



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 31st of March 2022 at 19:00 hrs at the Association's offices and through the on-line virtual 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 2021 / 22
 - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2021 / 22
 - 1.6 HEALTH & SAFETY MATTERS
- 2.0 SHARE REGISTER
 - 2.1 NEW MEMBERSHIP APPLICATIONS
 - 2.2 MEMBERSHIP SHARE CANCELLATIONS & WRITE-OFFS ***
- 3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL
- 4.0 CORRESPONDENCE
- 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 27.01.22
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
 - 6.1 INTERNAL AUDIT REPORT
 - 6.2 INTERNAL AUDIT PLAN 2022 / 23
 - 6.3 REVIEW OF STAFF TERMS AND CONDITIONS 2022 / 23
- 7.0 FINANCE REPORTS
 - 7.1 2022 / 23 BUDGET REPORT ***
 - 7.2 POLICY REVIEW REPORT
 - 07.2.01 Committee Members' Expenses Policy ***
 - 07.2.02 Risk Management Policy ***
- 8.0 DEVELOPMENT REPORTS
 - 8.1 POLICY REVIEW REPORT
 - 08.1.01 Development Contract Control Policy ***
 - 8.2 DEVELOPMENT SCHEME REPORT
- 9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
 - 9.1 POLICY REVIEW REPORT
 - 9.1.01 Gas Safety Management System Policy ***
 - 9.1.02 Reactive Repairs Policy ***
 - 9.1.03 Rechargeable Repairs Policy ***
 - 9.1.04 Stage 3 Adaptations Policy ***
 - 9.1.05 Rent Setting Policy ***
 - 9.1.06 Anti-Social Behaviour and Neighbour Nuisance Policy ***
 - 9.1.07 Harassment Policy ***
 - 9.1.08 Scottish Secure Tenancy Agreement ***
 - 9.1.09 Short Scottish Secure Tenancy Agreement ***
 - 9.1.10 Minute of Agreement ***
 - 9.2 MAINTENANCE SCHEME REPORT
- 10.0 DATE OF NEXT MEETING 28.04.22
- 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 checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" 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 31st of March 2022 at 19:00hrs through the Association's on-line virtual meeting portal.

Present

Shields, G (Chairman)
Busby, E
Donnelly, L
Fleming, A
McKendrick, M
Parker, M
Wronowska, A
Walker, C

In Attendance

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

McCready, S (Wylie + Bisset, Internal Auditors)

01.0 MANAGEMENT COMMITTEE**01.01 APOLOGIES**

Apologies for absence were received from M Ballantyne, R Vandermotten, A Jarvis, I Ryan and J Porter.

01.02 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

The Director, Housing Manager and Senior Finance Officer declared an interest in Agenda Item No.6.3. G Shields confirmed that all staff with the exception of the Senior Property Services Officer [who was retiring following this meeting] would be asked to leave the meeting when this item was being discussed.

Subject to this exception, all those present confirmed that they had nothing further to declare beyond the details already recorded on the schedule of interests.

01.03 TRAINING

G Shields noted that a number of committee members were still falling short of their minimum training requirement. He urged those individuals to have a look at currently available SHARE course material with a view to meeting their minimum training requirement as soon as possible.

01.04 REGULATORY & STATUTORY RETURNS 2021 / 22

G Shields referred to the report and those present noted that all regulatory and statutory returns were up to date. The Director confirmed that the Covid Return to the end of March 2022 would be the last such return required by the Scottish Housing Regulator.

The report was then noted by those present.

01.05 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2021 / 22

G Shields referred to the report and all those present or in attendance confirmed that they were not aware of any new whistleblowing or fraud matters having been raised since the last meeting.

The report was then noted by those present.

01.06 HEALTH & SAFETY MATTERS

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



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02.0 SHARE REGISTER

02.01 NEW MEMBERSHIP APPLICATIONS

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

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1279	[REDACTED]	[REDACTED]
1280	[REDACTED]	[REDACTED]
1281	[REDACTED]	[REDACTED]
1282	[REDACTED]	[REDACTED]
1283	[REDACTED]	[REDACTED]
1284	[REDACTED]	[REDACTED]
1285	[REDACTED]	[REDACTED]

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

02.02 MEMBERSHIP SHARE CANCELLATIONS AND WRITE-OFFS

E Busby proposed the write-off of the eight shares listed in the report. This was seconded by C Walker and unanimously approved by those present.

