



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 26th of October 2023 at 18:30 hrs in the Association's offices at 2310 Dumbarton Road, Yoker.

AGENDA

*** for approval / decision

- 1.0 MANAGEMENT COMMITTEE
 - 1.1 MEMBERSHIP
 - 1.1.1 Appointment of Chair
 - 1.1.2 Appointment of Secretary
 - 1.1.3 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 MEMBERSHIP
 - 2.1 OPENING OF SHARE REGISTER
 - 2.2 MEMBERSHIP SHARE CANCELLATION REPORT
 - 2.3 NEW MEMBERSHIP APPLICATIONS
- 3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL
- 4.0 CORRESPONDENCE
- 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 31.08.23
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
 - 6.1 POLICY REVIEW REPORT
 - 6.1.1 Freedom of Information and Environmental Information Policy***
 - 6.2 ANNUAL EQUALITIES & HUMAN RIGHTS COMPLIANCE REPORT
 - 6.3 ANNUAL TENANT SAFETY ASSURANCE REPORT
 - 6.4 QUARTERLY KEY PERFORMANCE INDICATOR TARGETS REPORT
 - 6.5 ANNUAL RETURN ON THE CHARTER PERFORMANCE REPORT 2023***
 - 6.6 REGULATORY COMPLIANCE ACTION PLAN REPORT
 - 6.7 DIRECTOR APPRAISAL FEEDBACK & OUTCOMES
 - 6.8 ANNUAL ASSURANCE STATEMENT 2023***
- 7.0 FINANCE REPORTS
 - 7.1 QUARTERLY CASH FLOW TO 30.09.23 REPORT
 - 7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 30.09.23 REPORT
 - 7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 30.09.23 REPORT
 - 7.4 POLICY REVIEW REPORT
 - 7.4.1 Financial Regulations Policy***
- 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 MAINTENANCE SCHEME REPORT
- 10.0 DATE OF NEXT MEETING 30.11.23
- 11.0 A.O.C.B.

Distribution

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|-------------------------------|-----|-----------------------|-----|----------------------------|-----|
| 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 26th of October 2023 at 18:30hrs in the Association's offices at 2310 Dumbarton Road, Yoker.

Present

Shields, G (Chairman)
Fleming, A
Jarvis, A
Porter, J
McKendrick, M
Vandermotten, R
Walker, C
Wronowska, A

In Attendance

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

At this point the Director chaired the meeting.

1.0 MANAGEMENT COMMITTEE

1.1 MEMBERSHIP

1.1.1 Appointment of Chair

The Director invited nominations for the post of Chair following the completion of the business of the Annual General Meeting.

J Porter nominated G Shields as Chair and this was seconded by A Wronowska. In the absence of any other nominations, the Director declared G Shields duly appointed.

At this point G Shields took the Chair.

1.1.2 Appointment of Secretary

G Shields invited nominations for the post of Secretary.

A Wronowska proposed K Freeman and this was seconded by C Walker. In the absence of any other nominations, G Shields declared K Freeman duly appointed.

1.1.3 Apologies

Apologies for absence were received from M Ballantyne, E Busby, M Thompson, L Donnelly, I Ryan and M Parker.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

G Shields noted that all those present had completed their registration particulars including any declarations. He also noted that the Code of Conduct had also been signed by all those present and reminded those present of the need to continuously review the Code of Conduct and keep up to date any declarations as a result of changes in circumstances.

In addition to those recorded in the Register of Interests, the Director declared an interest in Agenda Item 6.7 and confirmed that he would step out of the meeting when this matter was raised.

There were no other declarations.

1.3 TRAINING

G Shields noted that a number of members including himself now required to increase their training hours. The Director confirmed that additional training and conferences scheduled over the next few months were likely to ensure that everyone would achieve their training targets by the year end.



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1.0 MANAGEMENT COMMITTEE (Continued)

1.3 TRAINING

The Director confirmed that relevant training provided by external bodies other than through the Association directly could be included in the minimum training requirements. He asked those doing such training to provide him with the details of the course, course provider and number of hours training in order to update the training records.

The report was then noted.

1.4 REGULATORY & STATUTORY RETURNS 2023 / 24

G Shields referred to the report and those present noted that subject to approval at this meeting, all of the regulatory or statutory returns due for the current financial year would be completed with the exception of the Office of the Scottish Charities Regulator (OSCR) Return.

The Director confirmed that the OSCR Return would be completed by the due date as this had required the completion of the business of the Annual General Meeting (AGM) before being submitted.

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.

