

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 05 OCTOBER 2021 AT 7.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK**

**ACTION**

**Present:**

Mrs C. Boyle	Chairperson	In person	Elected Member
Mr J. Hillhouse	Vice Chairperson/ Treasurer	In person	Elected Member
Mr P. Shiach	Secretary	In person	Elected Member
Mr J. O'Donnell		In person	Elected Member
Ms D. Smith		In person	Elected Member
Mrs K. Brown		In person	Elected Member

**In Attendance:**

Mrs L. Lees	In person	Chief Executive
Mrs S. Farrell	Online	Communications Officer
Ms T. Hislop	In person	Observer

**1. Apologies**

Apologies were received from Councillor Mooney, Cllr Docherty and Mrs Breeze. It was noted that a quorum was present to enable the meeting to go ahead.

**2. Chairperson's Remarks**

The new Chairperson welcomed everyone to the meeting, including the Observer. The Chief Executive confirmed all papers will be shared on the screen for the benefit of the Observer.

**3. Declaration of Interest**

There were no declarations of interest.

**4. Business Carried Over from Last Meeting**

The Chief Executive highlighted that an Offer of Grant for the expansion of the Council's District Heating Network to Dumbarton Road properties had been passed to her from the Acting Housing Services Manager for consideration at the meeting. The Management Committee noted that, as previously reported, the maximum level of grant was obtained, at [REDACTED]. The Management Committee unanimously agreed to accept the Offer of Grant and members will sign the document after the meeting. It was acknowledged the new connection will be a great improvement for the residents who currently have expensive and dated storage heating.

**5. Management Committee External Training/Conference Feedback (if applicable)**

There were no feedback reports from members.

**6. Secretary's Report (Decision/Approval Required)**

The Secretary provided the following report:

**a) Welcome to new and re-elected members**

The Secretary welcomed all members to the meeting.

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**b) Sub-Committee selection – finalise**

The Chief Executive read over the Sub-Committee selection list and explained what each sub-committee dealt with for the benefit of the Observer. All members present agreed to stay on the Sub-Committees as listed and it was agreed that the members not present would confirm their selections at the next meeting.

**c) WDC Co-options (Decision/Approval Required)**

The Chief Executive confirmed that Councillor Docherty (SNP) and Councillor Mooney (Labour) are willing to stand on the Management Committee for the next 12 months. The Management Committee unanimously agreed to the co-options.

**d) Committee Membership 2021-22**

The Chief Executive confirmed that there are now 9 elected members and 2 co-opted members so there is only space for 2 more co-opted members as they cannot make up more than a third of the Management Committee per the Rules.

It was noted the Chief Executive and Chairperson had recently discussed a recruitment drive to encourage Management Committee membership.

**e) Review/extension Leave of Absences (if applicable)**

It was noted this was a standard item at start of the Management Committee year and that there are currently no leave of absences in place or required.

**f) Correspondence**

No correspondence had been received.



**g) Share Membership Applications**

A share membership application had been received from [REDACTED] of [REDACTED]. The Management Committee unanimously accepted the application.

**h) MC Membership Applications**

No Management Committee applications had been received.

Mr Hillhouse entered the meeting at this point.

**i) MC Reps for SFHA, EVH and SHARE**

The Chief Executive confirmed this is a standing item and reassured the Management Committee that all information received by the reps is shared with Management Committee. The following members were noted as representatives:

- EVH – John Hillhouse
- SFHA and SHARE – Catherine Boyle

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**j) Annual Declarations including H&S**

The Chief Executive asked that members stay behind after the meeting to complete and sign the health and safety declaration forms.

**7. Approval of Minutes & Actions Notes**

**a) Management Committee – 29 June 2021\* (Decision/Approval Required)**

There were no errors or omissions noted and the Minute was proposed by Ms Smith, seconded by Mr Shiach and unanimously approved by the Management Committee.

**b) Actions from MC Meeting – 29 June 2021\* (Decision/Approval Required)**

The Chief Executive highlighted the actions completed/ongoing within the actions notes and invited questions on progress. The Chief Executive highlighted the staff appraisal report as outstanding. There were no questions and the actions note was noted.

