

**MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 10 OCTOBER 2024 AT 6PM AT 53 BALLINDALLOCH DRIVE**

**PRESENT**

Mr A Scott (Chair)  
Mr J O'Donnell  
Mr N Halls  
Mrs M Smith  
Ms G Hay  
Mrs R Tinney  
Mrs M Hutchison  
Mrs A Strachan  
Mrs A Jenkins \*  
(\* online part of meeting)

**IN ATTENDANCE**

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

**1a. APOLOGIES FOR ABSENCE**

Apologies were tendered for Mrs E Conwell, Mrs J Donachy, Mrs C McGuire.

**1b. DECLARATIONS OF INTEREST**

The Chair had a declaration of interest under agenda item 5f, Committee Skills Audits, as he is the Chair of SHARE's Executive Board.

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

None.

**2. ADOPTION OF MINUTES MEETING (10 Sept 2024)**

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

**2a. MATTERS ARISING FROM MEETING (10 Sept 2024)**

None.

**3. ADOPTION OF MINUTES SPECIAL MEETING (19 Sept 2024)**

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

**3a. MATTERS ARISING FROM SPECIAL MEETING (19 Sept 2024)**

None.

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

The above was proposed for approval by Mrs M Hutchison, seconded by Mrs A Strachan and unanimously agreed by the MC.

Discussion took place around the importance of the Association, as a CBHA, in attracting and retaining members. The MC agreed to a paper being presented at the November 2024 meeting outlining MHA to review how to make it easier for people to join online and a suggestion to instal posters in close noticeboards in advance of each AGM to help ensure members are aware of when it is taking place and the implications of the 5-year rule.

A review is also required around MHA communications to shareholders to include Milnbank Property Services owners who have a separate website.

## **5. GOVERNANCE ISSUES**

The CEO referred to the previously circulated report.

- 5.1 MHA has appointed a new Director of Asset Management. Mark Smith, who is currently an architect will take up post on 2nd December 2024.

John Gormlie, Sports Hub Co-ordinator will be leaving MHA early October. MHA thanked John for the impact he made while with us and wish him well for the future.

- 5.2 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.

- 5.3 Quinn & Co, internal auditors, recently completed an audit of MHA wider role activity, and this will be presented to the Audit and Risk Committee. The report highlights the cost of MHA providing this non-core housing service. The relevant staff proposed response will be included in the report.

- 5.3.1 Glasgow life has requested further details from Bluevale Community Club. MHA still expect to have concluded matters before the end of the current financial year.

- 5.4 MHA are currently looking at options around types of weedkillers and will update the MC with details at a future meeting.

- 5.4.1 Unfortunately, the preferred bidder for the stair cleaning service withdrew one week prior to commencement of the contract. Caledonian Contracts have been appointed on a monthly contract whilst MHA take advice on the best way to move forward.

- 5.5 The Housing Officers continue to progress with annual tenancy visits and a total of 558 have taken place during the current financial year.

- 5.6 Several of the properties at 7-19 Armadale Court have reported dampness-related issues, including water ingress and poor ventilation. Grant Murray Architects has been appointed to survey our vacant property at 19 Armadale Court. The scope of work includes investigating what options are available to reconfigure the current layout including an internal bedroom.

- 5.7 At the most recent meeting of the 50<sup>th</sup> Anniversary, the Sub-Committee considered the plans for Ballindalloch Hall refurbishment along with a series of community events. The details are available for MC members via the Portal.

## **5b. Financial Report 31 August 2024**

The CEO referred to the papers previously circulated and highlighted financial performance as of 31.08.24 is significantly ahead of budget. Overall surplus is due to costs savings in office overheads, housing

services costs and delays in planned maintenance. The planned maintenance will increase in the forthcoming months which will impact on the surplus.

There are no significant changes in the statement of financial position. Benchmarking/KPI statistics are in line with SHR National Average. Covenants are fully compliant with all lender's conditions and there are no governance issues arising in the month.

The MC will shortly discuss if the development plans moves to next stage which will impact on the finances.

