



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 29th of February 2024 at 18:30 hrs in the Association's offices, 2310 Dumbarton Road, Yoker.

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 25.01.24
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
 - 6.1 RISK MANAGEMENT REPORT
 - 6.2 HEALTH & SAFETY CONTROL MANUAL UPDATE
 - 6.3 OPTIONS APPRAISAL PROPOSAL
- 7.0 FINANCE REPORTS
 - 7.1 2024/25 BUDGET REPORT
 - 7.2 TREASURY MANAGEMENT REPORT
 - 7.3 POLICY REVIEW REPORT
 - 7.3.1 Treasury Management Policy
 - 7.3.2 Tenant Reward Scheme Policy
- 8.0 DEVELOPMENT REPORTS
 - 8.1 DEVELOPMENT SCHEME REPORT
- 9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
 - 9.1 MAINTENANCE SCHEME REPORT
 - 9.2 POLICY REVIEW REPORT
 - 9.2.1 Rent Setting Policy
- 10.0 DATE OF NEXT MEETING 28.03.24
- 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 29th of February 2024 at 18:30hrs in the Association's offices at 2310 Dumbarton Road, Yoker, Glasgow.

Present

Shields, G (Chairman)
Ballantyne, M
Busby, E
Donnelly, L
Fleming, A
Jarvis, A
McKendrick, M
Porter, J
Ryan, I
Thompson, M
Walker, C

In Attendance

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

McNeill, P (HRC Ltd – Housing Consultants)

G Shields welcomed and introduced P McNeill to the meeting.

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

Apologies for absence were received from A Wronowska and R Vandermotten.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

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

1.3 TRAINING

The Director confirmed that a number of those present had attended the training session held the previous week and that this was still to be reflected in the schedule provided. He confirmed that a further two sessions were planned before the end of March to allow everyone who required the necessary training hours to be able to achieve their training target by the end of the financial year.

1.4 REGULATORY & STATUTORY RETURNS 2023 / 24

G Shields referred to the report and reminded those present that all of the regulatory and statutory returns due for the current financial year had been completed in full and on schedule.

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.



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1.0 MANAGEMENT COMMITTEE (Continued)

1.6 HEALTH & SAFETY MATTERS

Other than the amendments to the Health & Safety Control Manual being recommended at this meeting, those present noted that there were no matters to report at this time.

2.0 NEW MEMBERSHIP APPLICATIONS

There were no new membership applications.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

There were no documents for signing and use of the Seal.

4.0 CORRESPONDENCE

Scottish Housing Regulator

Tenant Participation & Gypsy / Traveller Thematic

Our new Regulatory Framework and statutory guidance

There were no other items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 25.01.24

5.1 APPROVAL OF MINUTES

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

5.2 MATTERS ARISING

New Committee Members

I Ryan asked whether the open meeting held last month had sparked an interest in joining the committee from the tenant who had attended.

The Housing Services Manager explained that he had been in contact with the tenant who had attended the meeting and that she had found the meeting very interesting. However she was not yet in a position to commit to joining the committee at this time due to other personal commitments.

Tenant Participation

M Ballantyne confirmed that a meeting had been arranged to progress the tenant open day scheduled for later in the year.

There were no other matters arising.

6.0 CORPORATE GOVERNANCE REPORTS

6.1 RISK MANAGEMENT REPORT

G Shields referred to the report and suggested that there should be some amendments to the risk register to reflect the fact that the Association has taken the decision not to continue with development activity for the foreseeable future. Consequently the reduction in the level of development subsidy has become a less relevant risk to the Association and should therefore no longer be considered a key risk.

He went on to suggest that loss of key staff should be re-classified as a key risk with the Director having indicated his likely retirement within the next three to five years.



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6.0 CORPORATE GOVERNANCE REPORTS (Continued)

6.1 RISK MANAGEMENT REPORT (Continued)

Those present unanimously agreed to the re-classifications suggested and that additional training and a focus on succession planning be used to mitigate this risk.

There then followed discussion on how further support might be provided to mitigate the risk of tenant arrears through referrals to local citizens advice services.

The report was then noted by those present.

6.2 HEALTH & SAFETY CONTROL MANUAL REVIEW REPORT

G Shields referred to the report and the Housing Services Manager provided a summary of the key updates to the manual.

Following clarification of a number of points raised by those present, the recommended amendments were proposed by L Donnelly, seconded by I Ryan and unanimously approved by those present.

6.3 OPTIONS APPRAISAL PROPOSAL

G Shields referred to the proposal to carry out an options appraisal exercise as part of an independent review of the governance and financial management of the Association. He explained that this would supplement the Association's internal audit process and provide those present with additional independent assurance. He then invited P McNeill to provide his presentation.

P McNeill then provided a presentation explaining the options appraisal process, the various possible outcomes from the process and the nature of the engagement.

There then followed a lengthy question and answer session following which it was unanimously agreed that the process proceed with an anticipated completion date of the end of June 2024.

7.0 FINANCE REPORTS

7.1 2024 / 25 BUDGET REPORT

G Shields referred to the report and the Senior Finance Officer provided a brief summary of the draft budget projections for the year to the end of March 2025. The key assumptions were then discussed along with the impact on cash and reserves to the end of March 2025.

G Shields noted the assumptions regarding rental income and asked if the rent increase letters had been issued to tenants and if so, had there been any feedback. The Housing Services Manager confirmed that all rent increase notification letters had been issued and that there had been no reaction, response or feedback from tenants.

