

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 30 MAY 2023 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

<u>ACTION</u>				
	Present:			
	Mrs C. Boyle	Chairperson	In person	Elected Member
	Mr J. Hillhouse	Treasurer	In person	Elected Member
	Mr P. Shiach	Secretary	In person	Elected Member
	Mr J. O'Donnell		In person	Casual Vacancy
	Mr J. Mooney		In person	Elected Member
	Cllr G. Johal		Online	Co-opted Member
	In Attendance:			
	Mrs L. Lees		In person	Chief Executive
	Mr J. Devlin		In person	Housing Services Manager
	1. Apologies			
	Apologies were received from Ms D. Smith, Mrs L. Breeze and Mrs K. Tennant. It was noted that a quorum was present to enable the meeting to go ahead.			
	2. Chairperson's Remarks			
	The Chairperson welcomed everyone to the meeting.			
	3. Declaration of Interest			
	There were no declarations of interest noted.			
	4. Business Carried Over from Last Meeting			
	There was no business carried over.			
	5. Management Committee External Training/Conference Feedback (if applicable)			
	The Chief Executive updated the Management Committee to advise joint training sessions are being finalised and the new schedule will be issued for the new committee year.			
	6. Secretary's Report (For information)			
	The Secretary reported the following:			
	a) Correspondence			
	The Secretary advised correspondence has been received regarding the SHARE Governing Body Retreat happening on 5/6 September 2023 at Seamill Hydro Hotel and it was noted that all Committee members are invited to attend.			
	b) Share Membership Applications			
	There were no share membership applications received.			
	c) MC Membership Update			
	There were no MC membership applications received.			

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The Secretary referred to the above report, circulated prior to the meeting and it was noted that the AGM would take place on 29 June 2023 at 7pm in Centre81. The Management Committee noted that whilst the share register no longer required to officially close, no share memberships could be accepted within 14 days of the AGM.

e) Compliance with Rules 62-67- Letter from Secretary*

The Chairperson referred to the above letter from the Secretary to the Management Committee circulated prior to the meeting which advised that obligations within Rules 62-67 had been complied with. The letter was noted by the Management Committee and the electronic signature register had been updated for the Secretary.

f) AGM Election Report 2023*

The Chief Executive referred to the above report circulated prior to the meeting regarding the AGM. The Management Committee noted the election position where 1/3 of the Management Committee members require to stand for re-election, not including the co-optees or casual members, which totalled 3.

The Management Committee noted that J. O'Donnell was also required to stand at the AGM as he left and rejoined in the year as a Casual Vacancy post. Additionally, it was agreed that G. Daly and T. Hislop were to be reappointed to the committee following a recent spell of non-attendance and that they would be required to stand again at the AGM to become fully elected members.

At this point, Mr Hillhouse notified the Committee that after a long period of service, that he would be looking to stand down this year. The Chief Executive thanked him for all his service and that she would confirm with him when his official date of leaving would be. The Chief Executive also stated that he would be greatly missed.

The Chief Executive confirmed all paperwork will be completed for the casual vacancies and for those to stand for election. The election report was agreed and approved by the Management Committee.

7. Approval of Minutes (Decision/Approval Required)**a) Management Committee 25-Apr-23***

There were no errors or omissions noted and the Minute was proposed by Mrs C. Boyle, seconded by Mr J. O'Donnell and unanimously approved by the Management Committee.

b) Finance, Audit & Risk SC 16-May 23*

There were no errors or omissions noted and the Minute was proposed by Mrs C. Boyle, seconded by Mr P. Shiach and unanimously approved by the Management Committee.

