



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 23rd of February 2023 at 19:00 hrs through the Association's on-line meeting portal.

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 2022 / 23
  - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2022 / 23
  - 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 26.01.23
  - 5.1 APPROVAL OF MINUTES \*\*\*
  - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
  - 6.1 HEALTH & SAFETY CONTROL MANUAL REVIEW REPORT \*\*\*
  - 6.2 MANAGEMENT COMMITTEE APPRAISAL FEEDBACK REPORT \*\*\*
- 7.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
  - 7.1 POLICY REVIEW REPORT
    - 7.1.1 Rent Setting \*\*\*
    - 7.1.2 Decoration Allowance for Void Properties \*\*\*
    - 7.1.3 Repair Response Times and Categories \*\*\*
    - 9.1.4 Asbestos Management \*\*\*
  - 7.2 MAINTENANCE SCHEME REPORT \*\*\*
- 8.0 DATE OF NEXT MEETING 30.03.23
- 9.0 A.O.C.B.

Distribution

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



## MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 23rd of February 2023 at 19:00hrs through the Association's on-line meeting portal.

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### Present

Shields, G (Chairman)  
Ballantyne, M  
Donnelly, L  
McKendrick, M  
Parker, M  
Thompson, M

### In Attendance

Forrest, C J (Director)  
Freeman, K (Secretary / Housing Services Manager)  
  
Gaffney, O (SHARE)

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## 1.0 MANAGEMENT COMMITTEE

### 1.1 APOLOGIES

Apologies for absence were received from J Porter, E Busby, A Fleming, A Jarvis, R Vandermotten and I Ryan.

### 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

G Shields asked those present to confirm that their declarations were up-to-date and if they wished to make any further declarations or declare an interest on any items on the Agenda.

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

### 1.3 TRAINING

G Shields referred to the report and the Director confirmed that a number of committee members would need to do some training before the end of March in order to achieve their minimum training hours.

It was suggested that some courses might be arranged to help the Management Committee achieve the target training hours. It was also suggested that this training should be based upon the recommendations in the SHARE report being brought forward at this meeting.

The report was then noted by those present.

### 1.4 REGULATORY & STATUTORY RETURNS 2022 / 23

G Shields referred to the report and noted that all regulatory and statutory returns due for the current financial year had been completed and submitted. The only on-going changes were in relation to the publication of information on the Association's website.

The report was then noted by those present.

### 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2022 / 23

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.

### 1.6 HEALTH & SAFETY MATTERS

G Shields asked if there were any health and safety matters to be raised, noting that updates to the Health and Safety Control Manual (HSCM) were on the Agenda for this meeting.

It was noted that there were no other matters to report at this time.



**MINUTES**

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**2.0 MEMBERSHIP APPLICATIONS**

There were four new membership applications from bona fide applicants as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1314	[REDACTED]	[REDACTED]
1315	[REDACTED]	[REDACTED]
1316	[REDACTED]	[REDACTED]
1317	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by M Thompson, seconded by M Parker, and unanimously agreed by those present.

**3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL**

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

**4.0 CORRESPONDENCE**

Scottish Housing Regulator – Update on Tenant and Resident Safety

There were no other items of correspondence.

**5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 26.01.23**

**5.1 APPROVAL OF MINUTES**

The Minutes were proposed by L Donnelly, seconded by M Ballantyne, and unanimously approved by those present.

**5.2 MATTERS ARISING**

There were no other matters arising.

**6.0 CORPORATE GOVERNANCE REPORTS**

**6.2 MANAGEMENT COMMITTEE APPRAISAL FEEDBACK REPORT**

O Gaffney of SHARE explained that she was presenting her final report following the completion of the observation, survey and one-to-one interview sessions with Management Committee. However she confirmed that the individual learning statements (ILS) and learning and development (L&D) plans had yet to be finalised before issuing.

