



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 4th of May 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 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 30.03.23**
  - 5.1 APPROVAL OF MINUTES \*\*\*
  - 5.2 MATTERS ARISING
- 6.0 **CORPORATE GOVERNANCE REPORTS**
  - 6.1 FREEDOM OF INFORMATION 2022/23 REPORT
  - 6.2 GENERAL DATA PROTECTION 2022/23 REPORT
  - 6.3 QUARTERLY KEY PERFORMANCE INDICATORS TO 31.03.23 REPORT
  - 6.4 ANNUAL RETURN ON THE CHARTER 2023 \*\*\*
  - 6.5 LOAN PORTFOLIO RETURN 2023 \*\*\*
- 7.0 **FINANCE REPORTS**
  - 7.1 QUARTERLY CASH FLOW TO 31.03.23 REPORT
  - 7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 31.03.23 REPORT
  - 7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 31.03.23 REPORT
  - 7.4 AUDIT LETTER OF REPRESENTATION \*\*\*
  - 7.5 FINANCIAL STATEMENTS TO 31.03.23 \*\*\*
  - 7.6 AUDIT SUMMARY REPORT
- 8.0 **DEVELOPMENT REPORTS**
  - 8.1 DEVELOPMENT SCHEME REPORT
- 9.0 **HOUSING MANAGEMENT & MAINTENANCE REPORTS**
  - 9.1 QUARTERLY COMPLAINTS HANDLING REPORT
  - 9.2 TENANT PARTICIPATION STRATEGY REPORT
  - 9.3 ANNUAL LEGAL ACTION 2022/23 REPORT
  - 9.4 ANNUAL ANTI-SOCIAL BEHAVIOUR & NEIGHBOUR NUISANCE COMPLAINTS 2022/23 REPORT
  - 9.5 TENANCY SUSTAINMENT 2022/23 REPORT
  - 9.6 TENANCY MANAGEMENT 2022/23 REPORT
  - 9.7 MAINTENANCE SCHEME REPORT
- 10.0 **DATE OF NEXT MEETING 25.05.23**
- 11.0 **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 4th of May 2023 at 19:00hrs via the Association's online meeting portal.

---

### Present

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

### In Attendance

Forrest, C J (Director)  
Freeman, K (Secretary / Housing Services Manager)  
  
Booth, K (Alexander Sloan – External Auditors)

---

G Shields welcomed K Booth of Alexander Sloan to the meeting and explained that he would be speaking to agenda items 7.5 and 7.6.

## 1.0 MANAGEMENT COMMITTEE

### 1.1 APOLOGIES

Apologies for absence were received from A Fleming.

### 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

In addition to those recorded in the Register of Interests – none declared.

### 1.3 TRAINING

Training performance was noted by those present, and G Shields reminded those present of the continuing need to ensure that they achieved their training hours to meet the minimum training requirement.

### 1.4 REGULATORY & STATUTORY RETURNS 2023 / 24

G Shields referred to the report and those present noted that most regulatory and statutory returns remained outstanding for the current financial year. The Director confirmed that he anticipated all returns being submitted by their respective due dates for completion.

### 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.

### 1.6 HEALTH & SAFETY MATTERS

G Shields asked if there were any health and safety matters to be raised and those present noted that there were no matters to report at this time.



## MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 4th of May 2023 at 19:00hrs via the Association's online meeting portal.

---

### 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>
1324	[REDACTED]	[REDACTED]
1325	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by A Wronowska, seconded by I Ryan, and unanimously agreed by those present.

### 3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

#### Wylie + Bisset

The internal audit engagement letter for 2023/24 received from Wylie + Bisset was approved for signing by those present.

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

### 4.0 CORRESPONDENCE

#### Special Leave of Absence

Due to ill health, A Fleming requested special leave of absence for the next four months. Following brief discussion this was unanimously approved by those present.

There were no other items of correspondence.

### 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 30.03.23

#### 5.1 APPROVAL OF MINUTES

The Minutes were proposed by L Donnelly, seconded by C Walker, and unanimously approved by those present.

#### 5.2 MATTERS ARISING

There were no other matters arising.

### 7.0 FINANCE REPORTS

#### 7.4 AUDIT LETTER OF REPRESENTATIONS

The Audit Letter of Representations was reviewed and unanimously approved for signing by those present.

#### 7.5 FINANCIAL STATEMENTS TO 31.03.23

G Shields referred to the Financial Statements and the Director provided a brief overview of the final results for the year. He explained that these results were identical to those reported in the more detailed management accounts for the same period.

K Booth confirmed that following completion of the audit of the Financial Statements he was happy to sign off the Audit Report confirming that the Financial Statements provided a true and fair view and met the relevant statutory and regulatory disclosure requirements.

Signing of the Financial Statements on behalf of the Association was then proposed by A Wronowska, seconded by M Ballantyne and unanimously approved by those present.



## MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 4th of May 2023 at 19:00hrs via the Association's online meeting portal.

---

### 7.0 FINANCE REPORTS (Continued)

#### 7.6 AUDIT SUMMARY REPORT

K Booth provided a detailed explanation of the content of the report highlighting the key areas considered as part of the audit process. He concluded by confirming that he had no adverse matters or recommendations to report following the audit.

The report was then noted by those present.

At this point those present thanked K Booth for his attendance and he left the meeting.

### 6.0 CORPORATE GOVERNANCE REPORTS

#### 6.1 FREEDOM OF INFORMATION 2022/23 REPORT

G Shields referred to the report and those present noted that the Association had fulfilled its publication obligations and its response to the two information requests received during the year within the required timescales.

