

**MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON  
TUESDAY, 11 JUNE 2024 AT 7PM AT 53 BALLINDALLOCH DRIVE**

**PRESENT**

Mr A Scott (Chair)  
Mrs C McGuire  
Mrs A Jenkins  
Ms G O'Hara  
Mr N Halls  
Mrs R Tinney  
Mrs M Smith

**IN ATTENDANCE**

Mr P Martin (CEO)  
Mrs P Munro (Executive Officer)

**1a. APOLOGIES FOR ABSENCE**

Apologies were tendered for Mrs J Donachy, Mr J O'Donnell, Mrs E Conwell, Miss G Hay and Mr A Young

**1b. DECLARATIONS OF INTEREST**

None.

**1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA**

None.

**2. ADOPTION OF MINUTES MEETING (14 May 2024)**

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

**2a. MATTERS ARISING FROM MEETING (14 May 2024)**

No matters arising.

**3. ADOPTION OF MINUTES SPECIAL MEETING (21 May 2024)**

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

**3a. MATTERS ARISING FROM SPECIAL MEETING (21 May 2024)**

No matters arising.

**4. USE OF SEAL (APPROVAL)**

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

**5. GOVERNANCE ISSUES**

The CEO referred to the previously circulated report.

**5a) Business Plan Year 2**

Following the away day the business plan has been reviewed and proposed changes circulated. Values that MHA stand for were reviewed based on discussion and KPIs will flow from this plan. A summary plan will be available from MHA website for tenants and owners in due course.

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

## **5b. CEO's Report**

- 5b.1 The CEO confirmed MHA are now full members of EVH.
- 5b.2 As part of our internal communication work, SKIP meetings received positive feedback and meeting have now taken place with every function team and these will continue.
- 5b.3 A recent joint staff/committee event was held to acknowledge the efforts of staff and the MC in significantly improving our ARC return. The event marked another step toward better communicating our strategic goals to the staff.
- 5b.3 Recruitment of our new Director of Finance position is currently advertised, and the final interview is scheduled for the week beginning 08.07.24.
- 5b.4 Wider role - Talks continue with GCC and Glasgow Life regarding transferring the lease agreement for Bluevale Hall to the Bluevale Community Club. A meeting with all parties involved must be arranged to provide clarity on what is required to move to the next stage.
- 5b.5 MHA have submitted the latest development report to the SHR as requested.
- 5b.6 Estate Management - SEPA has introduced new requirements for separate delivery of fabric items, such as sofas and mattresses, to their bulk depots. Consequently, MHA bulk collection schedule has shifted from every 2 weeks to every 3 weeks. MHA will inform residents of these changes through the next messenger.
- 5b.7 The upcoming Milnbank Messenger, scheduled for June, will be circulated shortly.

## **5b) MANAGEMENT ACCOUNTS 30.4.24**

The CEO presented the financial reports and highlighted various expenditure including staffing costs, running costs, repairs and maintenance and planned investment. Efficiency working practices will continue to be monitored. It is essential that the spend is kept to planned budgets to ensure that the improved financial position is maintained.

It was noted that operating costs, office overheads and maintenance were all under budget. MHA continue to find several areas to reduce overheads. Void spends has seen a spike due to the types of voids undertaken recently, however, these have been closely monitored and to insure there is no trend with increase in costs.

MHA Covenant and compliance report deadlines all met, and approval sought to submit.

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

**5d) Approval of Flexible Working & Toil Policy**

The CEO presented the paper previously circulated. This new policy will help to clarify what the flexible working and toil arrangements will be. This offers some flexibility around staff core working hours.

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

**5e) Precis Remuneration Committee 14.05.24 (P&C)**

For noting

**5f) Precis Governance Sub-Committee 20.05.24**

For noting

**5g) Precis Maintenance & Development Sub-Committee  
21.05.24**

For noting

**5h) Precis MPS Board Meeting 28.05.24**

For noting.

**Noting:**

- i) Committee Meeting Schedule 2024
- j) Member Organisation Updates
- k) SHR Compliance Update
- l) GDPR, FOI, NE, Complaints & Compliments

**6. A.O.C.B**

The CEO advised from August 2024; a monthly H&S report will be included in MC papers. All members are required to undertake H&S training which will be arranged shortly.

**7. DATE OF NEXT MEETING**

Tuesday, 6 August 2024 at 7pm



**Chair**

**10.09.24**