKendrick noted that comparisons by apartment size alone did not take account of house type which could influence rent levels. Similarly, a housing provider with a higher proportion of smaller properties would skew their overall average rent downwards.

In the absence of any other questions or observations the report was noted by those present.

9.1.2 Affordability Report

G Shields noted the content of the affordability report and asked the Housing Services Manager to provide a summary of the key findings.

The Housing Services Manager then proceeded to discuss the report and explained that the analysis looked at the proportion of working income spent on rent by varying household types and property sizes. He went on to explain that the statistics were generated from the Scottish Federation of Housing Associations' (SFHA) affordability toolkit.

Those present noted that the Association's properties were generally affordable across all working household groups with the exception of young single person households in large family accommodation.

The Housing Services Manager provided points of clarification raised by those present following which the report was noted.

9.1.3 Financial Impact Report

The Senior Finance Officer provided an overview of the impact on cash flow of various rent increases and sensitivity analysis that demonstrated the impact of consistently applying rent increases at below inflationary rates.

She went on to explain that planned maintenance expenditure over the next five to ten years was likely to deplete cash reserves significantly but that while rent levels increased in line with inflation, the Association was unlikely to run out of cash at any time within the next thirty years.

However it was noted that sub-inflationary rent increases of just 0.5% lower than general inflation would result in the Association running out of cash reserves in around ten years' time. This would result in the Association having to borrow in order to fund operations.

In response to a question from R Vandermotten, the Senior Finance Officer confirmed that the Association was taking advantage of current interest rates to maximise returns on deposits within cash flow constraints.

A Jarvis asked for clarification on the current inflation rate and it was confirmed that this had reduced since the consultation letter to tenants had been issued. The Housing Services Manager confirmed that the current lower inflation rates would form the basis for any recommendation.

The report was then noted by those present.



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9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

9.1 ANNUAL RENT REVIEW 2024/25 (Continued)

9.1.4 Recommendation Report

The Housing Services Manager provided a brief summary of the content of the report. This included details of the response from tenants to the consultation exercise; analysis of rent increases applied over the last five years relative to inflation and the impact of inflation on planned maintenance costs.

The report also provided the outcome of a consultation by the SFHA which indicated that landlords were proposing to apply rent increases of between 4% and 9% from 1 April 2024 with an average increase of 6.39%.

The Housing Services Manager concluded by referring to the recommendation that a rent increase of 5.8% be applied from 1 April 2024 with a commitment to CPIH plus 1.5% from 1 April 2025 in order to equalise rent increases over the last five years with CPIH inflation.

G Shields then referred to the recommendation and there was lengthy discussion on the impact of inflation on maintenance costs as well as the unknowns surrounding decarbonisation of existing heating systems.

The recommended rent increase of 5.8% to be applied from 1 April 2024 was then proposed to be put to a vote by G Shields. The overwhelming majority of those present then voted in favour of the proposal with only one vote against and one abstention.

Those present then unanimously agreed that the secondary recommendation to apply an increase of CPIH plus 1.5% from 1 April 2025 be deferred for review in a year's time.

At this point I Ryan gave her apologies and left the meeting.

9.2 QUARTERLY COMPLAINTS HANDLING REPORT

G Shields referred to the report and the Housing Services Manager provided a brief summary of the key outcomes from the analysis. He explained the actions carried out to improve the service in the case where a complaint was upheld.

The report was then noted by those present.

9.3 TENANT PARTICIPATION STRATEGY REPORT

G Shields noted the progress in terms of the Association's action plan and it was agreed that the open management committee meeting should now be followed up by an open day.

Following discussion it was agreed that M Ballantyne, A Jarvis and A Fleming form a working group with the Housing Services Manager with a view to progressing the open day.

The report was then noted by those present.

9.4 MAINTENANCE SCHEME REPORT

The Housing Services Manager provided an update on the progress of the Association's planned maintenance programme.

The report was then noted by those present.



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9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

9.5 POLICY REVIEW REPORT

9.5.1 Maintenance Policy

G Shields referred to the policy and noted the main changes being recommended within the policy report.

Following brief discussion the policy was proposed by M Ballantyne, seconded by A Fleming and unanimously approved by those present.

10.0 DATE OF NEXT MEETING 29.02.24

G Shields confirmed that the next meeting of the Management Committee was scheduled to take place on Thursday the 29th of February 2024. The meeting type and time would be confirmed at a later date.

11.0 A.O.C.B.

Succession Planning

G Shields reminded those present that this would be his last year as Chairman. He asked those present to consider whether they wished to put themselves forward for the office in the run-up to the Annual General Meeting in September.

He suggested that those interested in the post consider relevant training in advance of an appointment.

Director's Appraisal

G Shields suggested that himself and other members of the sub-group who carried out the Director's Appraisal arrange to co-ordinate an interim update meeting as agreed at the main appraisal meeting earlier in the year.

Following discussion it was agreed to convene this meeting on Monday the 5th of February at 10:00am in the Association's offices.

There being no other competent business the meeting closed at 20:25 hrs.

Proposed By _____

Seconded By _____