03.0 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.

04.0 CORRESPONDENCE

Alexander Sloan

The external audit plan issued by Alexander Sloan was noted by those present.

There were no other items of correspondence.

05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 27.01.22

05.01 APPROVAL OF MINUTES

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

05.02 MATTERS ARISING

With respect to Agenda Item 09.02, G Shields reminded those present of their obligations in relation to the supporting of decisions once these had been taken by the meeting. He also asked if there had been any feedback in relation to the rent increase from tenants following the rent increase notices issued.

In response, the Housing Manager confirmed that there had been very little response to the rent increase notice issued. He stated that fewer than five tenants had queried the increase applied and that in those cases the tenants had accepted the underlying reasons for the increase applied.

There were no other matters arising.



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06.0 CORPORATE GOVERNANCE REPORTS

06.01 INTERNAL AUDIT REPORT

G Shields invited S McCready to speak to the internal audit report.

Payroll

S McCready referred to the report explaining that it indicated "Strong" systems and controls over payroll – the highest level of assurance – with just one low level recommendation being made.

Rent Setting and Affordability

S McCready referred to the second audit area of rent setting and affordability and explained that this also indicated "Strong" systems and controls in place. He explained that all appropriate controls and procedures were in place and that there were therefore no recommendations being made for improvement at this time.

Follow-Up Review

S McCready concluded his report by confirming that all four recommendations made in the previous year's internal audits had been confirmed as fully implemented by management. The follow-up review therefore concluded that there were "Strong" levels of assurance in this area.

The report was then noted by those present.

06.02 INTERNAL AUDIT PLAN 2022 / 23

G Shields referred to the areas planned for internal audit for the next financial year and S McCready confirmed that these had been proposed based upon the existing cyclical programme of internal audit work.

He confirmed that business planning had been included to reflect the fact that the Association's business plan would be due for review this year

Those present then discussed the content of the internal audit programme and unanimously approved the programme of work to be undertaken for 2022 / 23.

At this point, those present thanked S McCready for his attendance and he left the meeting.

The Director, Housing Manager and Senior Finance Services Officer then declared an interest and left the meeting.

06.03 REVIEW OF STAFF TERMS AND CONDITIONS 2022 / 23

Annual Salary Increase from 1st April 2022

G Shields referred to the report and reminded those present of the Management Committee's previous decision to align future salary increases with those of Employers in Voluntary Housing (EVH). He explained that an increase of 4.1% was currently being proposed by EVH although this was yet to be formally adopted.

As the Management Committee had previously agreed to apply EVH salary increases, it was unanimously agreed by those present that the increase proposed by EVH be applied once formally adopted by EVH.

Staff Salary Increments

G Shields referred to the report and the recommendation for one salary increment for five members of staff. In the absence of any objections, the salary increments were unanimously approved by those present.

At this point the Director, Housing Manager and Senior Finance Services Officer returned to the meeting.



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07.0 FINANCE REPORTS

07.01 2022 / 23 BUDGET REPORT

G Shields referred to the report and invited the Senior Finance Services Officer to provide an overview of the budget proposals for the next financial year.

The Senior Finance Services Officer provided an overview of the key assumptions and their projected financial impact on the Association's financial position for the year to the end of March 2023. She also referred to the annual treasury management strategy incorporated within the budget and recommended that those present approve the strategy as part of the budget setting process.

In response to a question from G Shields, the Senior Finance Services Officer confirmed that the Association was currently obtaining very poor rates of return on cash deposits and that this reflected current market conditions for investment.

With respect to anticipated increases in development costs, the Senior Finance Services Officer confirmed that these were not likely to have a significant impact in cash flow for this budget as any additional costs were not likely to feed through until the 2023/24 financial year. She confirmed that this would be reflected in the medium and long-term projections.

Following further brief discussion, the 2022/23 budget and treasury management strategy were unanimously approved by those present.

07.02 POLICY REVIEW REPORT

07.02.1 Committee Members' Expenses Policy

G Shields referred to the policy and following discussion, a number of minor amendments were proposed to bring the policy up to date.

Subject to those amendments, the policy was proposed by A Fleming, seconded by C Walker and unanimously approved by those present.

