

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 MARCH 2025 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

Present:

Mrs C. Boyle	Chairperson	In person	Elected Member
Ms D. Smith	Vice Chairperson	In person	Elected Member
Mrs L. Ramsay	Treasurer	In person	Elected Member
Mr P. Shiach	Secretary	In person	Elected Member
Mr J. O'Donnell		In person	Elected Member
Ms L. Dickie		In person	Elected Member
Mr D. Adeoye		In person	Elected Member
Mr A. Blake		In person	Elected Member
Cllr. G. Johal		Online	Co-opted Member

Quorum required: 4 members (excluding co-opted)

Quorum achieved: Yes

In Attendance:

Mrs L. Lees	In person	Chief Executive
Mrs S. Farrell	In person	Customer & CS Manager
	Online	North Star Consultancy

1. Apologies

Apologies were received from Mr C. Johnson, Mr W. McGoldrick and Ms M. Richford.

2. Chairperson's Remarks

The Chairperson welcomed everyone to the meeting.

3. Declaration of Interest

There were no declarations of interest.

4. Business Carried Over from Last Meeting (Decision/Approval Required)

There was no business carried over.

5. Management Committee Attendance update and External Training/Conference Feedback (if applicable)

It was noted that 2 committee members have missed 2 consecutive meetings and that they would be contacted in line with the new procedure.

It was noted that plans for a joint staff/Management Committee business strategy day had been finalised for Friday 04 April 2025 and that 8 Management Committee members were booked to attend along with approximately 28 staff.

6. Secretary's Report

The Secretary provided the following report:

a) Correspondence (For information)

There was no correspondence received.

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 MARCH 2025 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

b) Share Membership Applications (Decision/Approval Required)

There were no share membership applications received.

c) MC Membership Applications (Decision/Approval Required)

There were no Management Committee applications received. The Chief Executive stated that an enquiry had been made by a staff member from another housing association with a great deal of expertise and would update the Management Committee if taken forward.

7. Approval of Minutes & Actions Notes (Decision/Approval Required)

a) Management Committee 25 Feb-2025*

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

8. Business Arising From Minutes (Decision/Approval Required)

There was no business arising from the minutes.

9. Ratification of all Minutes (Decision/Approval Required)

Ratification of all Minutes was proposed by Mr O'Donnell, seconded by Mr Shiach and unanimously approved by the Management Committee.

10. Governance Review Findings Report and Recommendations – North Star Consultancy in attendance* (Decision/Approval Required)

The Chief Executive and Chairperson welcomed [REDACTED] to the meeting. The Chief Executive explained that the governance review was part of the ongoing governance improvement plan and [REDACTED] had met with the Office Bearers and Senior Staff and conducted a thorough review of paperwork including:

- Recent Minutes
- Recent Meeting Agendas
- Committee Attendance
- Achieving quorate meetings
- Suite of Governance Policies
- Board/Committee structure and frequency of meetings
- Annual Management Committee Work Plan

[REDACTED] shared an on-screen presentation and at the outset confirmed there were no major concerns and that several recommendations had been made to fully enhance the Association's governance. It was noted a peer review was also carried out with 3 local RSLs and this was referred to at each area. The following areas were covered and sparked discussion and reflection throughout:

- Review of Governance Policies
- Effective Governance
- Governance Structure



MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 MARCH 2025 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

- Frequency of Meetings
- Frequency of Sub-Committee meetings
- Sub-Committee Remits
- Discussion
- Workplan (moveable and immoveable items)

The main points that were agreed included:

- The Housing Services Sub-Committee will remain as it provides a great deal of strategic information such as benchmarking and KPIs and the Committee would want to continue to approve eviction action, albeit rare
- The scheme of delegation of authority will be reviewed to allow:
 - Senior Staff to complete minor/immaterial policy reviews with new policies and material/substantive changes continuing to be brought to the Management Committee
 - Senior Staff to approve decant costs up to c. £2.5k which will be included in the Decant Policy
- The Customer & Corporate Services Manager will be mindful of minute length and reducing the need for redaction
- Papers to be issued earlier
- Senior Staff to be mindful that only significant and not standard operational issues should be presented at Committee meetings
- Strong digital governance on hybrid meetings will continue
- Workplan to be reviewed – potential to include 30-year scenario testing twice a year, health and safety to remain on Management Committee agenda as high risk

The Management Committee enquired whether staffing issues should come under the Management Committee remit, so that there was a greater pool of members in the event of a panel needing set up and to allow more members experience in this area. The Chief Executive suggested that sub-committee structure could be reviewed when looking at the Standing Orders and Scheme of Delegation.

██████ was thanked for her presentation and left the meeting at this point. The Chief Executive confirmed that the full report will now be provided to the Scottish Housing Regulator and any additional recommendations would be incorporated into the Improvement Plan.

11. Emergency decisions since last meeting (Decision/Approval Required)

Decision 1 – Email from CEO dated 26 February 2025 - Emergency Decision Required from Management Committee Members

The Chief Executive confirmed that an emergency decision was required on the EVH Wages Ballot for a Yes or No decision on a proposed 3-year agreement, following 6 votes being recorded at the Management Committee meeting on 25 February. The Management Committee noted

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 MARCH 2025 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

the 6 elected members who had not voted all recorded Yes votes and a majority Yes decision was confirmed in the EVH Ballot paper, signed by the Chairperson. The Management Committee enquired as to the governance behind the increase. The Chief Executive confirmed that a decision is received from EVH then she notifies staff and Management Committee. The Chief Executive and Finance & Corporate Services Manager then undertake an audit to ensure all staff members are on the right scale and increment, where applicable, from 01 April.