With respect to assumed salary increase levels, G Shields asked if there had been any feedback from Employers in Voluntary Housing (EVH) as to the likely increase following rejection of the 5.5% offer from the employers.

The Director confirmed that the matter had been referred to ACAS for settlement but at the date of this meeting there was no indication as to the outcome.

The Senior Finance Officer then referred to the projected cash flow over the twelve-month period to the end of March 2025 and noted that cash balances were not expected to drop below three point three million pounds. She went on to explain that this assumed the Association would spend approximately three hundred thousand pounds on acquisitions.

In the absence of any further questions, the budget as submitted was proposed by A Fleming, seconded by C Walker and unanimously approved by those present.



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7.0 FINANCE REPORTS (Continued)

7.2 TREASURY MANAGEMENT REPORT

G Shields referred to the report and those present noted the current levels of cash deposits and borrowing capacity detailed in the report.

Referring to the recommendation that the current fixed term deposit due to mature in the middle of March 2024 be replaced with a three million pounds twelve-month facility, G Shields asked if there was sufficient flexibility to ensure liquid cash reserves were sufficient to meet day-to-day demands.

The Senior Finance Officer explained that the minimum cash balances in the budgeted cash flow were based upon particularly prudent assumptions regarding capital expenditure. As such she anticipated sufficient cash reserves to meet the Association's daily cash requirements throughout the next twelve months.

G Shields also asked for confirmation of Virgin Money UK plc's credit rating and the Senior Finance Officer confirmed that this met the requirements of the Association's Treasury Management Policy.

In the absence of any further questions, the recommendation was unanimously approved, and the report noted by those present.

7.3 POLICY REVIEW REPORT

7.3.1 Treasury Management Policy

G Shields referred to the report and noted that the only recommended changes were minor amendments required to ensure that the policy remained in alignment with the treasury management code of practice issued by the Chartered Institute of Public Finance Accountants (CIPFA).

In the absence of any questions the policy was proposed by M Ballantyne, seconded by A Jarvis and unanimously approved by those present.

7.3.2 Tenant Reward Scheme Policy

G Shields noted that there were no changes recommended to the policy at this time.

There then followed discussion on whether the policy should be continued, the number of tenants qualifying and the anticipated level of rewards for 2024/25.

The Director explained that withdrawal of the policy would be a material change and as such would require tenant consultation. However following further discussion it was agreed that the policy be continued for another year and be reviewed once again in twelve months time.

The policy was then proposed by E Busby 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 confirmed to those present that the scheme completion date had been put back to the end of May following discussion with the Contractor and the Employer's Agent.

With respect to site access, the Director explained that this remained problematic with groundworks currently under way and ground levels not yet re-instated. However he assured those present that as soon as access became possible, he would co-ordinate a site visit.

In response to a question from A Jarvis, the Director confirmed that when these properties became available, new tenants would be given appropriate training and support in how to operate a passive house.

**MINUTES**

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8.0 DEVELOPMENT REPORTS (Continued)**8.1 DEVELOPMENT SCHEME REPORT (Continued)**Acquisitions

The Director confirmed that three acquisitions had now been concluded and that no further acquisitions were anticipated during the current financial year. He went on to confirm that one owner had approached the Association with a proposal to sell their property but that the Association would not be progressing this until a valuation report became available.

The report was then noted by those present.

9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS**9.1 MAINTENANCE SCHEME REPORT**

G Shields invited the Housing Services Manager to provide an update on progress.

Planned Maintenance

The Housing Services Manager confirmed that the planned maintenance works programmed for the current financial year had now been completed and that focus was now on preparation for implementing the 2024/25 programme of work.

Conversion of 1945 Dumbarton Road

The Housing Services manager confirmed that works had been completed but the Association was not yet in possession of a completion certificate. He assured those present that as soon as the certificate was issued by Glasgow City Council the property would be allocated.

The report was then noted by those present.

9.2 POLICY REVIEW REPORT**9.2.1 Rent Setting Policy**

G Shields referred to the policy and the Housing Services Manager confirmed that the only amendments being recommended at this time were to reflect the increased rent charges following the rent increase approved at the previous meeting.

In the absence of any further recommended amendments the policy was proposed by M Ballantyne, seconded by I Ryan and unanimously approved by those present.

10.0 DATE OF NEXT MEETING 28.03.24

G Shields confirmed that the next meeting of the Management Committee was scheduled to take place on Thursday the 28th of March 2024. It was anticipated that this would be an in-person meeting.

11.0 A.O.C.B.Director Interim Appraisal

G Shields confirmed that the Director's interim appraisal had been carried out as previously reported and that the next formal appraisal would be completed in July 2024.

Fire doors

J Porter asked for confirmation of the status of fire doors within properties and whether the doors fitted during refurbishment met the required standard. The Housing Services Manager confirmed that fire doors would have met the required standards at the time of refurbishment as this would have been a Building Control requirement.



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11.0 A.O.C.B. (Continued)

Fire doors (Continued)

However where a change in Building Regulations required an enhanced standard then this would not be retrospectively implemented unless a door was subsequently replaced.

With respect to the painting of fire doors, the Housing Services Manager agreed to check whether this was prohibited as advice given in the past was that fire doors should not be painted.

There being no other competent business the meeting closed at 20:30 hrs.

Proposed By _____

Seconded By _____