07.2.02 Risk Management Policy

G Shields referred to the policy and noted that there were no material changes being recommended to the policy at this time beyond the adoption of the standard policy format.

In the absence of any other proposed amendments from those present, the policy was proposed by M McKendrick, seconded by M Parker and unanimously approved by those present.

08.0 DEVELOPMENT REPORTS

08.01 POLICY REVIEW REPORT

08.01.1 Development Contract Control Policy

G Shields noted that there were no major amendments being recommended to the policy at this time and the Senior Property Services Officer provided a brief overview of the recommended amendments.

In the absence of any further amendments, the policy was proposed by M Parker, seconded by L Donnelly and unanimously approved by those present.

08.02 DEVELOPMENT SCHEME REPORT

Blawarthill Hospital Refurbishment Scheme

The Senior Property Services Officer explained that Glasgow City Council (GCC) had not yet provided an update regarding the claim for additional unforeseen costs on this project that had completed in November 2021.



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08.0 DEVELOPMENT REPORTS (Continued)

08.02 DEVELOPMENT SCHEME REPORT (Continued)

Blawarthill Hospital Refurbishment Scheme (Continued)

She went on to explain that the Association had responded to a number of technical queries concerning the additional costs and that the Association would simply have to wait for GCC to complete their appraisal.

Blawarthill Hospital New Build Scheme

G Shields noted that GCC had not yet confirmed whether they were prepared to fund additional costs associated with the revised tender for this scheme. The Senior Property Services Officer explained that the current grant levels required to make the scheme work were beyond those which GCC were prepared to approve.

The Director referred to the downside risk of continuing with this development as well as the risk associated with ceasing work on site. In response to a question from G Shields, he confirmed that the Association had sufficient resources to complete this scheme based upon the current funding approval and without the need for private finance. He confirmed that the Association's contribution would however be over three times as much as had previously been anticipated in the absence of any additional contributions from GCC.

In response to a question from A Fleming, the Senior Property Services Officer confirmed that while there was a chance for some additional grant being made available for this scheme, it was only likely to cover a fraction of the additional costs.

The Senior Property Services Officer noted that GCC's technical staff had not identified any particularly unusual or expensive elements within the scheme when the passive house costs were stripped out of the equation. However when all costs were taken into account, she explained that the scheme failed to meet the benchmark target costs required by the Scottish Government.

Those present then discussed the various options open to the Association including the possibility of ceasing work on site and deferring development until market conditions became more favourable. However the general consensus was that the Association should continue with the development and review the position once GCC had given an indication of potential funding increases.

The Senior Property Services Officer reminded those present that on completion of the development, a claim for additional grant funding could still be made through the grant completion submission. She suggested that higher levels of grant subsidy may also be available at that time.

Those present unanimously agreed that the scheme should be completed with a view to claiming additional grant funding at the scheme completion stage. However there was a general consensus that this was likely to be the last development scheme for the foreseeable future while grant funding levels remained insufficient to allow sustainable development of affordable housing.

The report was then noted by those present.

09.0 HOUSING MANAGEMENT REPORTS

09.01 POLICY REVIEW REPORT

9.01.1 Gas Safety Management System Policy

G Shields referred to the policy and noted that this was a new policy being introduced as a result of revised guidance.

The Housing Manager then provided an overview of the key elements within the policy. He explained that it introduced new systems and procedures for the management of gas appliances and rationalised the Association's other procedures around annual gas safety checks which were now incorporated within this one policy.

In response to a question from M McKendrick, it was agreed that the policy be expanded to include checks on heat and smoke alarms as part of the annual gas safety check.



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09.0 HOUSING MANAGEMENT REPORTS (Continued)

09.01 POLICY REVIEW REPORT (Continued)

9.01.1 Gas Safety Management System Policy (Continued)

Subject to the amendment that annual gas safety checks be supplemented by heat and smoke alarm checks as well as carbon monoxide checks, the policy was proposed by A Fleming and seconded by C Walker.

9.01.2 Reactive Repairs Policy

G Shields noted that the main policy changes related to the incorporation of a section on human rights in the policy summary page, expansion of consultation requirements with respect to other owners, tenant satisfaction and performance monitoring.

In response to a question from M McKendrick, the Director confirmed that there was a separate policy covering the subject of emergency repairs.

