



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Wednesday the 28th of April 2021 at 19:00 hrs through the Association's on-line virtual meeting portal.

AGENDA

*** for approval / decision

01.0 MANAGEMENT COMMITTEE

- 01.01 APOLOGIES
- 01.02 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
- 01.03 TRAINING
- 01.04 REGULATORY & STATUTORY RETURNS 2021 / 22
- 01.05 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2021 / 22
- 01.06 HEALTH & SAFETY MATTERS

02.0 NEW MEMBERSHIP APPLICATIONS

03.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

04.0 CORRESPONDENCE

05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 25.03.21

- 05.01 APPROVAL OF MINUTES ***
- 05.02 MATTERS ARISING

06.0 CORPORATE GOVERNANCE REPORTS

- 06.01 ANNUAL RETURN ON THE CHARTER (ARC)
 - 06.01.1 Internal Audit Verification Report
 - 06.01.2 Approval Report ***
- 06.02 RISK MANAGEMENT REPORT ***
- 06.03 QUARTERLY KEY PERFORMANCE INDICATORS REPORT
- 06.04 QUARTERLY BUSINESS ACTIVITY PLAN COMPLIANCE REPORT
- 06.05 FREEDOM OF INFORMATION 2020 / 21 REPORT
- 06.06 GENERAL DATA PROTECTION REGULATION 2020 / 21 REPORT
- 06.07 COVID-19 REPORT
- 06.08 2021 SALARY INCREASE REPORT ***
- 06.09 REGULATORY COMPLIANCE ACTION PLAN UPDATE
- 06.10 INTERNAL AUDIT PROGRAMME REVIEW ***

07.0 FINANCE REPORTS

- 07.01 QUARTERLY CASH FLOW TO 31.03.21
- 07.02 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 31.03.21
- 07.03 QUARTERLY MANAGEMENT ACCOUNTS TO 31.03.21
- 07.04 FINANCIAL STATEMENTS TO 31.03.21
 - 07.04.1 Audit Letter of Representation ***
 - 07.04.2 Approval of Financial Statements ***
 - 07.04.3 Audit Management Letter

Distribution

1. Shields, Graeme (Chairman)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	6. Jarvis, Anna-Maria	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11. Wronowska, Agnieszka	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2. Ballantyne, Mary	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	7. Parker, Morag	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	12. McKendrick, Mick	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3. Busby, Elaine	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	8. Ryan, Isobel	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	13. <i>Casual Vacancy</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Donnelly, Lisa-Marie	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	9. Porter, Josephine	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	14. <i>Casual Vacancy</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Fleming, Anne	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	10. Walker, Catriona	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		



NOTICE OF MEETING

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AGENDA

*** for approval / decision

08.0 MAINTENANCE & DEVELOPMENT REPORTS

- 08.01 POLICY REVIEW REPORT
 - 08.01.1 Alterations & Improvements ***
 - 08.01.2 Quotation for Minor & Small Works ***
 - 08.01.3 Approved List of Development & Maintenance Consultants ***
 - 08.01.4 Greening Our Workplace ***
 - 08.01.5 Sustainability ***
 - 08.01.6 Sustainable Housing Design Guide ***
- 08.02 DEVELOPMENT SCHEME REPORT

09.0 HOUSING MANAGEMENT REPORTS

- 09.01 QUARTERLY COMPLAINTS HANDLING REPORT
- 09.02 TENANT PARTICIPATION STRATEGY REPORT
- 09.03 ANNUAL LEGAL ACTION 2020 / 21 REPORT
- 09.04 ANNUAL ANTI-SOCIAL BEHAVIOUR & NEIGHBOUR NUISANCE COMPLAINTS 2020 / 21 REPORT
- 09.05 TENANCY SUSTAINMENT 2020 / 21 REPORT
- 09.06 TENANCY MANAGEMENT 2020 / 21 REPORT

10.0 DATE OF NEXT MEETING 27.05.21

11.0 A.O.C.B.

Distribution

1. Shields, Graeme (Chairman)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	6. Jarvis, Anna-Maria	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11. Wronowska, Agnieszka	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
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MINUTES

Minutes of the Full Management Committee Meeting held on Wednesday the 28th of April 2021 at 19:00hrs through the Association's on-line virtual meeting portal.

