

MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 05 NOVEMBER 2024 AT 6PM AT 53 BALLINDALLOCH DRIVE

PRESENT

Mr A Scott (Chair)
Mr N Halls
Mrs M Smith
Mrs R Tinney
Mrs A Strachan
Mrs C McGuire
Mrs E Conwell

IN ATTENDANCE

Mr P Martin (CEO)
Mrs L Sichi (Deputy CEO)

1a. APOLOGIES FOR ABSENCE

Apologies were tendered for Mrs J Donachy, Mr J O'Donnell, Ms G Hay, Mrs M Hutchison and Mr A Young.

1b. DECLARATIONS OF INTEREST

None.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

None.

2. ADOPTION OF MINUTES MEETING (08 October 2024)

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

2a. MATTERS ARISING FROM MEETING (08 October 2024)

Following a discussion at the last meeting, the Members were advised that Mrs Margaret Anderson has resigned from the MC and as the Rules allow for 14 elected and one appointed member, this creates a vacancy on the MC. Following discussion, Mrs R Tinney proposed that the MC ask Ms Georgina O'Hara to fill this vacancy through being co-opted, this was seconded by Mrs C McGuire, and unanimously agreed by the MC. This was made on the basis the Ms O'Hara has the necessary skills and interests to fulfil this appointment. It was agreed that the Deputy CEO contact Ms O'Hara and to write to Mrs Anderson to thank her for her time serving on the MC.

3. ADOPTION OF MINUTES SPECIAL MEETING (29 October 2024)

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

3a. MATTERS ARISING FROM SPECIAL MEETING (29 October 2024)

None.

4. USE OF SEAL (APPROVAL)

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

5. GOVERNANCE ISSUES

The CEO referred to the previously circulated report.

- 5.1 Staffing & Recruitment – MHA current recruiting an Asset Co-ordinator. There have been meetings with staff who are part of our emerging leaders programme, the details will be reported at the next governance sub-committee meeting.
- 5.2 Financial Update - The finance report update provides the positive details around the management reports. The MC were reminded that the Risk Register is available via the portal for MC members. Work has commenced on the draft 2025/26 budget.
- 5.3 Wider Role – The sports hub remains operating. A meeting with Glasgow Life is scheduled for early November for a progress update.
- 5.4 Estates – Confirmation that the existing contractor Caledonian have accepted our terms to provide stair cleaning service. To ensure quality control, the Maintenance Co-ordinator, will work closely with the contractor to monitor this service.
- 5.5 Annual Tenancy Visits - The Housing Officers continue to progress with the above, 635 have taken place during the current financial year.
- 5.6 Work continues in dealing with the dampness related issues at several of the properties at 7-19 Armadale Court.
- 5.7 Digital Transformation – Work to implement the CPL factoring system and the repairs workflow is on schedule.

5b. Financial Report 31 October 2024

The CEO referred to the papers previously circulated detailing the key information of the financial performance as of 31.10.24. The surplus continues, this is helped with current favourable bank interest rates. The loan balance details, and a summary of operating costs and savings were discussed.

5c. Business Plan Year 2 Performance Update

The Deputy CEO referred to the papers previously circulated. Linking to the Business Plan 2024/25 Planning Cycle, the MC noted the progress As, from the 28 key priorities, to date, 9 have been fully achieved and 19 are on-going.

5d. Health & Safety Update

MHA's EVH Landlord Safety Manual was presented highlighting the updated documents issued in September 2024. The updated version will be uploaded to our website and main staff shared H&S file.

5e. Note of Briefing Session on LT Support 01.10.24

The above session covered good governance, risk management, performance management, stakeholder engagement, continuous improvement, compliance legal and regulatory requirements and ethical culture. An agreed action plan was approved to work through.

5f. Note of Scrutiny Session on Rent Strategy 15.10.24

The above session covered linking the rent strategy to the BP, updated on the rent harmonisation exercise, rent principles, tenant consultation, managing rent arrears, comparisons with other HAs and consult on a 4.9%, 5.9% and 6.9% rent increase for 2025/26.

5g. Precis of MCE Board Meeting 21.10.24

An update on the future of Bluevale Hall and the Sports Hub was provided. The financial statement highlighted that the cost to provide the Wider Role activity was very high, but measures are in place to reduce these costs and move on several of the projects. The MCE work plan action points will be inserted into the Husing Services Work Plan. The MCE strike off process was discussed.

5h. Precis of Maintenance/Development Sub-Committee 22.10.24

The update on the Asset Management Strategy was discussed. The Development Consultant provided updates on the annual grant planning target, the Haghill School development and progress on the proposed Todd Street development. The standard maintenance and asset report was noted.

5i. Membership Report

The above report highlighted that the number of shares cancelled because of the 5-year rule was the highest ever. The MC stressed the importance of staff continuing to promote membership. Going forward it was agreed to raise staff awareness of having a healthy membership, contact the cancelled 5-year rule members, the Patch Based Housing Officers to be more pro-active look at ways of promoting membership and revert to telephoning members for the 2025 AGM.

5j. Approval of Rechargeable Repairs Policy

The members noted that the previous policy was so out of date that a new Rechargeable Repairs Policy was written. The aim of this being to ensure there is more control over recharges and the recovery of them.

5k. Approval of Events Risk Management Policy

The above policy is extracted from the EVH Landlord Safety Manual and applies to all community events that MHA organise.

The above governance items were proposed for approval by Mr N Halls, seconded by Mrs R Tinney and unanimously agreed by the Management Committee.

The following items were noted:

- 5l) Committee Meeting Schedule 2024
- 5m) KPI's 2024/25 Update
- 5n) Members Organisation Update
- 5o) SHR Compliance Update
- 5p) GDPR, FOI, NE, Complaints & Compliments

6. A.O.C.B

- 6a. Welfare Fund – Following a discussion of the above report, the MC unanimously agreed to top up MHA’s welfare fund from the original £5k to £20k using the contractor’s community payback, to cover the remaining 6 months of the financial year. The fund will be distributed as vouchers to assist with fuel bills, purchase energy efficient items for tenants, contribute to the running of the Pantries and for Welfare Payments to be made to tenants who need support.
- 6b. Haghill Primary School Development – The CEO advised that the Scottish Government have reduced funding for new builds, and this may delay a decision on the Haghil school project.

7. DATE OF NEXT MEETING

Tuesday, 10 December 2024 at 7pm



Chair

10.12.24