

**MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY,
9 APRIL 2024 AT 7PM AT 53 BALLINDALLOCH DRIVE**

PRESENT

Mr A Scott (Chair)
Mrs J Donachy
Ms G O'Hara
Mrs A Jenkins
Mr J O'Donnell
Mrs E Conwell
Mrs C McGuire
Mr N Halls
Mrs M Hutchison
Mrs M Smith
Ms G Hay
Mrs M Anderson

IN ATTENDANCE

Mr P Martin (CEO)
Mrs P Munro (Executive Officer)
Ms C Ferguson (Observer)
Mrs L Sichi (Deputy CEO)

1a. APOLOGIES FOR ABSENCE

Apologies were tendered for Mrs R Tinney and Mr A Young.

1b. DECLARATIONS OF INTEREST

There was none.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

There was none.

2. ADOPTION OF MINUTES MEETING (5 MARCH 2024)

The incorrect spelling of May Hutchison was noted.

The above was proposed for approval by Mrs J Donachy, seconded by Mrs M Smith and unanimously agreed by the MC.

3. MATTERS ARISING FROM MEETING (5 MARCH 2024)

Depute CEO advised that four Management Committee members volunteered to be part of the 50th Anniversary working group. MHA were also contacting staff and members of the social club Committee to join the working group.

4. USE OF SEAL (APPROVAL)

The above was approved by Mrs M Hutchison, seconded by Mrs M Anderson, and unanimously approved by the MC.

5. GOVERNANCE ISSUES

The CEO referred to the previously circulated report.

5a) CEO's Report

- 5a.1 The CEO referred to the previously distributed report which covered an update on staffing and operations, performance and financial update, wider role, and investment in existing and new build stock.
- 5a.2 EVH membership, previously approved by Management Committee, has moved to the next stage of consultation with staff which will take place by the end of this week.
- 5a.3 Following a VFM exercise the composting project has now ceased.
- 5a.4 During the IIP review, internal communication was highlighted as an area for improvement. This is being addressed in several ways and these updates will be monitored for effectiveness.
- 5a.5 SHR Engagement Plan for MHA requests that MHA keep them informed of development plans. No further information is required.
- 5a.6 The Property Acquisition Policy gave CEO approval rights as required. CEO confirmed that 100% grant funding was received for all properties referred to in papers and in conjunction with the new build proposal e.g. Haghill and further developments to our current properties show we are investing in MHA stock.
- 5a.7 The next issue of the Milnbank Messenger is scheduled for June with a focus on Estates Team and the work, with dates highlighted, taking place over the summer months. New bulk vans are now out and about with a bulk collection every 2 weeks.

5b) MANAGEMENT ACCOUNTS 29.02.22

The CEO presented the financial papers and highlighted that that all budgets had been met and accounts presented this year will be more positive than previous years. The budgeted results to date are based on the annual budget for the year and now projecting a surplus.

Spend continues to be closely monitored with the aim of reducing monthly liabilities such as leasing of vans. Leases are being terminated and moving to purchase of the assets.

It was noted that there was a significant reduction in voids spend due to contractor's framework and quicker turnarounds. This has assisted in improving spend as maintenance makes up for 50% of entire MHA budget.

The Cash flow statement shows a surplus which was mainly due to sale of scattered flats and Walpole.

5c) SHR ENGAGEMENT PLAN 2024/25

The CEO referred to the recent SHR paper which highlight MHA.

5d) PRECIS FROM AUDIT & RISK SUB-COMMITTEE 19.3.24

To be covered in private business at the end of the meeting.

5e) REVIEW OF WHISTLEBLOWING POLICY

The Depute CEO advised that as this policy has been included as part of the TC Young governance audit there were very few minor amendments required.

The above was proposed for approval by Mrs M Hutchison, seconded by Mr J O'Donnell and unanimously agreed by the MC.

5f) MCE SUBSIDIARY COMPANY

The Depute CEO referred to the previously circulated paper detailing the closure the MCE due to limited activities with final set of accounts to 31 March 2024 which will be completed as part of the audit. MC agreed to transfer any remaining activities such as the Café to MHA.

Final meeting of MCE sub-Committee will be 13 May2024.

The above was proposed for approval by Mr N Halls, seconded by Mrs E Conwell and unanimously agreed by the MC.

5g) REVIEW OPENNESS & CONFIDENTIALITY POLICY

The Depute CEO advised that as this policy links to whistle blowing policy and had been crossed referenced against SHR guidance. Very limited updates were required, and it was therefore proposed to move to three yearly updates instead of two unless a requirement to do so.

The above was approved by Mrs M Hutchison, seconded by Mr N Halls and unanimously approved by the MC.

5h) REVIEW COMPLAINTS HANDLING POLICY

The Depute CEO advised that no changes at SPSO since the last time was developed. It was highlighted that the Care Sector removed reference was removed as MHA no longer operate the nursery. Proposed to move to three yearly updates instead of two unless a requirement to do so.

The above was approved by Mrs J Donachy, seconded by Mrs M Smith and unanimously approved by the MC.

5k to o were noted.

- e) Committee Meeting Schedule 2024
- f) KPI's 2023/24 Update
- g) GWSF Update
- h) SHR Compliance Update
- i) GDPR, FOI, NE, Complaints & Compliments

7. A.O.C.B

Ms C Ferguson (Observer) and P Munro, Executive Officer left the meeting to allow a private discussion relating to the agenda item covering the precis from the Audit & Risk Sub-Committee meeting on 19.03.24.

8. DATE OF NEXT MEETING

Tuesday, 14 May 2024 at 7pm



Chair
14.5.24