

MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 21 JANUARY 2025 AT 7PM AT 53 BALLINDALLOCH DRIVE

PRESENT

Mr A Scott (Chair)
Mr J O'Donnell
Mr N Halls
Ms G Hay
Mrs M Hutchison
Mrs A Strachan
Mrs J Donachy
Mrs M Smith
Ms G O'Hara
Mrs A Jenkins*
(*online)

IN ATTENDANCE

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

1a Tribute to Cathy McGuire, Secretary

The CEO referred to the paper previously circulate and paid tribute to Cathy by thanking her, on behalf of MHA and staff for her help and commitment over many years. She will be sadly missed. The MC members shared fond memories of Cathy and their time with her on the Management Committee.

1a.1 Election of Secretary

Mrs M Hutchinson was proposed to the role of Secretary by Mrs A Strachan and seconded by Mrs A Jenkins. Mrs M Hutchison accepted the role which was unanimously agreed by the MC.

1a.2 Election of Vice Chair

Mrs A Jenkins advised the MC that she was stepping down from her roles as Vice Chair. Mr J O'Donnell was proposed to the role of Vice Chair by Ms G Hay and seconded by Mrs J Donachy. Mr J O'Donnell accepted the role which was unanimously agreed by the MC.

1a.3 The Deputy CEO advised that a final extension to leave was submitted by Mr A Young. This would be the final three months extension. Leave with unanimously agreed by MC

1b Basic IT training for committee meetings.

The CEO delivered a brief overview and background of the move away from the Portal system to Teams. The new system will be more user friendly and easy to navigate.

1c. APOLOGIES FOR ABSENCE

Apologies were tendered for Mr A Young, Mrs R Tinney and Mrs E Conwell.

1d. DECLARATIONS OF INTEREST

None.

1e. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

None.

2. ADOPTION OF MINUTES MEETING (10 December 2024)

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

3. MATTERS ARISING FROM MEETING (10 December 2024)

None.

4. USE OF SEAL (APPROVAL)

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

5a. GOVERNANCE ISSUES

The CEO referred to the previously circulated report.

5a.1 Staffing & Operational

The CEO advised that the new Asset Co-ordinator, Gerry Boylan will be joining us on 27 January. Gerry has a wealth of experience in asset management as well as previous experience in the sector.

5a.2 Staff Appraisal process is moving to a digital journey to include the initial appraisal form and ongoing meetings with line managers. This more user-friendly version will track objectives and progress.

MHA received very positive feedback from a recent IIP review meeting, the report will be presented to the Governance Sub-Committee and we will continue to work through the action plan. SKIP meetings continue as these help to ensure all staff voices are being heard and acted upon.

5a.3 Financial - Management accounts show a strong performance as we move into month nine of the financial year. Financial performance as at 30.11.2024 is significantly ahead of budget. The CEO highlighted the Executive Summary of the previously circulated finance paper.

5a.4 Business Plan - A reminder that the business plan (including a financial sensitivity analysis) and risk register have been uploaded to Microsoft Teams.

5a.5 MC Training - The management committee are reminded that, as agreed, there will be several training and briefing meetings during the coming months. Training session around risk and financial management have been scheduled.

- 5a.6 **Wider Role** - Glasgow Life has been working with MHA to identify Charities that may be interested in developing the Alexandra Park Sports Hub. Meanwhile, the Hub remains open for daily activities.

Significant progress made in relation to the transfer of the Bluevale Hall lease and working towards the transferred by the end of the current financial year. Glasgow Life and Bluevale Community Club to agree on milestones and will look at what additional support can be provided to the Club during the transfer process.

- 5a.7 **Estate Management**

MHA Estates Team has been actively delivering the winter programme, focusing on maintaining hedges and shrubbery throughout the estate. This work has been well-received, with positive feedback from both tenants and owners highlighting the improvements in the area.

- 5a.8 **Annual Tenancy Visits**

MHA Housing Officers continue to progress with annual tenancy visits. A total of 793 has taken place during the current financial year.

- 5a.9 **Armada Court**

Glasgow City Council have agreed to provide a 75% grant for the works as part of their empty homes initiative. It was noted that a requirement thereafter is to let to a section 5 referral.

- 5a.10 **Digital Transformation**

Significant improvements around Home Master with the view to launching a tenant portal shortly. We are also looking at how we can reduce the bureaucracy involved when dealing with new housing applications.

- 5a.11 **New Build Update**

Tender submissions for the new build at the former Haghill School site expected this financial year. A £300k grant has been received from Glasgow City Council to allow progress to be made. The tender is expected to exceed £7m which will require final approval by the Scottish Government. MHA hope to be on site this summer.

- 5a.12 **MHA 50th Anniversary Celebrations**

An alternative layout for Ballindalloch Hall is being drawn up by Grant Murray Architects that will require less structural work. The new proposed layouts will be available in due course. This redevelopment will be a legacy for the community as part of the 50th Anniversary celebrations.

5b. FINANCIAL REPORT 30 NOVEMBER 2024

- 5b.1 The CEO referred to the paper previously circulated and drew attention to the Executive Summary which provides an overview of key information. Financial performance as at 30.11.2024 is significantly ahead of budget. This 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 the surplus generated.
- 5b.2 No significant changes were noted in the statement of financial position. Benchmarking/KPI statistics are in line with SHR National Average.
- 5b.3 Covenants are fully compliant with all lender's conditions and no governance issues arising in the month.
- 5b.4 Management Committee is asked to note and approve the reports prior to submission to the Association's various funders.
- 5b.5 The Treasury Management Policy for Haghill Primary School was circulated and discussed.

5c. HEALTH & SAFETY UPDATE

The Deputy CEO referred to the paper previously circulated and provided an update on the Action Plan. Staff are undertaking H&S training with a rolling programme in place. The general H&S manual, produced by ACS, for staffing will be implemented in due course.

5d. REVIEW OF INTERNAL GOVERNANCE STRATEGY

The MC review the Internal Governance Strategy in January each year as this 'sets the scene' for the year ahead. The Depute CEO highlighted the additional information that has been included in line with SHR guidance and reflective of MHA practices.

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

5e. REVIEW OF FREEDOM OF INFORMATION POLICY

The Deputy CEO advised that the policy had been reviewed by BTO Solicitors with relevant legal updates.

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

5f. REVIEW OF INTERNAL PRIVACY POLICY

The Deputy CEO advised that the policy had been reviewed by BTO Solicitors to ensure MHA compliance.

The above was proposed by Mr N Halls, seconded by Mr J O'Donnell and unanimously agreed by the MC.

Noting:

- g) Member Organisations Update
- h) KPI's 2024/25 Update
- i) SHR Compliance Update
- j) GDPR, FOI, NE, Complaints & Compliments

6. A.O.C.B

- 6.1 A member of the MA raised an issue with what appeared to be a Quad bike stored in a back court. This is a H&S issue and will be raised with the relevant housing officer.
- 6.2 The Deputy CEO advised that GWSF together with GCC, Share and EVH are holding a celebratory day on Tuesday 29 April at Trades Hall. The event will host several key speakers. Four places per Housing Association are available for MC members.
- 6.3 As part of the 50th anniversary celebrations a monthly Golden Ticket will be drawn. At the meeting, the winner, tenant from Cardross Street was randomly selected and will be notified.
- 6.4 The Executive Officer left the meeting at this point to enable a private & confidential item to be discussed.

7. DATE OF NEXT MEETING

Tuesday, 11 February 2025 at 7pm



Chair
11.02.25