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

9.01.3 Rechargeable Repairs Policy

The Housing Manager referred to the policy and explained that there were a number of minor amendments and updates being recommended. However the main change related to the inclusion of a separate new section on the subject of former tenant rechargeable repairs recovery.

M McKendrick queried the policy on recharging tenants for damage caused as a result of forced access by emergency services. The Housing Manager confirmed that this was standard policy but that particular circumstances might result in the policy not being enforced.

G Shields suggested that he would expect a common-sense approach to be adopted in enforcing the policy.

In response to a question from M Parker, the Housing Manager confirmed that the emergency services did not charge the Association for emergency call outs. However the Association did occasionally receive charges for contractors called out by emergency services to secure premises after a forced access.

The policy was then proposed by A Fleming, seconded by L Donnelly and unanimously approved by those present.

9.01.4 Stage 3 Adaptations Policy

G Shields noted that the main amendment to this policy appeared to be the adoption of the standardised policy format and the updating of timescales to comply with the Association's key performance indicator targets.

In the absence of any other proposed amendments, the policy was proposed by M Parker, seconded by C Walker and unanimously approved by those present.

9.01.5 Rent Setting Policy

G Shields referred to the policy and noted that it had been updated to reflect the revised rent levels following approval of the rent increase from 1 April 2022.

Adoption of the policy was proposed by M McKendrick, seconded by A Fleming and unanimously approved by those present.



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09.0 HOUSING MANAGEMENT REPORTS (Continued)

09.01 POLICY REVIEW REPORT (Continued)

9.01.6 Anti-Social Behaviour and Neighbour Nuisance Policy

The Housing Manager explained that this policy had been subject to a major overhaul at the last review date to reflect changes introduced by the Housing (Scotland) Act 2014. Consequently, and in the absence of any significant statutory or regulatory changes in the interim, he was not recommending any material changes at this time beyond the adoption of the standardised policy cover sheet.

In the absence of any proposed amendments from those present, the policy was proposed by L Donnelly, seconded by M Parker and unanimously approved by those present.

9.01.7 Harassment Policy

G Shields noted that there were no major amendments being recommended at this time and that the main change was the adoption of the standardised cover sheet.

In the absence of any other proposed amendments, the policy was proposed by C Walker, seconded by M McKendrick and unanimously approved by those present.

9.01.8 Scottish Secure Tenancy Agreement

G Shields referred to the policy and noted that the only change was the insertion of an additional clause clarifying tenant responsibility for their own personal belongings and re-numbering of subsequent clauses.

The Housing Manager provided a brief explanation of the reason for recommending the insertion of this new clause and in the absence of any other proposed amendments, the policy was proposed by E Busby, seconded by L Donnelly and unanimously approved by those present.

9.01.9 Short Scottish Secure Tenancy Agreement

G Shields noted that the amendment being recommended for the Short Scottish Secure Tenancy Agreement was the same as that for the Scottish Secure Tenancy Agreement.

In the absence of any other proposed amendments, the policy was proposed by M Parker, seconded by A Wronowska and unanimously approved by those present.

9.01.10 Minute of Agreement

The Housing Manager explained that this agreement was the standard used where tenants or owners were required to decant while works were being carried out to their property.

G Shields noted that there were no amendments being recommended at this time. However the Senior Finance Services Officer reminded those present of the requirement to include the Association's property factor registration number on all documentation.

Subject to that amendment, and in the absence of any other proposed amendments, the policy was proposed by M McKendrick, seconded by L Donnelly and unanimously approved by those present.

09.02 MAINTENANCE SCHEME REPORT

The Housing Manager provided an update on the report confirming that tender returns had now been received for the gutter cleaning, roof inspection and maintenance and roof anchor testing contract as well as the communal extract fan replacement and annual fan maintenance contract. He explained that these contracts had now been awarded.

The report was then noted by those present.



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10.0 DATE OF NEXT MEETING 28.04.22

G Shields noted that the next meeting was scheduled for Thursday the 28th of March 2022.

11.0 A.O.C.B.

There being no other competent business the formal business of the meeting closed at 20:30 hrs. The formal business of the meeting was followed by an informal presentation to L Bryce, Senior Property Services Officer, in acknowledgement of her retirement.

Proposed By _____

Seconded By _____