Present

Shields, G (Chair)
 Ballantyne, M
 Busby, E
 Donnelly, L
 McKendrick, M
 Parker, M
 Porter, J
 Ryan, I
 Walker, C
 Wronowska, A

In Attendance

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

 Booth, K (Alexander Sloan, External Auditors))
 Kayani, F (Wylie & Bisset, Internal Auditors)

01.0 MANAGEMENT COMMITTEE

01.01 APOLOGIES

Apologies for absence were received from A Jarvis.

01.02 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

All staff in attendance declared an interest in Agenda Item No. 06.08 and those present agreed to take this item last on the Agenda after all staff had left the meeting. There were no other declarations beyond those already registered on the register of interests schedule.

01.03 TRAINING

M Ballantyne explained that she had commenced the Governance of Scottish Housing Associations (GOSHA) qualification and asked if there was a member present who would be willing to mentor her as she progressed through the course. As she had already attained the qualification, A Wronowska agreed to act as a mentor to M Ballantyne.

The updated training schedule was noted by those present. G Shields noted that the Management Committee was maintaining its training target for the year-end with over seventy-five percent of Management Committee members having achieved their minimum training requirement.

The Director explained that the training plan provided by SHARE had not been updated with proposed dates for completion of the training needs identified. He assured those present that the plan would be available at the next meeting.

The reports were then noted by those present.

01.04 REGULATORY & STATUTORY RETURNS 2020 / 21

G Shields referred to the report and those present noted that all the Returns for the current year to date had been submitted by the regulatory or statutory deadlines required.

No further action was therefore considered necessary beyond on-going monitoring of the report.

01.05 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2020 / 21

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.

01.06 HEALTH & SAFETY MATTERS

G Shields asked if there were any health and safety matters to be raised and the Director confirmed that there were no matters to report under health and safety.



MINUTES

Minutes of the Full Management Committee Meeting held on Wednesday the 28th of April 2021 at 19:00hrs through the Association's on-line virtual meeting portal.

02.0 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>
1247	[REDACTED]	[REDACTED]

Approval of this membership application was proposed by M Ballantyne, seconded by C Walker, and unanimously agreed by those present.

03.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

A non-disclosure agreement with Beattie Passive to maintain confidentiality regarding the technical specifications of the project at Blawarthill Hospital site was unanimously approved for signing by those present.

Other than the aforementioned share certificates there were no other documents for signing or use of seal.

04.0 CORRESPONDENCE

Glasgow Health & Social Care Partnership

Those present unanimously approved a request to offer sixty percent of allocations to statutory homeless referrals subject to the proviso that the referrals were received in a timely fashion and would not impact on the Association's performance targets for void management.

There were no other items of correspondence.

05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 25.03.21

05.01 APPROVAL OF MINUTES

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

05.02 MATTERS ARISING

There were no matters arising.

At this point G Shields welcomed F Kayani of Wylie & Bisset to the meeting and invited him to present the internal audit report on the Annual Return on the Charter verification

06.0 CORPORATE GOVERNANCE REPORTS

06.01 ANNUAL RETURN ON THE CHARTER (ARC)

06.01.1 Internal Audit Verification Report

Referring to the report, F Kayani explained that the findings were that the Association's controls were "strong", that this represented the highest level of assurance with no recommendations for improvement and that there were four good practice points identified in the report.

He confirmed that the ARC verification process had therefore been completed successfully and that the Management Committee had obtained independent assurance as to both the accuracy and the method adopted in completing the figures for the 2021 ARC.



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06.0 CORPORATE GOVERNANCE REPORTS (Cont'd)

06.01 ANNUAL RETURN ON THE CHARTER (ARC) (Cont'd)

06.01.1 Internal Audit Verification Report (Cont'd)

Following further brief explanation of the additional information within the report, G Shields thanked F Kayani for his presentation and noted that no errors or recommendations were found in the verification audit.