Decision 2 – Email from CEO dated 04 March 2025 - Emergency Decision Required from Management Committee Members

The Chief Executive confirmed that an emergency decision was required on the proposed Shared Ownership buy-back agreed at the Management Committee meeting on 25 February. The Management Committee noted that following receiving the final valuation report, the property had mistakenly been referenced as a 1-bedroom property whereas it was a 2-bedroom property, thus increasing the cost to purchase over the amount the Committee had agreed. The Chief Executive had asked for approval to offer £24,415 (valuation £25k) for the 25% share and 11 elected members had agreed as noted in the report. However, the Management Committee noted that for unknown reasons, the sharing owner had pulled out of the sale and will now be responsible for paying the £500 valuation report which would be valid for 6 months.

12. SHR Empty Homes Return* (For information)

The Chief Executive referred to the above return circulated prior to the meeting where the Scottish Housing Regulator had requested information on self-contained dwellings and a number of breakdowns as at 28 February. The Management Committee noted that the return had been submitted on time and the Association had 1 void property at that time. General discussion ensued and it was noted that days to let are now under 10, there are only c. 65 voids in the year and there are in excess of 1,400 on the waiting list. The Chief Executive stated that she will share the full report with the Management Committee when received.

13. Maintenance Report* (Decision/Approval Required)

The Chief Executive referred to the Housing Service Manager's report circulated prior to the meeting and the following matters were discussed/agreed as detailed:

a) Bathroom Contract 2025-26 – Appointment of contractor (Decision/Approval Required)

It was noted that the Association pays to access contractors on the SPA Procurement Framework and that all due financial diligence is carried out by them.

The Management Committee reviewed the offers for the above work to 20 properties at Crown Avenue by 6 contractors. The offer arithmetic checks and scores were noted and it was requested to approve the appointment of the CRD Property Renovations & Reinstatement Ltd. [REDACTED]

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 MARCH 2025 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

[REDACTED]
[REDACTED]. It was noted if approved a two week stand still period will be served for further due diligence, such as references, given that it is a new contractor for the Association. The acceptance of this contract was unanimously approved by the Management Committee.

b) Radnor Park Fire Door Procurement (Decision/Approval Required)

The Management Committee noted that, as reported to the Housing Services Sub-Committee, it is recommended to consider a programme of communal fire door renewal with a target start date of 2030/2031 to bring fire doors up to revised standards. The Management Committee understood they do currently comply and that these would be expensive works but enquired as to whether it could be accommodated earlier. The Chief Executive will look at the Life Cycle Costing and long terms plans and report back.

The Management Committee enquired as to the future net present value of the multi storey flats. The Chief Executive stated a thorough assessment was completed 5 years ago during consideration of a take-over of another Association and at the moment they are remain well maintained and in demand.

c) Radnor Park – CHP Metering and Billing (For information)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

- [REDACTED]
[REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 MARCH 2025 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

d) Stone Cleaning – Design Team Services and Feasibility Study (Decision/Approval Required)

The Management Committee noted that stone cleaning repairs are scheduled to commence at the pre-1919 tenements at Alexander Street and Kilbowie Road in 2026-27. IT was noted that this was a specialist programme of work and MAST Architects had experience in pre-procurement works. The Chief Executive recommended the Management Committee appoint MAST Architects to provide design team services and carry out a feasibility study as detailed for [REDACTED] + VAT to allow for the scope of the works to be fully considered to create procurement documents and for active dialogue to be held with owners. The Management Committee unanimously agreed to the appointment of MAST Architects.

14. Focus on Governance/Risk* (Decision/Approval Required)

a) Notifiable Events*

The Chief Executive referred to the above report circulated prior to the meeting and it was noted that there have been no new Notifiable Events recorded on the portal since the last meeting and none remain outstanding.

b) SHR Engagement Plan 2025-26 (draft)* (Decision/Approval Required)

The Chief Executive referred to the above plan, circulated prior to the meeting. The Chief Executive noted that she is still actively engaging with the SHR regarding the Governance Improvement Plan and will provide the draft report from item 10 immediately following the Management Committee meeting.

c) Draft CHA Governance Improvement Plan* (Decision/Approval Required)

The Chief Executive referred to the Improvement Plan which was circulated prior to the meeting and it was noted that nearly every action was green and that further actions added at the end can be concluded following that evening's meeting. The Improvement Plan was noted by the Management Committee.

15. Intranet

All members were asked to hand in their iPads for a regular update by the ICT & Compliance Officer.

16. Signing of Minutes

The Chief Executive had noted that the use of electronic signatures is ongoing.

17. Date and Time of Next Meeting/Training Session

Per the schedule. The staff/Committee business strategy away day is on 04 April.

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 25 MARCH 2025 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

Meeting closed.

Checked by: _____

Date: _____

APPROVED

PROPOSED

SECONDED

LL/SF

* Indicates report issued with agenda