

**MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 6 AUGUST 2024 AT 7PM AT 53 BALLINDALLOCH DRIVE**

**PRESENT**

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

**IN ATTENDANCE**

Mr P Martin (CEO)  
Mrs L Sichi (Deputy CEO)  
Mrs P Munro (Executive Officer)

**1a. APOLOGIES FOR ABSENCE**

Apologies were tendered for Mr A Young and Mrs A Jenkins.

**1b. DECLARATIONS OF INTEREST**

None.

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

None.

The Depute CEO paid tribute to Jim Harvey, consultant who sadly passed away recently. Jim contributed so much to MHA and the wider housing sector over the years and will be sorely missed.

**2. ADOPTION OF MINUTES MEETING (11 June 2024)**

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

**3. MATTERS ARISING FROM MEETING (11 June 2024)**

Agenda item 5a Business Plan Year 2. The CEO referred to the previously circulated report and advised that due to MHA development activity, the SHR require additional information. Therefore, Section 13 of the business plan is being reviewed to reflect this. No feedback has been received to date.

Agenda item 5 b, Management Accounts - The CEO highlighted the cash flow years 5 to 30 showing a strong financial position and MHA continue to increase cash reserves as well as continuing to invest in our stock.

Agenda item 3, Wider Role - Discussion with GCC to transfer the lease to Bluevale Community Club is ongoing. The previous proposal was for MHA to provide a grant to towards utility bills; however, the Community Club have since requested this subsidy be extended to three years to help them make a strong business case to the council. MHA will benefit as we will continue to provide services from the hall to support the community.

The Proposal to move to 3-year deal which will include an annual review of the grant subsidy was unanimously approved by the MC.

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

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

**5. GOVERNANCE ISSUES**

The CEO referred to the previously circulated report.

**5a. CEO's Report**

**5a.1 Staffing and Operational Update**

The new Director of Finance, Keith Notman, is due to take up post later this month, he will also have responsibility for IT. Examples of MHA digital transformation include CPL for owners, new portal for tenants Management Committee members will have the opportunity to view a demo for each system at a future meeting.

5a.2 Three members of the maintenance team have moved on to take up new challenges. A Maintenance Co-ordinator, who will play a key senior role, will take up post later this month. He has years' experience in the sector and will be a great asset to the team.

The Asset Co-ordinator post will help to ensure our customer first strategy is delivered, MHA hope to fill the post soon.

**5a.3 Finance Update**

The CEO highlighted that the accounts continue to show MHA are going in the direction we planned with a healthy cash flow being presented. With a cash balance of £6.3 million, a cautious investment strategy is in place to balance risk and return. Deposits are being made in line with the Treasury Management Policy, with recent deposits yielding favourable interest rates.

Void expenditure is being closely monitored and increased spend in the first quarter was due to the need for some asbestos removal. Planned investment is lower than what has been budgeted for however, some significant stone works are required which, apart from new build, will be a major project for MHA. Grant funding may be available.

**5a.4 Scottish Housing Regulator (SHR)**

As expected, the SHR has been engaging MHA recently around development plans and financial management. All requested information was supplied by the deadline of 30.07.24, and we have received confirmation that our submissions will be reviewed.

The business plan now includes an updated financial sensitivity analysis. The revised risk register is also available and will be presented for further discussion.

5a.5 **Estate Management**

Summer is a busy season for the Estates team. MHA is currently running a hedge removal programme to help reduce vermin issues and the need for ongoing maintenance.

5a.6 **MHA 50<sup>th</sup> Anniversary Celebrations**

The first meeting took place last week and discussions included legacy plans for refurbishment of the community hall. This will be discussed at a future MC meeting.

5a.7 **Milnbank Messenger**

The summer issue of the Messenger was circulated for information.

**5b. Health & Safety Report**

The Depute CEO Referred to the paper previously circulate.

5b.1 As full EVH members we will now be using the EVH H&S management control manual which provides information on H&S and wellbeing. There are two areas of responsibility, one as an employer and that of a landlord and MHA are working through the policies to be adopted and branding as MHA. The manual will be updated annually.

5b.2 The Control Manual requires to be formally signed off by the CEO and Chair on behalf of MC, this is scheduled for the September meeting.

5b.3 Levels of responsibility is highlighted in the Control Manual by level and responsibility.

5b.4 The MC will be asked to approve MHA's Training & Development Strategy for 2024/25. The Strategy includes a dedicated section on EVH's Landlord Control Manual on HS&W. The updated Training Needs Analysis (TNA) allows for the MC and all staff across MHA to attend H&S training on an on-going basis which will be monitored by the MC and the H&S Working Group.

**5c. Training & Development Strategy**

The Depute CEO referred to the above paper previously circulated.

5c.1 The MC are asked to approve the above strategy which includes EVH's Training & Development Policy, reference to the relevant sections of the EVH Landlord Health & Safety & Wellbeing Manual and a TNA.

5c.2 The quarterly monitoring of the TNA and the budget will be undertaken by the Governance Sub-Committee with the Health & Safety Working Group monitoring the training and learning elements that are specific to Health & Safety. The Leadership Team will monitor the strategy on an on-going basis.

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

## **5d. AGM 2024 arrangements**

The CEO referred to the above previously circulated report. The 2024 AGM will cover the standard agenda items as per the Rules. A meeting will take place immediately following the AGM which will include a presentation from MHA CEO and an opportunity for members to raise any questions.

The MC members who are required to stand down are Josephine Donachy, Rose Tinney, Ann Jenkins and Georgina O'Hara, all confirmed they wished to stand for re-election. Both Josephine Donachy and Rose Tinney are subject to the 5-year rule which the Chair will facilitate. The Observers were asked to consider standing for election

The Management Committee unanimously approved AGM arrangements.

## **5f. Precis Housing Services Sub-Committee 25.06.24**

A variety of policies were presented at this meeting. The Housing Services Work Plan 2024/25 was also presented and discussed. All policies and the Work Plan were approved by the Sub-Committee.

The above Precis was noted by the MC.

### **Noting:**

g) Committee Meeting Schedule 2024

h) KPI's 2024/25 Update

i) Member organisations update. The MC wished to pay their respect to John Ferguson's family (Long serving MC Member of Parkhead HA) who recently passed away).

j) SHR Compliance Update

k) GDPR, FOI, NE, Complaints & Compliments

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

6.1 A letter was received from an elected member requesting to attend a future MC Meeting. As all elected representatives have an open invitation to attend MC meetings, the CEO will, on behalf of the MC, extend an invite to the September meeting.

6.2 Concern was raised regarding the standard of the current stair cleaning contractor. The CEO confirmed that the new contractor will commence shortly, and it will be re-iterated the service standard that MHA expects.

## **7. DATE OF NEXT MEETING**

Tuesday, 10 September 2024 at 7pm



Chair

10.09.24