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8.	<p>Business Arising From Minutes (Decision/Approval Required) There was no business arising from the minutes.</p>
9.	<p>Ratification of all Minutes (Decision/Approval Required) Ratification of all Minutes was proposed by Mr J. Hillhouse, seconded by Mrs C. Boyle and unanimously approved by the Management Committee.</p>
10.	<p>Emergency decisions since last meeting There was no emergency decisions noted.</p>
11.	<p>Staffing Report – EVH and GWSF monthly reports* (For information) The Chief Executive referred to the above reports circulated prior to the meeting. The reports were noted by the Management Committee.</p>
12.	<p>Absence Statistics from 01 Jan to 31 Mar 2023 (Decision/Approval Required) The Chief Executive referred to the above report circulated prior to the meeting and referred to the changes from the report previously submitted to the Finance Sub-Committee on 16th May 2023. It was noted that following the recent ARC Validation Audit, that an additional bank holiday had been omitted which had an effect on the results. Overall, the total percentage days lost for 2022/23 was 4.92% in comparison with 9.50% in the previous year and that this would be reported in the Annual Return on the Charter (ARC) submission.</p> <p>The report was noted and approved by the Management Committee.</p>
13.	<p>Annual Return on the Charter 2022/2023* (Decision/Approval Required) The Housing Services Manager referred to the 2022/2023 Annual Return on the Charter. The following was reported:</p> <ul style="list-style-type: none"> • C1.3.2 – Percentage of staff turnover in the year to the end of the reporting year. Noted that although the figure is high it includes 3 long term staff who retired, temporary staff and other leavers. • C6 & C9 – SHQS Stock Summary. Noted a reduced percentage of properties meeting the standard and noted that this was due to an increased number of properties failing SHQS mainly due to a delay in major repair contracts commencing. • Indicator 30 – Average length of time to re-let properties in the last year. Improvement due to internal improvements made and is consistent from Q2 from of 2021-22. • Indicator 27 – Gross rent arrears at the end of the reporting year. Figure up from last year due to lack of funds from the homeless prevention fund. • Indicator 16 – Tenancy Sustainment. Percentage of new tenancies sustained for more than one year increased from the previous year mainly due to support offered via TSO role. <p>The Housing Services Manager also noted that the recent validation audit, carried out by CD Consultancy, had went well and that targets were widely being met throughout the organisation.</p>

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No further questions were asked, and the return was unanimously approved for submission to the Scottish Housing Regulator.

The Chief Executive stated that the return would be submitted prior to the deadline of 31st May.

14. SHR Five Year Financial Projections (FYFP) (Decision/Approval required)

The Chief Executive noted that an extension to submit this return by Friday 2nd July 2023 had been granted due to heavy work pressures meaning that it was not ready for the expected deadline date of 30th June. The completed return would be submitted by email to the Management Committee for approval before submission to the SHR.

No further questions were asked, and this was unanimously approved by the Management Committee.

15. SHR Loan Portfolio Return 2022/2023* (Decision/Approval required)

The Chief Executive referred to the report and Return circulated prior to the meeting, which sets out details of loan obligations as at 31 March 2023 and agrees to the balances within the Association's annual accounts for the same period.

The Management Committee noted that all of the variable rate loans for the new housing developments, awarded to CAF Bank, have been included in this return.

The Chief Executive invited questions. There were none and the Management Committee approved the Return for submission before the deadline of 30 June 2023.

16. GDPR Action Plan update May 2023* (For information)

The Chief Executive referred to the above report from the ICT & Compliance Officer circulated prior to the meeting. It was noted items in white are ongoing actions. The Management Committee noted that everything else was progressing well.

The update was noted by the Management Committee.

17. Staff and Committee Expenses – May 2023* (Decision/Approval required)

The Chief Executive referred to the report which was issued prior to the meeting. Following review, the Management Committee unanimously approved the expenses as submitted and the Chairperson agreed for her electronic signature to be used. It was noted that the Chief Executive would add this to the Association's signature register.

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<u>ACTION</u>	<p>18. Focus on Governance/Risk (For information) a) Notifiable Events Register* The Chief Executive advised the Management Committee that there had been no new notifiable events raised since the last meeting and that no cases remain outstanding.</p> <p>The update was noted by the Management Committee.</p> <p>19. Intranet The Chief Executive reminded the Management Committee to regularly visit the Intranet, which includes news, updated Policies and Procedures and a health and wellbeing tab.</p> <p>20. Signing of Minutes The Chief Executive had noted that the use of electronic signatures is ongoing.</p> <p>21. Date and Time of Next Meeting/Training Session Per the schedule.</p> <p><u>Meeting closed.</u></p> <p>Checked by: <u> LL </u></p> <p>Date: <u> 29.06.2023 </u></p> <p>APPROVED</p> <p>PROPOSED</p> <p>SECONDED</p> <p>LL/</p> <p>* Indicates report issued with agenda</p>
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