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

06.01.2 Approval Report

G Shields referred to the report accompanying the ARC and noted that comparative figures had been provided for information. He also noted that the figures were in line with those that had been reported during the course of the year and as such there were no surprises in terms of the performance being reported at this time.

As the ARC figures had been independently verified and in the absence of any questions from those present, submission of the ARC to the Scottish Housing Regulator was proposed by M Parker, seconded by C Walker and unanimously approved by those present.

06.10 INTERNAL AUDIT PROGRAMME REVIEW

G Shields referred to the internal audit programme being considered for the next two years based on exercising the option to extend the current internal audit appointment from three to five years.

A Wronowska asked for confirmation of the terms of the extension. Following confirmation that the extension was on the same terms as the first three years there was unanimous approval for Wylie and Bisset to continue with the provision of internal audit services for a further two years. F Kayani then provided an overview of the areas identified for audit over the course of the next two years as well as the timetable for the carrying out of the work.

Following brief discussion, the internal audit programme for the next two years was proposed by E Busby, seconded by A Wronowska and unanimously approved by those present.

At this point G Shields thanked F Kayani for his attendance and F Kayani left the meeting. K Booth from Alexander Sloan was then invited to provide his presentation following completion of the audit of the Financial Statements.

07.0 FINANCE REPORTS

07.04 FINANCIAL STATEMENTS TO 31.03.21

07.04.1 Audit Letter of Representation

G Shields referred to the audit letter of representation and those present noted the content and assertions that were being made to the auditors on behalf of the Association.

Having unanimously approved the terms of the content of the letter of representation, signing of the letter of representation on behalf of the Management Committee was then proposed by M Ballantyne and seconded by M McKendrick.

07.04.2 Approval of Financial Statements

K Booth provided an overview of the results for the year to 31 March 2021 noting an increase in the overall surplus for the year primarily because of a reduction in costs associated with Covid-19 restrictions in the ability to carry out planned maintenance.



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07.0 FINANCE REPORTS (Cont'd)

07.04 FINANCIAL STATEMENTS TO 31.03.21 (Cont'd)

07.04.2 Approval of Financial Statements (Cont'd)

He then referred to the statement of financial position at the end of March 2021 noting an increase in the value of housing properties associated with development work, improvements and acquisitions during the year.

The increase in property values together with the reduction in deferred income and the surplus for the year contributed to the increase in total net assets at the end of March 2021 to over £15.1m. K Booth suggested that this reflected a very healthy financial position for the Association.

Referring to the statement of cash flows, he explained that the net cash inflow for the year had primarily been because of operating activities and had contributed to total cash reserves of almost £5.2m at the end of March 2021. He suggested that this was also a very healthy financial position and would assist in the contribution to planned maintenance works as these re-commenced.

G Shields noted that the results for the year were in line with expectations based upon the management accounts which had been reported through the course of the year. In the absence of any questions on the Financial Statements, signing of the Financial Statements was proposed by E Busby, seconded by A Wronowska and unanimously approved by those present.

07.04.3 Audit Management Letter

K Booth presented the audit management letter confirming the unqualified nature of the audit report in the Financial Statements; the lack of reporting requirements in terms of audit independence and ethics; the key audit risks and how they were dealt with; satisfaction with the qualitative aspects of the Financial Statements; the lack of any adjustments or unadjusted errors in the Financial Statements; and the lack of any control weaknesses identified during the audit.

G Shields noted that there was no need to formally respond to the audit management letter as no control weaknesses or other issues had been identified for action.

Those present then thanked K Booth for his attendance and confirmed the practicalities of signing arrangements for the Financial Statements.

At this point K Booth left the meeting.

06.0 CORPORATE GOVERNANCE REPORTS

06.02 RISK MANAGEMENT REPORT

G Shields referred to the report and those present considered whether there should be a review of the status of any specific risks or the introduction of any new risks since the last quarterly review and in the light of the risk management training recently completed by those present.

There then followed discussion on the key risks currently facing the Association and specifically whether the recent formal change in Engagement with the SHR merited a review of the risks associated with meeting Regulatory Standards.