The report was then noted by those present.

#### 6.2 GENERAL DATA PROTECTION 2022/23 REPORT

G Shields referred to the report and noted that there had been one subject access request received during the year. The Housing Services Manager confirmed that this had been responded to within the required statutory deadline.

The report was then noted by those present.

#### 6.3 QUARTERLY KEY PERFORMANCE INDICATORS TO 31.03.23 REPORT

The Director provided an overview of the performance which showed an overall improvement over the final quarter of the year. He highlighted the areas where targets had not been met and where further improvement could be achieved. However in overall terms, those present noted that the Association was largely compliant with its strategic objectives as measured by the key performance indicators.

The report was then noted by those present.

#### 6.4 ANNUAL RETURN ON THE CHARTER 2023

G Shields referred to the Annual Return on the Charter (ARC) for 2023 and a minor amendment was brought to the attention of those present as a result of a change in the technical guidance received in the last week after the papers had been issued. As a result of that change, page 13 of the ARC was amended to show a higher level of compliance with the Scottish Housing Quality Standard (SHQS).

Following brief discussion and explanation of some of the statistics that had varied significantly from the previous year, submission of the ARC was proposed by A Wronowska, seconded by C Walker and unanimously approved by those present.

#### 6.5 LOAN PORTFOLIO RETURN 2023

G Shields noted that the report was prepared on a nil return basis as the Association has no loan finance.

Submission of the Loan Portfolio Return was then proposed by R Vandermotten, seconded by M Parker and unanimously approved by those present.



## MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 4th of May 2023 at 19:00hrs via the Association's online meeting portal.

---

### 7.0 FINANCE REPORTS

#### 7.1 QUARTERLY CASH FLOW TO 31.03.23 REPORT

G Shields noted that this report had been deferred as it had not been prepared in time for inclusion with the papers issued.

#### 7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 31.03.23 REPORT

G Shields noted the increase in arrears and the Director explained that this was attributable to a number of high-cost common repairs having been recharged to owners in the quarter to the end of March 2023. He confirmed that around thirty thousand pounds had been collected to date and that this would contribute to a significant reduction in arrears levels.

The report was then noted by those present.

#### 7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 31.03.23 REPORT

G Shields asked the Director to provide an overview of the results.

The Director confirmed that performance had been significantly better than budget for the year to the end of March 2023 and provided an analysis of the main variances from budget reflected in the accounts.

Following discussion of the results, the report was noted by those present.

### 8.0 DEVELOPMENT REPORTS

#### 8.1 DEVELOPMENT SCHEME REPORT

G Shields referred to the report and those present noted the progress of the Blawarthill development. However it was noted that the development remained behind schedule with hand-over currently estimated for the end of November 2023.

The report was then noted by those present.

### 9.0 MANAGEMENT & MAINTENANCE REPORTS

#### 9.1 QUARTERLY COMPLAINTS HANDLING REPORT

Details of the twenty-two complaints dealt with by the Association in the year to the end of March 2023 were provided in the report and the Housing Services Manager confirmed that all complaints had been processed in accordance with the timescales required.

Following a review of the nature of the complaints raised, the report was then noted by those present.

#### 9.2 TENANT PARTICIPATION STRATEGY REPORT

G Shields noted the latest progress in applying the strategy and the Housing Services Manager confirmed the various ongoing actions aimed at encouraging tenant participation.

The report was then noted by those present.

#### 9.3 ANNUAL LEGAL ACTION 2022/23 REPORT

The Housing Services Manager explained that there had been a general reduction in legal action as a result of the Cost-of-Living Tenant Protection (Scotland) Act introduced in September 2022.

Following discussion, the report was noted by those present.



**MINUTES**

Minutes of the Full Management Committee Meeting held on Thursday the 4th of May 2023 at 19:00hrs via the Association's online meeting portal.

---

**9.0 MANAGEMENT & MAINTENANCE REPORTS (Continued)**

**9.4 ANNUAL ANTI-SOCIAL BEHAVIOUR & NEIGHBOUR NUISANCE COMPLAINTS 2022/23 REPORT**

G Shields referred to the report which detailed the number, nature and outcome of anti-social and neighbour nuisance complaints over the last year.

Following a brief overview by the Housing Services Manager, the report was noted by those present.

**9.5 TENANCY SUSTAINMENT 2022/23 REPORT**

G Shields noted the high levels of tenancy sustainment for the year to the end of March 2023 and the Housing Services Manager provided a brief summary of the circumstances surrounding the few tenancies that had not been sustained for more than one year.

The Housing Services Manager confirmed that the sustainment levels reflected the ARC statistics. However in the case of the two tenancies that had not been sustained for more than one year, he considered that these were not failed tenancies. In one case the tenant's death had terminated the tenancy and in the other case the tenant had chosen not to take up the tenancy and for personal financial reasons terminated without moving into the property.

The report was then noted by those present.

**9.6 TENANCY MANAGEMENT 2022/23 REPORT**

G Shields noted the report summarised the outcome of tenancy assignment, lodger, sub-let, mutual exchange, joint tenancy and succession requests during the year to the end of March 2023.

Following brief discussion the report was noted by those present.

**9.7 MAINTENANCE SCHEME REPORT**

G Shields referred to the report and the Housing Services Manager provided an update on progress.

He confirmed that various works had now been satisfactorily completed while providing an update on the outstanding programme of work scheduled for the current financial year.

The report was then noted by those present.

**10.0 DATE OF NEXT MEETING 25.05.23**

**11.0 A.O.C.B.**

There being no other competent business the meeting closed at 20:40 hrs.

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

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