



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 25th 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 04.05.23**
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 **CORPORATE GOVERNANCE REPORTS**
 - 6.1 HEALTH & SAFETY CONTROL MANUAL REVIEW REPORT
 - 6.2 KEY PERFORMANCE INDICATOR TARGETS 2022 / 23 REPORT ***
 - 6.3 REGULATORY COMPLIANCE ACTION PLAN REVIEW
- 7.0 **FINANCE REPORTS**
 - 7.1 LONG TERM FINANCIAL PROJECTIONS – BUSINESS PLAN UPDATE REPORT
 - 7.2 SCOTTISH HOUSING REGULATOR FIVE YEAR FINANCIAL PROJECTIONS SUBMISSION 2023/24
- 8.0 **DEVELOPMENT REPORTS**
 - 8.1 DEVELOPMENT SCHEME REPORT
- 9.0 **HOUSING MANAGEMENT & MAINTENANCE REPORTS**
 - 9.1 WAITING LIST & ALLOCATIONS TO 31.03.23 REPORT
 - 9.2 POLICY REVIEW REPORT
 - 9.2.1 Domestic Abuse Policy
 - 9.2.2 Selection and Performance of Maintenance Contractors Policy
 - 9.2.3 List of Approved Maintenance Contractors
 - 9.3 MAINTENANCE SCHEME REPORT
- 10.0 **DATE OF NEXT MEETING 27.07.23**
- 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 25th of May 2023 at 19:00hrs via the Association's online meeting portal.

Present

Shields, G (Chairman)
Busby, E
Donnelly, L
Jarvis, A
Parker, M
Porter, J
Thompson, M
Vandermotten, R
Wronowska, A

In Attendance

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

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

Apologies for absence were received from M Ballantyne, I Ryan, C Walker and M McKendrick. It was noted that A Fleming's formal leave of absence on grounds of ill health continued but would not extend beyond the end of September 2023.

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, G Shields reminded those present of the continuing need to ensure that they achieved their training hours to meet the minimum training requirement. Planned attendance at a number of events was noted by those present.

1.4 REGULATORY & STATUTORY RETURNS 2023 / 24

G Shields referred to the report and those present noted that most of the regulatory or statutory returns had now been completed 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 other than the matters on the agenda at item 6.1. Those present noted that there were no matters to report at this time.



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2.0 MEMBERSHIP APPLICATIONS

There were two new membership applications from bona fide applicants as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1326	[REDACTED]	[REDACTED]
1327	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by E Busby, seconded by A Jarvis, and unanimously agreed by those present.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

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

4.0 CORRESPONDENCE

There were no items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 04.05.23

5.1 APPROVAL OF MINUTES

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

5.2 MATTERS ARISING

There were no matters arising.

6.0 CORPORATE GOVERNANCE REPORTS

6.1 HEALTH & SAFETY CONTROL MANUAL REVIEW REPORT

G Shields referred to the report and the recommendation that the manual be amended to incorporate the latest updates from Employers in Voluntary Housing (EVH) as well as the inclusion of the Employee Handbook.

Following a brief presentation and discussion, adoption of the amendments was proposed by E Busby, seconded by R Vandermotten and unanimously approved by those present.

6.2 KEY PERFORMANCE INDICATOR TARGETS 2023 / 24 REPORT

G Shields referred to the report and the Director provided an overview of the recommended updates to the targets for 2023 / 2024. He confirmed these were in line with the approved budget and the latest published Annual Return on the Charter (ARC) statistics.

The updated and newly introduced targets being recommended were then discussed at some length by those present.

The revised performance targets for 2023 / 2024 were then proposed by J Porter, seconded by E Busby and unanimously approved for adoption by those present.

6.3 REGULATORY COMPLIANCE ACTION PLAN REVIEW

G Shields referred to the report and noted that there remained one outstanding item – the Director's appraisal – that would require to be addressed prior to signing off the Annual Assurance Statement (AAS) for 2023. G Shields confirmed that this would be completed prior to signing off the AAS.

The report was then noted by those present.



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7.0 FINANCE REPORTS

7.1 LONG TERM FINANCIAL PROJECTIONS – BUSINESS PLAN UPDATE REPORT

G Shields asked the Director to provide an overview of the revised financial projections updated to reflect the revised annual budget and future planned maintenance and development plans including updated cost information.

The impact of inflationary maintenance costs and the increased costs in complying with procurement legislation was discussed by those present. There was also lengthy discussion on component life cycles and the approach to component replacement with a view to reducing long-term costs.

The need to factor in the inflationary impact on maintenance costs in considering future increases was then discussed at length. It was noted that the inflationary impact of maintenance costs in particular was likely to have a significant impact on long-term viability and should be given added weight in future discussions on rent increase levels.

The revised projections were then proposed by M Parker, seconded by J Porter and unanimously approved for adoption by those present.

7.2 SCOTTISH HOUSING REGULATOR FIVE YEAR FINANCIAL PROJECTIONS SUBMISSION 2023/24

G Shields noted that the five-year financial projections recommended for submission to the Scottish Housing Regulator (SHR) reflected the first five years of the updated business plan projections. As such, he was recommending that these be adopted and approved for submission.

Following brief discussion, the projections were then proposed by M Parker, seconded by M Thompson and unanimously approved for submission to SHR.

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. It was noted that the development remained behind schedule and that following a formal submission from the Contractor, hand-over had been revised to the end of February 2024. The Director explained that he had asked the Contractor to look at the possibility of partial site handover of at least nine units by the end of October 2023.

There then followed discussion on the reasons for the delay with supply chain issues and design changes being the key critical path items cited by the Contractor for the extension of time.

Yoker Primary School Site

The Director explained that the Association had been approached by a development management consultant with a view to re-engineering the proposals with a view to reducing the cost-per-unit and increasing the grant subsidy levels to make this development financially viable.

Following consideration of the proposal and discussion it was agreed that a feasibility study be instructed subject to funding approval from Glasgow City Council.

The report was then noted by those present.



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9.0 MANAGEMENT & MAINTENANCE REPORTS

9.1 WAITING LIST & ALLOCATIONS TO 31.03.23 REPORT

G Shields noted that the report provided a summary of the waiting list and allocations made during the year to the end of March 2023.

The Housing Services Manager then highlighted the key statistics and outcomes for the year.

The report was then noted by those present.

9.2 POLICY REVIEW REPORT

9.2.1 Domestic Abuse Policy

G Shields noted that this was a new policy being introduced to consolidate policy details spread over a number of the Association's existing policies.

Following clarification of policy detail in response to a question raised, the policy was proposed by M Parker, seconded by E Busby and unanimously approved by those present.

9.2.2 Selection and Performance of Maintenance Contractors Policy

G Shields referred to the policy and following a brief resume by the Housing Services Manager, the policy was proposed by J Porter, seconded by L Donnelly and unanimously approved by those present.

9.2.3 List of Approved Maintenance Contractors

The Housing Services Manager presented the report, and the relative performance of maintenance contractors was noted by those present. G Shields noted the recommendation that an additional five maintenance contractors be included following successful trials.

The list of approved maintenance contractors as recommended was then unanimously approved by those present.

9.3 MAINTENANCE SCHEME REPORT

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

The carrying out of the next phase of rear screen repairs at 1955 and 1963 Dumbarton Road was unanimously approved on the basis of a non-competitive action.

The report was then noted by those present.

10.0 DATE OF NEXT MEETING 27.07.23

11.0 A.O.C.B.

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

Proposed By _____

Seconded By _____