The discussion concluded that all the current key risks remained appropriate but that there were no specific new risks that needed to be added to the risk register at this time.

The report was then noted by those present.



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Minutes of the Full Management Committee Meeting held on Wednesday the 28th of April 2021 at 19:00hrs through the Association's on-line virtual meeting portal.

06.0 CORPORATE GOVERNANCE REPORTS (Cont'd)**06.03 QUARTERLY KEY PERFORMANCE INDICATORS REPORT**

G Shields noted the remarkably good performance and compliance with strategic objectives across almost all areas of activity. He referred to the poor performance in achieving strategic objective six but noted that this was primarily because of the impact of Covid-19 and the constraints on construction and improvement works. He suggested that the Association was in the same position as everyone else in this regard and did not consider it a particular failure in the context of the current environment.

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

06.04 QUARTERLY BUSINESS ACTIVITY PLAN COMPLIANCE REPORT

G Shields noted high levels of compliance with the activity plan and asked for an update on the publication of data from the SHR which was delaying completion of the remaining corporate governance issues.

The Director confirmed that the SHR had published the relevant statistical information the previous week and that he was currently using this to update the key performance indicator data that would allow the completion of the update to the Business Plan. Along with the updated long term financial projections, he confirmed that this would be available for approval at the next meeting.

The report was then noted by those present.

06.05 FREEDOM OF INFORMATION 2020 / 21 REPORT

G Shields referred to the report and those present noted the number of requests received during the year, the responses given and the timescales complied with in providing a response.

The report was then noted by those present.

06.06 GENERAL DATA PROTECTION REGULATION 2020 / 21 REPORT

The Senior Housing Services Officer referred to the report and confirmed that there had been only one subject access request made during the year and that all data requested had been provided within the required timescales. He also confirmed that there had been no data breaches during the year.

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

06.07 COVID-19 REPORT

The Director confirmed that there was essentially no change to the operations of the Association since the previous month and that almost all staff members were continuing to work from home in accordance with Scottish Government guidance. He confirmed that staff were however attending the office to deal with matters that could not be dealt with remotely on an ad hoc basis.

However the Director suggested that the re-opening of the office or at least a timetable for the opening the office to the public was more likely to be approached at the end of May. In response to a question from M Ballantyne, it was agreed that the next monthly Covid-19 report would include further details or proposals.

The report was then noted by those present.

06.09 REGULATORY COMPLIANCE ACTION PLAN UPDATE

G Shields referred to the publication of the updated Engagement Plan for the Association at the end of March and those present acknowledged the positive movement from the SHR reflecting the progress made in completing the various elements of the compliance action plan.

He then turned to the remaining outstanding items in the action plan and noted the change of status for four of the remaining five items on the plan to "completed and on-going".

**MINUTES**

Minutes of the Full Management Committee Meeting held on Wednesday the 28th of April 2021 at 19:00hrs through the Association's on-line virtual meeting portal.

6.0 CORPORATE GOVERNANCE REPORTS (Cont'd)**06.09 REGULATORY COMPLIANCE ACTION PLAN UPDATE (Cont'd)**

The Director explained that he and the Senior Housing Services Officer had reviewed these remaining actions in the context of consultation work that had now been completed with respect to the tenant participation strategy and the outcomes recorded in the tenant satisfaction survey. The tenant satisfaction survey had shown that almost ninety-nine percent of tenants were satisfied with the opportunities to participate in the Association's decision-making processes.

Those present agreed that the consultation work now completed and the analysis of the results of the tenant satisfaction survey allowed the Association to mark these items as "completed and on-going".

M Ballantyne agreed that the status of these items should be updated but required assurance that the "on-going" element ensured that the Association continued to consider alternative methods of participation by tenants.

G Shields agreed with this view and noted the on-going oversight through the "Next Steps" action plan as it was being implemented.

Those present then unanimously approved submission of the updated compliance action plan to the SHR and noted the content of the report.