**5c. Approval of Annual Assurance Statement 2024**

The Deputy CEO referred to the papers previously circulated. The MC discussed in detail the report on the development of the Annual Assurance Statement 2024. The MC subsequently confirmed their assurance of the draft Annual Assurance Statement 2024, and the Chair signed this on behalf of the MC. This will be uploaded to the SHR portal.

The above was proposed for approval by Mrs M Hutchison, seconded by Mrs R Tinney and unanimously agreed by the Management Committee.

**5d. Membership of MHA Committee/Boards**

The Deputy CEO referred to the papers previously circulated. Following the AGM, and in line with current policy, the composition of each of the sub-committee's and Boards was discussed and unanimously agreed by the MC.

Governance sub-committee – Mr J O'Donnell to join.

Health & Safety - Mr J O'Donnell to join.

Audit & Risk - Ms G Hay to join and Mrs J Donachy to be removed.

Milnbank Property Services – Ms S Love to be contacted to ask if she is interested in joining. Ms G Hay and Mrs L Sichi to be removed.

Following recently being elected at the AGM, the Chair formally welcomed Mrs Anne Strachan to the Management Committee. Mrs M Hutchison volunteered as a Buddy to assist with the induction.

**5e. Review of Committee Meetings Charter**

The Deputy CEO referred to the paper previously circulated highlighting area of suggested additions. Following the recommendation, Mrs M Hutchison was appointed Charter Champion to support the Chair during the meetings.

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

**5f. Review of Committee Skills Audit**

The Deputy CEO referred to the paper previously circulated. The MC Members agreed to use the MHA standard MHA Committee Member Skills Audit Form to undertake their annual skills audit. Unless otherwise agreed, the annual audit is undertaken in-house. The Members are committed to providing sufficient time and resources to undertake the skills audit, and to working through the developing needs that are identified.

The MC members will meet individually, with the Chair, supported by the Deputy CEO, to carry out the skills audits.

The Chair declared an interest as he is also Chair of Share. Share deliver skills training for MC which can link in with the Skill Audit.

The Chair also highlighted a new City & Guilds Customer Service qualification through Share which should be available online available early 2025.

**5h. Review of Staff Settlement Payment Policy**

The Deputy CEO referred to the paper previously circulated. This EVH version of the policy replaces the previous MHA Settlement & Severance Policy. The MC were asked to note that under EVH it is only a factual reference that MHA can now provide.

The above was proposed for approval by Mrs R Tinney, seconded by Mr J O'Donnell and unanimously agreed by the Management Committee.

**5i. Note Health & Safety Sub-Committee Meeting 16.09.24**

The Members noted the staffing update, action plan updates for IIP and Staff Annual Report, approval of the People Strategy and policies on Managing Attendance, Recruitment & Selection, Staff Appraisals and Job Rotation. The details around the AAS and the updated Corporate Services Work Plan were also noted.

**5j. Note of Governance Sub-Committee 16.09.24**

The Members noted the update on the requirements on the EVH H&S Systems Control Manual with specific remit of the H&S Sub-Committee and the Facilities Safety Administrator. The updated review of the H&S risks was also noted.

**5k. Review Financial Mandate Authorised Signatures**

Following direction from Nationwide in September 2024 MHA are required to provide signed mandates annually. The CEO, Finance Director and Finance Officer were all approved and the forms signed accordingly. The management committee approved the documentation.

The above was 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) Feedback Governance Conference/SHARE
- 5m) Committee Meeting Schedule 2024
- 5n) KPI's 2024/25 Update
- 5o) Members Organisation Update
- 5p) SHR Compliance Update
- 5q) GDPR, FOI, NE, Complaints & Compliments

*At this point in the meeting, Mrs M Hutchison proposed a 10-minute extension. This was seconded by Mr N Halls and unanimously agreed by the MC.*

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

- 6a. GWSF Women's Role in the CBHA Movement – It was agreed that the above paper, produced by the GWSF, to be re-circulated to the MC.
- 6b. GCC Cleansing – A discussion took place around other Housing Associations being advised by GCC that they move to providing additional and that a polluted bin will not be uplifted. MHA will review impact going forward should they be advised the same.

**7. DATE OF NEXT MEETING**

Tuesday, 05 November 2024 at 7pm



Chair

05.11.24