**MINUTES** of the Management Committee Meeting held on 31st October 2024 at 24 Avondale Street and also remotely be Zoom

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| **Item** | **Agenda Item** | |  | |  |  |
| **1.0** | **Attendance** | |  | |  |  |
|  | **Committee present**  M Caldwell  D Mackenzie  G Bell  D Campbell  T McGuigan  C Park | In person  In person  Zoom  Zoom  In person  In person | **In Attendance**  **J Shields**  **S Shaw-Kelly**  **Moira Smith** | **Attending**  **In person**  **Zoom**  **In person** | **Apologies**  A MacDonald  C McLellan  K Phillips | **Special Leave**  A MacDonald has requested a further leave of absence for 3 months. This was approved by Committee. |

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| **2.0** | **Declaration of Interest** | |
| None | | |
| **3.0** | **Minutes for Approval** | |
| Item 2 | Minutes of Previous Management  Committee Meeting held on (insert date) and any matters arising | Matters arising – Clarification of point on the minute in regards to Debra Campbell and Michelle Caldwell be added as signatories to include for Business Banking. The minute will be changed to reflect this. |
|  |  | The Minutes were agreed as a true record of the meeting subject to amendments highlighted at meeting or actions to be amended due to administration error.    **Proposed**: C Park    **Seconded**: T McGuigan |

I certify that the foregoing minute has been approved as a true and accurate reflection of the meeting held on Thursday 21st October 2024.

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| Signed |  |
| Position | Chairperson |
| Date | 5/12/2024 |

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| **4. ITEMS FOR DISCUSSION AND APPROVAL** | | |
| Item 3 | **Title of report** | **Annual Assurance Statement** |
| RECOMMENDATION That Management Committee discuss and approve the draft Annual Assurance Statement subject to any amendments and instruct Director to submit to the Scottish Housing Regulator on or before the 31st October 2024. | **DISCUSSION**  JS went over the Assurance Statement with Committee and advised that the Assurance Statement had been reviewed last week by JS along with Katrina Phillips, Tommy McGuigan and Gillian Bell Committee members prior to presentation to Committee.  A Committee member asked for it to be included in the minutes that the Assurance statement had been easy to review and that it was very well done by staff.  JS advised that this will now be published and submitted to the Scottish Housing Regulator.  **Committee approved the AAS for submission to SHR** |
| Item 4 | **Title of report:**  **RECOMMENDATION**  **The Management Committee approve**   * **Absence Management Policy**   **And note the amendment to**   * **Insurance procedures** | **Policy review**  **DISCUSSION**  **JS presented the report which was previously circulated and uploaded to the Management Committee portal.**  **JS advised Committee of the following;**   * **Absence Management Policy is a model policy adopted from EVH and has been updated to reflect any changes since last review in 2020. These are only minor changes to reflect use of language and processes by DWP** * **Insurance procedures due for review and updated to reflect a change in excess as per our policy from £250 to £1000**   **JS discussed the policy review timetable and advised that further policies will be brought to the December Management Committee Meeting for approval.**  **Committee approved the changes to the Absence Management Policy and the Insurance procedures.** |
|  | **Q2 Performance report** |  |
| Item 5 | **Title of report Q2 Management Accounts**  RECOMMENDATION  That Management Committee consider the content of the report and approve the Management Accounts for the quarter ending 30th September 2024. | DISCUSSION  MS presented the report which had been previously circulated and uploaded to the Management Committee portal.  MS advised Committee of the following;  **Q2 Management Accounts**   * Total operating costs for the period at £510.5k are down on pro rata budget by £51.6k and reflect a combination of uplifts against the full year budget around staff costs and offset by timing differences in the phasing of activity * Cash held at the period end is £1307.4k and the full year cash out-turn shows cash at £1124.9k vs budget of £1059.3k * Gross rent arrears average at 2.96% across the first six months vs an assumed budget position of 4.5%. The full year out-turn assumes arrears at 3.5% * YTD agency costs at £6k reflects the agency recruitment fee against the temporary Property Services Officer whose contract has now been extended until the end of March 2025 and increases the overall staff costs full year out-turn to £228.4k vs the original budget of £219.7k * The budget set for Other Professional Fees at £9k was based around £5k for property valuations as required under the RBS loan terms, £1k for Investors in People review and external review of the rates underpinning our asset HUB costings. In addition to the activity provided for under the budget, the full year out-turn at £12.6k is reflective of a further £3.6k uplift for HR support. YTD costs at £3.6k are in relation to HR support * Assumption that St Phillips will go ahead in preparing the Management Accounts * Savings of £51k have been made over the current three contracts, Kitchens, Painting and Boilers. These savings will be offset against the overspend on reactive maintenance, (fencing, kitchen, and ad hoc). There is still a lot of fencing work to be carried out within the stock following the storm damage in January 2024, therefore the fencing work still required would be the preferred route for the £51k to be spent. MS sought approval for this from Committee.   **Committee approved the allocation of £51k to be spent on the remainder of the fencing works required, and approved the Management Accounts for the 6 months to 30th September 2024.**  **It was highlighted by a Committee member for the minute that page 3 of the report should read the quarter ending 30th September, not 30th June. MS advised this would be amended.** |
| Item 7 | **Title of Report** | **Director report** |
|  | RECOMMENDATIONS  That Committee approve the uplift costs for Phase 2 painting  That Committee retrospectively approve the appointment of City Building for the boiler renewal at Phase 4. | **DISCUSSION**  JS presented the report which had been previously circulated and uploaded to the Management Committee portal.  JS advised Committee of the following;  **St Phillips**   * We continue to work in the background to ensure that we are fully prepared should an offer of grant be made in this financial year to continue with the proposed development * Committee have been previously advised of the arrangement between JR Group and the Archdiocese re backstop date of August 2025 and GCC are aware of this * We will meet with FMD this week along with Gail Sheriff to discuss options for borrowing should the development go ahead   **Property Services**  **Kitchen replacement**   * All surveys have been completed and work starts w/c 4th November, lasting 12 weeks   **Phase 2 Paintwork and soffit renewal**   * It has been brought to our attention that the painting for the flatted properties was included in the quote received despite the contractor receiving the full list of properties. The additional costs have been confirmed and the final costs are still within budget set. Committee were asked to note and approve the following   Budget set 2024/2025 - £76,535  Original Quote - £52,231  Reworked Quote - £55,916  **The uplift in costs were approved by Committee.**  **Boiler replacement Phase 4**   * City Building have completed the installation of boilers at Phase 4. No further boiler replacements are due until 2026/27 when consideration will have to be given to the change in installation dates * On checking our records, Committee were not asked to approve the appointment of City Building via Scotland Excel to undertake these works * Committee were asked to retrospectively approve the appointment of City Building via Scotland Excel to undertake these works at a cost of £19,280. The budget set for 2024/25 was £28,500   **The appointment if City Building to replace boilers at Phase 4 was retrospectively approved by Committee.**  **Business Planning**   * Business Planning sessions will be held at the Fireclay café on Thursday 21st November, Wednesday 27th November, with the final session in February. Light refreshments will be provided. * Guidance from SHR is to carry out an Options Appraisal with the Business Plan. JS will seek advice from Linda Ewart regarding this.   A Committee member asked if we are considering our rent increase yet. JS shared what other RSL’s are considering for comparison and advised that this can be discussed at a future meeting.  Committee wished Cerys Cameron Customer Services Assistant Modern Apprentice good luck at the upcoming CIH Housing Scotland Awards in the category of Apprentice of the Year. |