1.6 HEALTH & SAFETY MATTERS

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

2.0 MEMBERSHIP

2.1 OPENING OF SHARE REGISTER

K Freeman, in his capacity as Secretary, declared the Share Register open for new membership applications following the conclusion of the business of the AGM.

2.2 MEMBERSHIP SHARE CANCELLATION REPORT

G Shields referred to the report and the Director explained that the large number of write-offs being recommended at this time was as a result of a major review of attendance levels and strict application of the rules.

Following discussion, the write-off of one hundred and eighty memberships was proposed by A Wronowska, seconded by C Walker and unanimously approved by those present.

2.3 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>
1332	[REDACTED]	[REDACTED]

Approval of this membership application was proposed by A Wronowska, seconded by A Jarvis, 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.



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4.0 CORRESPONDENCE

Scottish Housing Associations' Pension Scheme – Financial Risk Assessment

G Shields noted that the Association had been graded low risk following the most recent financial risk assessment carried out by the pension scheme.

Scottish Government – Programme for Government 2023-2024

G Shields referred to the rent controls being proposed and the Director confirmed that these were only currently being proposed for the private rented sector.

Scottish Housing Regulator – Reinforced autoclaved aerated concrete (RAAC)

The Director referred to the request for information and confirmed that a "nil return" would be submitted as he was unaware of any buildings owned by the Association that were of a construction type that might even remotely be considered to include RAAC. Nonetheless, he confirmed that a suitably qualified and experienced building consultant had been asked to independently verify this as required by the Scottish Housing Regulator.

Scottish Housing Regulator – Consultation on regulation of social housing in Scotland

G Shields referred to the consultation and the deadline for responses.

Morag Parker – Resignation

The Director referred to the notice of resignation from the Management Committee received from M Parker.

He went on to explain that she had very much enjoyed participating on the Management Committee since joining and thanked the Management Committee and staff for their support over the years. However due to other commitments, she had decided that she could no longer fulfil the required time demanded of the position and had reluctantly decided to resign.

G Shields expressed his disappointment at losing a good Management Committee member and all those present joined in thanking M Parker for her contribution over the years.

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 31.08.23

5.1 APPROVAL OF MINUTES

The Minutes were proposed by R Vandermotten, seconded by J Porter, and unanimously approved by those present.

5.2 MATTERS ARISING

There were no matters arising.

6.0 CORPORATE GOVERNANCE REPORTS

6.1 POLICY REVIEW REPORT

6.1.1 Freedom of Information and Environmental Information Policy

G Shields referred to the policy and the Housing Services Manager confirmed that this complied with all the current regulatory and statutory requirements. He also confirmed that there were no problems in the practical application of the policy and as such there were no recommended changes at this time.

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



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6.0 CORPORATE GOVERNANCE REPORTS (Continued)**6.2 ANNUAL EQUALITIES & HUMAN RIGHTS COMPLIANCE REPORT**

G Shields referred to the report and the Housing Services Manager provided an overview of the legal framework and regulatory expectations in relation to both equalities and human rights.

G Shields noted the actions and procedures followed by the Association in complying with its obligations in both areas. Those present considered that these actions and procedures met the Association's legal and regulatory requirements.

The report was then noted by those present.

6.3 ANNUAL TENANT SAFETY ASSURANCE REPORT

G Shields referred to the report and the Housing Services Manager provided an overview explaining that new sections had been incorporated to confirm compliance with legal and regulatory requirements for both "lift safety" and "damp and mould".

There then followed lengthy discussion on the procedures being followed in relation to "damp and mould" and the Housing Services Manager provided an explanation of the procedures being followed to identify and deal with any instances of "damp and mould". He also provided assurance that this was not a significant risk for the Association based upon his experience in house inspections and those carried out by consultants for Scottish Housing Quality Standard purposes.

Following further brief discussion, the report was noted by those present.

6.4 QUARTERLY KEY PERFORMANCE INDICATOR TARGETS REPORT

G Shields referred to the report and noted that in all but one area, the Association was showing high levels of compliance with its strategic objectives.

The Director referred to the key variances from target and explained the reasons why strategic objective six was showing poor performance. He went on to explain the likely impact of trends over the last six months of the financial year and the likelihood that strategic objective six would achieve greater compliance by the year end.

The report was then noted by those present.

6.5 ANNUAL RETURN ON THE CHARTER PERFORMANCE REPORT 2023

G Shields referred to the report and asked those present for formal approval to publish the report.

There then followed discussion on the format of the report and M McKendrick suggested that a more graphical approach might be adopted in the future. The Director agreed that there was a great deal of detail in the report and that the format could be reviewed for next year's publication. G Shields suggested that a tenant consultation group might be set up to look at this next year.

