



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 30th of September 2021 at 19:00 hrs at the Association's offices and through the on-line virtual meeting portal as a hybrid meeting.

AGENDA

\*\*\* for approval / decision

- 01.0 MANAGEMENT COMMITTEE
  - 01.01 MEMBERSHIP
    - 01.01.1 Appointment of Chair
    - 01.01.2 Appointment of Secretary
    - 01.01.3 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 MEMBERSHIP
  - 02.01 OPENING OF SHARE REGISTER \*\*\*
  - 02.02 NEW MEMBERSHIP APPLICATIONS
- 03.0 DOCUMENTS FOR SIGNING AND USE OF SEAL
- 04.0 CORRESPONDENCE
- 05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 26.08.21
  - 05.01 APPROVAL OF MINUTES \*\*\*
  - 05.02 MATTERS ARISING
- 06.0 CORPORATE GOVERNANCE REPORTS
  - 06.01 STAFF & COMMITTEE CODE OF CONDUCT REVIEW \*\*\*
  - 06.02 POLICY REVIEW REPORT \*\*\*
    - 06.02.1 Freedom of Information and Environmental Information Policy
- 07.0 FINANCE REPORTS
  - 07.01 POLICY REVIEW REPORT \*\*\*
    - 07.01.1 Factoring Policy
- 08.0 MAINTENANCE & DEVELOPMENT REPORTS
  - 08.01 DEVELOPMENT SCHEME REPORT
- 09.0 HOUSING MANAGEMENT REPORTS
  - 09.01 ENTITLEMENTS, PAYMENTS & BENEFITS REPORT
  - 09.02 POLICY REVIEW REPORT \*\*\*
    - 09.02.1 Allocations to Governing Body / Staff Members Policy
    - 09.02.2 Complaints Policy
- 10.0 DATE OF NEXT MEETING 28.10.21
- 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. Walker, Catriona       | <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. McKendrick, Mick   | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 12. Wronowska, Agnieszka   | <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. Parker, Morag      | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 13. Vandermotten, Roderick | <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"/> |                            |   |
| 5. Fleming, Anne              | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 10. Ryan, Isobel      | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |                            |   |



## MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 30th of September 2021 at 19:00hrs through the Association's on-line virtual meeting portal.

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### Present

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

### In Attendance

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

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At this point the Director took the Chair.

## 01.0 MANAGEMENT COMMITTEE

### 01.01 MEMBERSHIP

#### 01.01.1 Appointment of Chair

The Director invited nominations for the position of Chairman of the Association and G Shields was nominated by A Jarvis. The nomination was seconded by M Ballantyne.

In the absence of any other nominations, G Shields was unanimously approved to take the position of Chairman of the Association.

At this point the G Shields took the Chair.

#### 01.01.2 Appointment of Secretary

G Shields invited nominations for the position of Secretary of the Association and K Freeman was nominated by I Ryan. The nomination was seconded by M Parker.

In the absence of any other nominations, K Freeman was unanimously approved to take the position of Secretary of the Association.

#### 01.01.3 Apologies

Apologies for absence were received from J Porter, A Fleming and A Wronowska.

### 01.02 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

Registration and declaration details were completed by those present, and it was confirmed that all those who were not present had been provided with the relevant forms for completion. Those present were asked to return their completed forms to the Association as soon as possible.

With respect to the Code of Conduct, signing was subject to approval of the revised Code of Conduct under Agenda Item 6.1.



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**01.0 MANAGEMENT COMMITTEE**

01.03 TRAINING

It was agreed that induction training be arranged over the course of the next few months for R Vandermotten and that this be linked in with training for new staff trainees. Commencement of the training was expected to be mid-November and G Shields encouraged all those present to participate in sessions if they felt the need for refresher training.

Those present agreed that participation along with new staff members would also be beneficial to allow new staff to meet members of the Management Committee.

01.04 REGULATORY & STATUTORY RETURNS 2020 / 21

G Shields referred to the report and those present noted that all regulatory and statutory returns were up to date. The report was then noted by those present.

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.

**02.0 MEMBERSHIP**

02.01 OPENING OF SHARE REGISTER

The Senior Housing Services Officer in his capacity as Secretary formally moved opening of the Share Register following the conclusion of the business of the Annual General Meeting.

02.02 NEW 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>
1255	[REDACTED]	[REDACTED]
1256	[REDACTED]	[REDACTED]
1257	[REDACTED]	[REDACTED]
1258	[REDACTED]	[REDACTED]
1259	[REDACTED]	[REDACTED]
1260	[REDACTED]	[REDACTED]
1261	[REDACTED]	[REDACTED]

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

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

The appointment for the provision of clerk of works services for the new build at the Blawarthill Hospital site was unanimously approved by those present.

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



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### 04.0 CORRESPONDENCE

The following items of correspondence were noted by those present.

Scottish Housing Regulator –Scottish Social Housing Charter: Headline National Analysis and Landlord Reports

TPT Retirement Solutions: Risk Assessment Return

Those present noted that the Association had been registered as a low-risk organisation by TPT Retirement Solutions in terms of its defined benefit pension provision.