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| **5. ITEMS FOR DISCUSSION** | | |
| Item 2 | **Title of report** | **Q2 Performance report** |
|  |  | DISCUSSION  SSK presented the report which had been previously circulated and uploaded to the Management Committee portal  SSK drew attention to the following points from the report;   * The level of arrears has decreased over the quarter. This reflects a period of tenants migrating from legacy benefits to Universal Credit * The migration to UC continues and many of our tenants in receipt of JSA/Income Support and pension credit will be affected * Committee to note that many of our tenants in receipt of UC also receive a Discretionary Housing Benefit Payment * There were four voids in Q2, one of which required major repairs and this contributed to the longer re let times * Repair times are remaining within target and Committee should note that the level of repairs being noted remains steady, albeit low   **Committee noted the contents of the report.**  JS updated Committee to advise that SSK will be working with a Tenant Panel between now and January to review service standards. JS then went over the Operational Delivery Plan and drew attention to the following points from the plan;   * **Governance –** Q2, succession plan completed and to be reviewed by committee in Q3 and to consider recruitment options. Website has been updated, toolkit draft complete and being reviewed by working group October for submission by October 31st. * **Development –** St Phillips, Q2 no update from GCC as at 30/09/24 who have now received their SG grant funding for AHSP. Acquisition of properties funded by GCC, Q2, confirmation of funding available, but likely not within our budget. * **Service Delivery –** Office opening hours have changed as per flexible working proposal agreed by Committee. No impact on service delivery so far with staff working from home, full report to go to Management Committee meeting in January.   JS also went over the daft equalities action plan and advised of the following;   * An Equality Impact Assessment tool is now in place and all relevant policies under review or new policies include an EIA. * Contractor review has been undertaken and due for completion.   JS discussed the Committee effectiveness review action plan with Committee. Some discussion took place around the format of reports and styles of presentation. A Committee member commented that the structure of the reports are sound, some reports are too lengthy, however, acknowledged that it is better to have excess information than not enough. JS advised that Committee can explore the rest of the action plan in Q4.   * JS also advised Committee that an audit is being carried out next week for tenant health and safety. |
| **Item 6** | **Title of report** | **Q2 Treasury Management Report** |
|  |  | **DISCUSSION**  **Q2 Treasury Management Report**   * Covenant headroom has improved * Loan refinancing is required for the Phase 6 RBS loan. This will be discussed at Audit & Risk and reported back to Management Committee * In managing the risk around loan refinancing and in tracking compliance with loan covenants, our Golden rule requires an interest cover headroom ratio of no less than 1.5. Under our Q2 Management Accounts, the ration is currently projected at 1.74   **Committee noted the contents of the report.** |
| **Item 6** | **Title of report** | **OSCR** |
|  |  | DISCUSSIO**N**   * MS advised Committee that this was a standard return, prepared and submitted to the Office of the Scottish Charity Regulator (OSCR) an annual return within nine months of the financial year end   **Committee noted the contents of the report and the return was approved.** |

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| **6. ITEMS FOR RECOMMENDATION** | | |
|  | **Title of report** | |
|  |  | **DISCUSSION**  **Committee noted/agreed/** |

**APPROVALS**

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| **Item No** | **Agenda Item** | **Proposed (P) & Seconded (S) by** | **Lead Officer** |
| 2 | Minutes of Meeting held 26th September 2024 | C Park (P) & T McGuigan (S) | SSK |
| 3 | Annual Assurance Statement | Management Committee | JS |
| 4 | Absence Management Policy  Amendments to Insurance Procedures | Management Committee | MS |
| 6 | Q2 Management Accounts | Management Committee | JS |
| 7 | Uplift to painting costs  Boiler renewal | Management Committee | JS |
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**ADDITIONAL ACTIONS FROM MEETING**

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| **Item No** | **Agenda Item** | **Action Required** | **Lead Officer / Date to be Actioned by** |
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