

MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 10 DECEMBER 2024 AT 7PM AT 53 BALLINDALLOCH DRIVE

PRESENT

Mr A Scott (Chair)
Mr J O'Donnell
Mr N Halls
Ms G Hay*
Mrs R Tinney
Mrs M Hutchison
Mrs A Strachan
Mrs J Donachy
Mrs C McGuire
Ms G O'Hara
(*online)

IN ATTENDANCE

Mr P Martin (CEO)
Mrs L Sichi (Deputy CEO)
Mrs P Munro (Executive Officer)
Mr M Smith (Director of Asset Management)

1a. APOLOGIES FOR ABSENCE

Apologies were tendered for Mr A Young and Mrs A Jenkins, Mrs M Smith and Mrs E Conwell.

1b. DECLARATIONS OF INTEREST

None.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

None.

2. ADOPTION OF MINUTES MEETING (05 November 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 (05 November 2024)

None.

4. USE OF SEAL (APPROVAL)

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

5. GOVERNANCE ISSUES

The CEO referred to the previously circulated report.

5.1 The CEO welcomed Mark Smith, who started with MHA in December as Director of Asset Management. Mark will be focussing on strategic matters like MHA capital projects over the coming months and looking to make best use of the Home Master system.

5.2 Staffing & Recruitment - MHA's in-house plumber is working as Assistant Maintenance Officer, and this post will be reviewed over the coming months. An Asset Co-Ordinator has been appointed and starts in January 2025.

5.3 **Financial Update**

The latest management accounts show a strong performance as we move into the second half of the financial year. The CEO highlighted elements contained in the executive summary of the finance papers.

- 5.3.1 Risk Management Update - The Audit & Risk sub-committee recently approved the updated MHA Risk Register which is reviewed and updated internally by the Leadership team. All management committee members can view updates via the portal. The MC are aware of the significant risks around the new build developments and the importance of managing these.

5.4 **Wider role**

MHA remain in discussion with GCC regarding the sports hub.

- 5.4.1 Discussions around Bluevale Hall lease continues to make progress. The CEO has met with advisory group to discuss matters associated with the continuation.

5.5 **Estates Management**

Our Estates Team has been actively delivering the winter programme, focusing on maintaining hedges and shrubbery throughout the estate. Where a tenant has asked for their hedge to remain MHA do not remove. This work has been well-received, with positive feedback from both tenants and owners highlighting the improvements in the area.

5.6 **Annual Tenancy Visits**

MHA Housing Officers continue to progress with annual tenancy visits with a total of 740 completed during the current financial year.

5.7 **Armada Court**

Work is now underway to modify the layout at the two vacant properties at the above to ensure that modern standards and enhance living conditions is achieved. MHA are seeking grant assistance for one of the properties.

5.8 **Digital transformation**

The CPL software, which provides a dedicated portal for owners, is now live. Owners have received their welcome letters and are using the portal's features. Early feedback on the new system has been positive.

5.9 **New build**

MHA are awaiting confirmation of a grant offer. Private funding will also be required.

5.10 **MHA 50th anniversary**

The Ballindalloch hall refurbishment will be seen as leaving a legacy to ensure the community hall's future is protected. The original plans are being reviewed and require significant work to be carried out. We are now reviewing a different proposal, and this will be discussed in detail at a future meeting.

5b. **FINANCIAL REPORT 31 OCTOBER 2024**

The CEO referred to the Finance report previously circulated. The Executive Summary captures the management accounts. MHA are significantly ahead of budget by 31 October 2024 with some savings being made on office overheads etc.

Covenants are fully compliant with all lender's conditions. There are no governance issues arising in the month. Cash in bank has increased by £230K. Insurance brokers will be going out to tender to look for savings.

Void costs per unit is down and this is being closely monitored.

Milnbank Property Services will continue to be monitored to ensure MHA are recovering all costs.

The Management Committee commented that they find the new finance paper layout very helpful.

5c. **HEALTH & SAFETY UPDATE**

The Depute CEO referred to the Health & Safety report previously circulated. All staff training programme has been devised and will begin in December and the other teams in early 2025. Training for each team is specific for their roles.

An EVH Landlord Health, Safety & Wellbeing System Control Manual action plan developed

5d. **REVIEW VALUE FOR MONEY STRATEGY**

The Depute CEO referred to the paper previously circulated. For monitoring the VFM strategy, comments have been included throughout the document. An update was provided on the 2023/24 action plan activities.

The only change required is the updated action plan of the VFM activities during 2024/25.

5e. **COMMITTEE MEMBERS SKILLS AUDIT REPORT**

The Depute CEO referred to the paper previously circulated. Various MHA's key documents provide details which are incorporated into our Committee Skills Audit Policy in relation to the requirements of

Management Committee Members to undertake an annual skills audit. The purpose of this is to demonstrate the Members have a mix of the necessary skills, knowledge, diversity, and objectivity to meet the strategic objectives of MHA. The members viewed and discussed the detailed report of the findings of a range of details on the skills audits process. The action plan collating the key outcomes was approved by the MC.

5f. NOTE BRIEFING SESSION ON MHA LONG TERM FUTURE 12.11.24

The above session involved a discussion by the MC on the long-term strategic challenges that MHA is likely to face. Examples included meeting net zero, increased housing demand and workforce planning. The session also included a question & answer session

5g. PRECIS H&S SUB-COMMITTEE 18.11.24

For noting. The HS&W Landlord Control Manual and the H&S risk register were the main items covered at the above meeting.

5h. PRECIS GOVERNANCE SUB-COMMITTEE 18.11.24

For noting. The members noted the reports on general staffing matters, HR related policies and the Customer First and People Strategies.

5i. PRECIS OF MPS BOARD 19.11.24

For noting. The management accounts and factoring arrears were reported to the Board.

5j. PRECIS OF A&R SUB-COMMITTEE 19.11.24

For noting. The members reviewed the updates on the auditors management letter, the risk audit register, cyber security and internal reports and recommendations.

5k. PRECIS HOUSING SERVICES SUB-COMMITTEE 26.11.24

Various policies and tenancy agreements reviewed at this meeting. The MHA Tenants' handbook has been revamped and is currently at design.

The MHA tenant portal will shortly be operational, tenants will be able to access a variety of information.

5l. NOTE SCRUTINY SESSION ON BUDGET WORKSHOP 03.12.24

The focus of the above session was to scrutinise the various proposed budget headings for the draft budget for 2025/26. This will be presented at a Special MC meeting early January 2025 for approval.

Noting:

- m) Member Organisations Update
- n) Feedback from GWSF Annual Conference
- n) KPI's 2024/25 Update
- o) SHR Compliance Update

p) GDPR, FOI, NE, Complaints & Compliments

6. A.O.C.B

Mrs J Donachy advised that the Area Partnership Finance Committee required a named substitute for meetings that she may be unable to attend. The next meeting is in February at City Chambers. Mrs R Tinney agreed to be the named substitute member.

7. DATE OF NEXT MEETING

Tuesday, 21 January 2025 at 7pm



Chair

21.01.25