07.0 FINANCE REPORTS**07.01 QUARTERLY CASH FLOW TO 31.03.21**

G Shields referred to the report and the Finance Services Officer provided an overview of the results for the quarter showing an increase in cash and bank balances to just under £5.2m at the end of March 2021.

The report was then noted by those present.

07.02 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 31.03.21

The Finance Services Officer provided an explanation of the reasons behind an increase in the level of arrears in the quarter to the end of March 2021. In response to a question from G Shields, she confirmed that repayment terms were available to allow owners to meet their share of high-cost common repairs but these terms were limited by Financial Conduct Authority (FCA) rules surrounding extended credit terms.

The report was then noted by those present.

07.03 QUARTERLY MANAGEMENT ACCOUNTS TO 31.03.21

The Finance Services Officer explained that the results for the year to the end of March 2021 had already been summarised by K Booth of Alexander Sloan in his presentation of the Financial Statements. She confirmed that the results reflected in the management accounts simply mirrored those results albeit in a more detailed format.

G Shields noted that the surplus for the year was higher than budgeted and that the key variances were primarily in relation to cost savings because of Covid-19.

The report was then noted by those present.

At this point the Finance Services Officer left the meeting.



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08.0 MAINTENANCE & DEVELOPMENT REPORTS

08.01 POLICY REVIEW REPORT

08.01.1 Alterations & Improvements

In the absence of any recommended changes to the policy at this time or any proposed amendments from those present, the policy as tabled was proposed by C Walker, seconded by M Parker and unanimously approved by those present.

08.01.2 Quotation for Minor & Small Works

The Senior Property Services Officer referred to the recommended amendments and following discussion it was agreed that the policy be incorporated into the overall procurement policy as part of the rationalisation discussed at the previous meeting.

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

08.01.3 Approved List of Development & Maintenance Consultants

G Shields noted that there were no major amendments being recommended at this time and the Senior Property Services Officer explained that generally such contractors would be appointed through a full procurement process.

However she went on to explain that specialist contractors were occasionally appointed for ad hoc investigations and to provide an independent report on maintenance or development issues. In these circumstances a consultant would be selected from the approved list.

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

08.01.4 Greening Our Workplace

The Senior Property Services Officer explained that while this policy had been developed some years ago, she considered the content to be no less relevant today than when it had originally been drafted up. Consequently no amendments were being recommended at this time beyond the adoption of the standardised policy format.

G Shields agreed that the policy seemed to be entirely relevant and did not suggest that any amendments were necessary.

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

08.01.5 Sustainability

The Senior Property Services Officer referred to the policy and in response to a question from M Ballantyne, confirmed that while some of the references to source material seemed outdated, these were still applicable as of today's date.

M Ballantyne suggested that there were other sustainability source materials that should be referred to in the policy and which were relatively recent updates to good practice in sustainability.

Following further discussion, it was agreed that the policy terms remained relevant but that references to source material would be further researched and updated for the next policy review.

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



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08.0 MAINTENANCE & DEVELOPMENT REPORTS (Cont'd)

08.01 POLICY REVIEW REPORT (Cont'd)

08.01.6 Sustainable Housing Design Guide

G Shields noted that the policy had been recently updated to reflect the introduction of the "Glasgow Standard" for housing design and as such there were no amendments to the policy being recommended at this time.

In the absence of any proposed amendments from those present, the policy as tabled was proposed by E Busby, seconded by M Ballantyne and unanimously approved by those present.

08.02 DEVELOPMENT SCHEME REPORT

G Shields referred to the report and in the absence of any questions or items for approval, the report was noted by those present.

At this point the Senior Property Services Officer left the meeting.

09.0 HOUSING MANAGEMENT REPORTS

09.01 QUARTERLY COMPLAINTS HANDLING REPORT

G Shields referred to the report and after a brief summary from the Senior Property Services Officer of the eighteen complaints raised over the last year, the report was noted by those present.

09.02 TENANT PARTICIPATION STRATEGY REPORT

The progress of strategy from inception of the report through to the end of March 2021 was reviewed by those present.