### 05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 26.08.21

#### 05.01 APPROVAL OF MINUTES

The Minutes were proposed by A Jarvis, seconded by L Donnelly, and unanimously approved by those present.

#### 05.02 MATTERS ARISING

There were no other matters arising.

### 06.0 CORPORATE GOVERNANCE REPORTS

#### 06.01 STAFF & COMMITTEE CODE OF CONDUCT REVIEW

The Code of Conduct for both Staff and Committee as updated in line with the revised SFHA model was reviewed by those present.

The Model Code of Conduct for Committee members was proposed by M Ballantyne, seconded by I Ryan and unanimously approved for adoption by those present.

The Model Code of Conduct for Staff members was proposed by I Ryan, seconded by M McKendrick and unanimously approved for adoption by those present.

Those present then reviewed the protocol for dealing with breaches of the Code of Conduct which was also based upon the SFHA model. Following brief discussion the protocol was proposed for adoption by R Vandermotten, seconded by C Walker and unanimously approved by those present.

G Shields then asked all those present to sign the newly adopted Model Code of Conduct and return the hard copy to the office as soon as practicable.

#### 06.02 POLICY REVIEW REPORT

##### 06.02.1 Freedom of Information and Environmental Information Policy

G Shields referred to the report and highlighted the minor amendments being recommended to the policy.

M McKendrick noted that there did not appear to be a specific section explaining how nuisance or vexatious requests were dealt with. Following brief discussion it was unanimously agreed that a short paragraph explaining that vexatious requests would be refused should be included within the policy.

Subject to that amendment, the policy was proposed by A Jarvis, seconded by E Busby and unanimously approved by those present.



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### 07.0 FINANCE REPORTS

#### 07.01 POLICY REVIEW REPORT

##### 07.01.1 Factoring Policy

G Shields referred to the policy and noted the recommended amendments in line with the revision to the Property Factors Code of Conduct which was effective from 16 August 2021.

The Finance Services Officer provided an overview of the changes and explained that they were primarily made to provide further clarity and explanation rather than to fundamentally change the requirements of the Code.

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

At this point the Finance Services Officer left the meeting.

### 08.0 MAINTENANCE & DEVELOPMENT REPORTS

#### 08.01 DEVELOPMENT SCHEME REPORT

##### Blawarthill Hospital Conversion Project

The Senior Property Services Officer referred to the report and noted that handover of the properties had taken place the previous week.

##### Blawarthill Hospital New Build Project

G Shields referred to the report and the Senior Property Services Officer provided an update confirming that the Beattie Passive Training element of the programme had now been successfully completed.

With respect to the tender for the project and the increased costs, she confirmed that discussions were on-going with the technical appraisal team at Glasgow City Council. The outcome of the technical team's assessment was still awaited.

##### Yoker Primary School Site

G Shields noted the Association's decision not to proceed with this development had been conveyed to Glasgow City Council and that a meeting had been arranged between officers of the Association and Glasgow City Council to assess possible alternative development options.

The report was then noted by those present.

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

### 09.0 HOUSING MANAGEMENT REPORTS

#### 09.01 ENTITLEMENTS, PAYMENTS & BENEFITS REPORT

##### Allocation of Housing

The Senior Housing Services Officer confirmed that an allocation to Paul Colvin, a former Management Committee member of the Association, had been made in accordance with the Association's allocations policy.

He confirmed that neither Paul Colvin nor any other current or former members of the Management Committee had been party to the allocations process.



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09.0 HOUSING MANAGEMENT REPORTS (Continued)

09.01 ENTITLEMENTS, PAYMENTS & BENEFITS REPORT (Continued)

Allocation of Housing (Continued)

He confirmed that prior to the allocation, a report in terms of the Association's Entitlements, Payments and Benefits Policy had been circulated to all members of the Management Committee and that there had been no objections to the allocation.

The report was noted by those present.

09.02 POLICY REVIEW REPORT

09.02.1 Allocations to Governing Body / Staff Members Policy

G Shields referred to the policy report and noted that the main changes being recommended were to ensure consistency with the Association's Entitlements, Payments and Benefits Policy.

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

09.02.2 Complaints Policy

G Shields noted that there were no recommended changes to the policy at this time as it had been comprehensively updated earlier in the year to take account of the revised Model Complaints Handling Procedure published by the Scottish Public Services Ombudsman.

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

10.0 DATE OF NEXT MEETING 28.10.21

G Shields noted that the next meeting was scheduled for Thursday the 28th of October 2021.

11.0 A.O.C.B.

Housing Officer Retirement

The Director notified those who had not been in attendance at the Annual General Meeting that the Association's Housing Officer had formally submitted her notice of retirement shortly after the previous month's meeting and as such had now left the Association.

Trainee Staff Recruitment

The Director provided an update on the recruitment process and confirmed that this was on-going – he anticipated that the process would be completed within the next few weeks.

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

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

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