The Annual Return on the Charter Performance Report 2023 was then unanimously approved for publication by those present.

6.6 REGULATORY COMPLIANCE ACTION PLAN REPORT

G Shields referred to the updated report on compliance with the Regulatory Standards of Governance and Financial Management. Those present noted that subject to the completion of item no.6.7 on this evening's agenda, those present could be assured that the Association continued to meet the regulatory standards with all actions either fully completed or ongoing.

The report was then noted by those present.

At this point the Director declared an interest and left the meeting.



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6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.7 DIRECTOR APPRAISAL FEEDBACK & OUTCOMES

G Shields referred to the Director appraisal process and explained that this had been completed for the current year. He went on to highlight the main outcomes from the process and the targets that had been agreed for the coming year.

With respect to the process itself, it had been agreed that a quarterly monitoring meeting would be held by the participants in order to gauge progress and alleviate the need for such a lengthy annual meeting.

The report was then noted by those present.

At this point the Director re-entered the meeting.

6.8 ANNUAL ASSURANCE STATEMENT 2023

G Shields referred to the draft Annual Assurance Statement (AAS), the accompanying report and the letter of 3 July 2023 issued by the chief executive officer of the Scottish Housing Regulator (SHR).

The terms of the Annual Assurance Statement (AAS) were reviewed by those present and G Shields noted that the report had been amended from the previous year in order to make specific reference to equalities, human rights and tenant and resident safety.

As the general layout and wording had been rigorously reviewed in previous years, those present did not consider that any further change to the general format was necessary at this time.

Following brief discussion, A Fleming proposed adoption and signing of the AAS for 2023. This was seconded by C Walker and unanimously approved by those present.

7.0 FINANCE REPORTS

7.1 QUARTERLY CASH FLOW TO 30.09.23 REPORT

G Shields referred to the report and those present noted the positive cash flow for the year to date.

The report was then noted by those present.

7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 30.09.23 REPORT

G Shields noted that the property management arrears had increased as a result of additional common repair works being billed. However he noted that approximately thirty thousand pounds had been recovered since the end of the quarter and that a number of high arrears cases had seen payments received or were pending grant assistance from Glasgow City Council.

There then followed lengthy discussion on the arrears management process and it was agreed that a review of charges be carried out for implementation by the end of the current financial year.

The report was then noted by those present.



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7.0 FINANCE REPORTS (Continued)

7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 30.09.23 REPORT

G Shields referred to the report and the Director provided an overview of the results for the period to the end of September 2023 highlighting the main variances that had contributed to the Association performing better than budget.

The report was then noted by those present.

7.4 POLICY REVIEW REPORT

7.4.1 Financial Regulations Policy

G Shields noted that there were no significant changes being recommended to the policy at this time. However he noted that with the resignation of M Parker, the Association had lost a bank signatory.

Following brief discussion R Vandermotten agreed to replace M Parker as a bank signatory and subject to that amendment the policy was proposed by J Porter, seconded by A Jarvis and unanimously approved 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.

The Director agreed to arrange a site visit for the Management Committee but that this was unlikely to be possible on grounds of health and safety before the end of the calendar year due to site access constraints.

The report was then noted by those present.

9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

9.1 QUARTERLY COMPLAINTS HANDLING REPORT

G Shields referred to the report and the Housing Services Manager provided a brief summary of the key performance indicators within the report.

The fact that two complainants had decided to take their cases to the Scottish Public Services Ombudsman (SPSO) was brought to the attention of those present. The Director confirmed that the outcome of those reviews would be reported back to the Management Committee as soon as they became available.

The report was then noted by those present.

9.2 TENANT PARTICIPATION STRATEGY REPORT

G Shields referred to the report and the Housing Services Manager provided an update on the key elements of progress in the strategy since the last report.

The report was then noted by those present.

9.1 MAINTENANCE SCHEME REPORT

G Shields referred to the report and the Housing Services Manager provided an update on the progress of various planned maintenance projects.

The report was then noted by those present.



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10.0 DATE OF NEXT MEETING 30.11.23

G Shields confirmed that the next meeting of the Management Committee was scheduled to take place on Thursday the 30th of November 2023. However due to a number of apologies intimated by those present for that date, it was agreed that this meeting would be re-scheduled to take place on Thursday the 7th of December 2023 at 7:00 pm.

He also reminded those present that the meeting would be online with the next "in-person" meeting taking place at the end of January 2024.

11.0 A.O.C.B.

There being no other competent business the meeting closed at 20:10 hrs.

Proposed By _____

Seconded By _____