The Senior Property Services Officer summarised actions taken on policy consultation and provided a detailed analysis of the actions taken with respect to the "Next Steps" tenant participation action plan. Those present noted the progress in achieving the planned action points to date and the anticipated completion of further action points over the next month. Although Covid-19 had impacted the timetable, it was noted that the action plan was substantially complete.

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

09.03 ANNUAL LEGAL ACTION 2020 / 21 REPORT

The report detailing the outcome of legal action initiated during the year was discussed by those present.

G Shields noted the significant reduction in legal actions initiated and the associated costs. The Senior Housing Services Officer confirmed that this was attributable to regulations introduced in connection with Covid-19 and additional work carried out by staff to assist tenants in managing their rent account.

The report was then noted by those present.

09.04 ANNUAL ANTI-SOCIAL BEHAVIOUR & NEIGHBOUR NUISANCE COMPLAINTS 2020 / 21 REPORT

In accordance with the Association's complaints handling policy and procedures, the Senior Housing Services Officer confirmed that he was providing a summary report of all anti-social behaviour and neighbour nuisance complaints received for the year to the end of March 2021. He reminded those present that this did not include estate management related complaints which were reported separately.



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09.0 HOUSING MANAGEMENT REPORTS (Cont'd)

09.04 ANNUAL ANTI-SOCIAL BEHAVIOUR & NEIGHBOUR NUISANCE COMPLAINTS 2020 / 21 REPORT (Cont'd)

G Shields noted the relatively low level of complaints, the fact that there were no "high level" complaints but that there appeared to be a concentration of complaints within one geographical area.

The Senior Housing Services Officer explained that the concentration of complaints in one geographical location was an anomaly and that none of the complaints were in any way related to each another.

The report was then noted by those present.

09.05 TENANCY SUSTAINMENT 2020 / 21 REPORT

G Shields noted that fifty-nine out of sixty-one tenancies were sustained for over a year representing a significant improvement over the previous year. The Senior Housing Services Officer provided an explanation of the tenancies which had "failed" and suggested that these were not failures of the tenancy but rather changes in the circumstances of the tenant.

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

09.06 TENANCY MANAGEMENT 2020 / 21 REPORT

G Shields referred to the report and the Senior Housing Services Officer explained that the reduced activity was almost certainly down to the current environment.

The report was then noted by those present.

10.0 DATE OF NEXT MEETING 27.05.21

G Shields noted that the next meeting was scheduled for Thursday the 27th of May 2021.

11.0 A.O.C.B.

Management Committee

E Busby explained that she had been approached by a tenant who had expressed an interest in joining the Management Committee and was looking for further information.

Those present noted the availability of two casual vacancies and the Director agreed to liaise with E Busby to obtain further details and provide the tenant with the relevant information in the hope that she would be minded to join the Management Committee.

At this point the Senior Housing Services Officer and the Director declared an interest and left the meeting.

06.0 CORPORATE GOVERNANCE REPORTS

06.08 2021 SALARY INCREASE REPORT

Annual Salary Increase from 1st April 2021

G Shields referred to the report and reminded those present that following the decision the previous year to become associate members of Employers in Voluntary Housing (EVH) it had been agreed to tie future salary increases to those of EVH.



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06.0 CORPORATE GOVERNANCE REPORTS (Cont'd)

06.08 2021 SALARY INCREASE REPORT (Cont'd)

Annual Salary Increase from 1st April 2021 (Cont'd)

He went on to confirm that the general salary increase being applied by EVH from 1 April 2021 was 0.8% and asked if anyone had any objections to the proposal.

In the absence of any objections to the proposal, the general increase of 0.8% was proposed by I Ryan, seconded by C Walker and unanimously approved by those present.

General Terms and Conditions of Employment – Staff Salary Increments

Based on their current placement on the Association's salary scales, the report identified two staff members who were each entitled to one salary increment from the 1st of April 2021.

In the absence of any objections to the proposed increments, they were proposed by E Busby, seconded by M Ballantyne and unanimously approved by those present.

There being no other competent business the meeting closed at 20:35 hrs.

Proposed By _____

Seconded By _____