



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 7th of December 2023 at 19:00 hrs through the Association's online 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 26.10.23
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
 - 6.1 INTERNAL AUDIT REPORT
 - 6.1.1 Arrears Management
 - 6.1.2 Electrical Safety
- 7.0 FINANCE REPORTS
 - 7.1 POLICY REVIEW REPORT
 - 7.1.1 Factoring Policy
 - 7.1.2 Written Statement of Services
- 8.0 DEVELOPMENT REPORTS
 - 8.1 DEVELOPMENT SCHEME REPORT
- 9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
 - 9.1 WAITING LIST & ALLOCATIONS TO 30.09.23 REPORT
 - 9.2 POLICY REVIEW REPORT
 - 9.2.1 Arrears Management Policy
 - 9.2.2 Lodger Policy
 - 9.2.3 Legionella Policy
 - 9.2.4 Emergency Policy & Procedures
 - 9.3 MAINTENANCE SCHEME REPORT
- 10.0 DATE OF NEXT MEETING 25.01.24
- 11.0 A.O.C.B.

Distribution

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|-------------------------------|-----|------------------------|-----|----------------------------|-----|
| 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 7th of December 2023 at 19:00hrs through the Association's on-line meeting portal.

Present

Shields, G (Chairman)
Ballantyne, M
Fleming, A
Porter, J
McKendrick, M
Thompson, M
Vandermotten, R
Wronowska, A

In Attendance

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

Archibald, Siobhan (Wylie + Bisset)

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

Apologies for absence were received from I Ryan and A Jarvis.

At this point it was agreed that Agenda Item 6.0 be taken to allow S Archibald of Wylie + Bisset to present the Internal Audit Report.

6.0 CORPORATE GOVERNANCE REPORTS

6.1 INTERNAL AUDIT REPORT

6.1.1 Arrears Management

S Archibald referred to the report and provided an overview of the purpose and scope of the internal audit of the Association's arrears management processes.

She explained that the overall conclusion was that there were Strong controls in place for arrears management and that there was only one low level recommendation. Benchmarking demonstrated that the Association was performing better than other similar organisations where on average one medium and two low level recommendations were made.

G Shields noted that the recommendation being made was being actioned and the relevant policy amendment was being recommended for approval later on the Agenda at this meeting.

The report was then noted by those present.

6.1.2 Electrical Safety

S Archibald referred to the report and provided an overview of the purpose and scope of the internal audit of the Association's electrical safety processes.

She explained that the overall conclusion was that there were Strong controls in place for electrical safety and that there were no recommendations. Benchmarking demonstrated that the Association was again performing significantly better than other similar organisations where on average one high, two medium and two low level recommendations were made.

The report was then noted by those present.

At this point those present thanked S Archibald for her attendance and she left the meeting.



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1.0 MANAGEMENT COMMITTEE

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

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

1.3 TRAINING

G Shields noted that a number of members including himself now required to increase their training hours. He also noted that SHARE had cancelled at least two courses that he had planned to attend in the last few months.

The Director re-affirmed his commitment to facilitating additional training to ensure that everyone would be able to achieve their training targets 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 been completed with the exception of the Scottish Information Commissioner (SIC) Return to December 2023 which was not due until February 2024.

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 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>
1333	[REDACTED]	[REDACTED]
1334	[REDACTED]	[REDACTED]
1335	[REDACTED]	[REDACTED]
1336	[REDACTED]	[REDACTED]
1337	[REDACTED]	[REDACTED]
1338	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by M Ballantyne, seconded by A Wronowszka, 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.



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5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 26.10.23

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

Scottish Housing Regulator – Reinforced Autoclaved Aerated Concrete (RAAC)

The Director confirmed that the desk-top exercise had been completed for the Association's core housing stock together with disruptive surveys to properties acquired in the past under the Mortgage-To-Rent scheme. He went on to confirm that the report had confirmed the position as previously reported that there was no RAAC present in the Association's housing stock.

There were no other matters arising.

7.0 FINANCE REPORTS

7.1 POLICY REVIEW REPORT

7.1.1 Factoring Policy

G Shields referred to the report and the Director provided a brief summary of the key changes being recommended to the policy.

In response to a question from G Shields, the Director confirmed that new systems would be put in place to ensure that charges were correctly applied, and due notice of the policy changes was provided to factored owners with their next quarterly account.

In response to a suggestion from M McKendrick, it was agreed that the wording on page four of the policy and page 2 of the Written Statement of Services be amended to reflect the fact that the Association will charge an additional management fee to the outgoing owner to cover the administration costs on a change of ownership.

The policy as tabled with this latter additional recommended amendment was then proposed by A Fleming, seconded by M Thompson and unanimously approved by those present.

7.1.2 Written Statement of Services

The Written Statement of Services incorporating the above-mentioned amendments was then referred to by G Shields and following brief discussion was proposed by A Fleming, seconded by M Thompson 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.

G Shields referred to the proposed site visit and suggested linking this with a training event to encourage greater participation. The Director agreed to arrange this once site access could be facilitated.

The report was then noted by those present.



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9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

9.1 WAITING LIST & ALLOCATIONS TO 30.09.23 REPORT

G Shields referred to the report and the Housing Services Manager provided a brief summary of the key outcomes in terms of the waiting list and allocations up to the end of September 2023.

Following brief discussion on the homelessness referral process, the report was then noted by those present.

9.2 POLICY REVIEW REPORT

9.2.1 Arrears Management Policy

G Shields referred to the report and noted that the amendments being recommended followed on from recommendations following the internal audit report.

The policy incorporating the recommended changes was then proposed by M Ballantyne, seconded by J Porter and unanimously approved by those present.

9.2.2 Lodger Policy

G Shields noted that only minor amendments to the policy were being recommended at this time to bring it up to date with human rights legislation and changes in the management structure since it was last reviewed.

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

9.2.3 Legionella Policy

G Shields referred to the policy and the Housing Services Manager gave a brief summary of the amendments being recommended. In response to a question from R Vandermotten, he confirmed that the recently installed water tank to service a new sprinkler system would be subject to an annual inspection.

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

9.2.4 Emergency Policy & Procedures

G Shields noted that there were no recommended changes to the policy at this time following an extensive re-write at the previous policy review date.

In the absence of any proposed changes at this time from those present, the policy was proposed by M Ballantyne, seconded by R Vandermotten and unanimously approved by those present.

9.3 MAINTENANCE SCHEME REPORT

The Housing Services Manager provided an update on the progress of the Association's planned maintenance programme and confirmed that some work had been delayed due to a delay in confirmation of funding availability for co-owners from Glasgow City Council.

There then followed discussion on the granting of a wayleave to City Fibre for the installation of cabling to support fibre broadband in the Association's tenement stock following the completion of a successful pilot installation project. The granting of the wayleave was then unanimously approved by those present.

The report was then noted by those present.



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10.0 DATE OF NEXT MEETING 25.01.24

G Shields confirmed that the next meeting of the Management Committee was scheduled to take place on Thursday the 25th of January 2024 at 6:30 pm in the Association's offices.

11.0 A.O.C.B.

There being no other competent business the meeting closed at 20:05 hrs.

Proposed By _____

Seconded By _____