She then went on to provide a detailed analysis of the report, highlighting the various areas covered and the key outcomes including a total of six recommendations. She concluded her report by saying that all the evidence showed that the Management Committee worked positively together as a team with the necessary knowledge and skills to lead the Association.

Following a brief question and answer session, O Gaffney confirmed that she planned to issue the ILS and L&D plans the following week. She concluded by thanking those present for their co-operation and participation in the process.

G Shields then thanked O Gaffney on behalf of the Management Committee for her presentation and assistance in completing the process.

At this point O Gaffney left the meeting.



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### 6.0 CORPORATE GOVERNANCE REPORTS (Continued)

#### 6.1 HEALTH & SAFETY CONTROL MANUAL REVIEW REPORT

G Shields referred to the report and the Housing Services Manager provided an overview of the amendments being recommended at this time.

He explained that the Association had adopted the Employers in Voluntary Housing (EVH) Health and Safety Control Manual and that the changes currently being recommended were as a result of a review by EVH. No other changes beyond those recommended by EVH were being recommended at this time.

The Director explained that one of the fire warden staff members included within the policy had recently left the Association and the Housing Services Manager agreed to take up this vacancy.

Subject to that amendment, the updated control manual was proposed by M Ballantyne, seconded by L Donnelly and unanimously approved by those present.

### 7.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

#### 7.1 POLICY REVIEW REPORT

##### 7.1.1 Rent Setting

G Shields noted that the policy was due for review following the approval of the annual rent increase from 1 April 2023.

The Housing Services Manager confirmed that updates as a result of the approved rent increase were the only amendments to the policy. The policy was then proposed by M Thompson, seconded by M Ballantyne and unanimously approved by those present.

##### 7.1.2 Decoration Allowance for Void Properties

G Shields noted that the only amendments being recommended at this time were the inclusion of a section on human rights within the corporate cover sheet and an uplift in the level of allowance.

The Housing Services Manager confirmed that the uplift was in line with the annual rent increase of 4.9%.

In the absence of any other recommended changes to the policy, it was proposed by M Parker, seconded by M McKendrick and unanimously approved by those present.

##### 7.1.3 Repair Response Times and Categories

G Shields noted that no changes were being recommended to this policy beyond the inclusion of a section on human rights within the corporate cover sheet.

The policy was then proposed by L Donnelly, seconded by M Thompson and unanimously approved by those present.

##### 7.1.4 Asbestos Management

G Shields noted the changes being recommended at this time were minor wording changes and the inclusion of the section on human rights in the corporate cover sheet.

The Housing Services Manager explained the reasons for the wording changes and confirmed that the policy was working well in practice.

The policy was then proposed by M Ballantyne, seconded by M Parker and unanimously approved by those present.



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7.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

7.2 MAINTENANCE SCHEME REPORT

The Housing Services Manager provided an update on progress with the various planned maintenance projects currently underway.

Fabric Repairs

He explained that due to delays in the production and availability of stone, the stone works scheduled for completion in the current year were likely to be delayed. He anticipated completion in April 2023 rather than March 2023.

1945 Dumbarton Road

He also confirmed that the refurbishment of the property at 1945 Dumbarton Road was likely to be delayed by a few weeks due to the time taken for installation of new gas and electricity meters by Scottish Gas Networks and Scottish Power respectively.

City Fibre

The Housing Services Manager confirmed that a site visit had been facilitated for committee members as previously requested. He also confirmed that he observed no issues with the installation which generally used existing conduits for installing the new cables.

Following further discussion, it was unanimously agreed by those present that City Fibre be granted permission to carry out their surveys in advance of any installation.

In response to a question from M Ballantyne, the Housing Services Manager confirmed that no personal name and address data would be provided to City Fibre as part of this process.

The report was then noted by those present.

10.0 DATE OF NEXT MEETING 30.03.23

G Shields confirmed that the next meeting would be held on the 30th of March 2023.

11.0 A.O.C.B.

There being no other competent business the meeting closed at 20:15 hrs.

Proposed By \_\_\_\_\_

Seconded By \_\_\_\_\_