**c) Management Committee – 31 Aug-21\* (Decision/Approval Required)**

There were no errors or omissions noted and the Minute was proposed by Mr Shiach, seconded by Mr O'Donnell and unanimously approved by the Management Committee.

**d) Actions from MC Meeting – 31 Aug 2021\* (Decision/Approval Required)**

The Chief Executive highlighted the actions completed/ongoing within the actions notes and invited questions on progress. There were none and the actions note was noted.

**e) Finance & Corporate Services S-C – 14 Sep-21\* (Decision/Approval Required)**

There were no errors or omissions noted and the Minute was proposed by Mrs Boyle, seconded by Mr Shiach and unanimously approved by the Management Committee.

**f) Management Committee (after AGM)– 23 Sep-21\* (Decision/Approval Required)**

There were no errors or omissions noted and the Minute was proposed by Mr O'Donnell, seconded by Mrs Boyle and unanimously approved by the Management Committee.

**8. Business Arising From Minutes**

There was no business arising from the minutes.

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9. **Ratification of all Minutes (Decision/Approval Required)**  
Ratification of all Minutes was proposed by Mr Hillhouse, seconded by Mr O'Donnell and unanimously approved by the Management Committee.
10. **Emergency decisions since last meeting (For information)**  
The Chief Executive confirmed this is now a standing item and no emergency decisions were required, particularly as the Committee had met just recently, after the AGM.
- The Communications Officer left the meeting at this point.
11. **a) Staffing Report (Decision/Approval Required)**  
The Chief Executive updated the Management Committee verbally regarding a number of staffing issues and the following was confirmed:
- Data Protection & Compliance Officer's job title changed to ICT & Compliance Officer with immediate effect.
  - The current part-time Clerical Officer (Finance) is to be awarded full time hours up to the end of 31 March 2022 due to recent staff changes
  - Post of Housing Services Manager will be advertised through EVH in week commencing 18<sup>th</sup> October. Post of Head of Finance & Corporate Services will be advertised in November.
  - Temporary Maintenance Assistant approved to December 2021 if required.
  - Simply Health plan to be extended to all staff members, other than those on temporary contracts.
  - Free membership to Gym81 approved for all staff members (induction costs payable by staff member) to increase staff wellbeing and fitness.
  - Investors in People accreditation process expected to begin in December/January.
  - Employee of Year award to be arranged for December.
  - Possibility of overtime required in the next couple of months for Factoring Written Statement review.
- The Communications Officer returned to the meeting at this point.
- b) EVH Monthly Report\***  
The Chief Executive referred to the above report circulated prior to the meeting and explained the role of EVH for the benefit of the Observer.
- The Management Committee enquired as to whether the remote working toolkit was free although acknowledged the practices were well engrained due to the Pandemic. The Chief Executive said most information is free, bar some training which is chargeable.
12. **Development Report\* (For information)**  
The Chief Executive referred to the above report circulated prior to the meeting. The Management Committee noted the detailed updates

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provided in relation to current and proposed developments, some of which were highlighted by the Chief Executive. The Chief Executive provided additions/updates within the following items:

**b) Queens's Quay Development (37 units)**

**Programme** – the Management Committee noted the Association's units are 85% complete. It was noted a small promotional Association banner has been placed on the scaffolding to further highlight the Association's involvement in the development. The Chief Executive talked about the opening and potential to have a small event at the office and walk around to the site as the Association's properties will be the first off-site. The Management Committee noted a progress meeting is taking place on 06 October and internal specifications will be discussed. The Chief Executive will highlight that the Association wish to be involved in any formal walkarounds on-site going forward.

**Private Finance** – the Chief Executive confirmed the HAG funding has now been fully exhausted and private finance will be drawn down for payments going forward.

**c) Former St. Cuthbert's Church – Linnvale (24 units)**

**Site mobilisation** – the Chief Executive was pleased to have attended an in-person meeting on-site, rather than online. The Chief Executive was impressed by the generous size of the units and nice design features.

**Private Finance** – the Management Committee noted the required paperwork has been sent to the solicitors to allow funds to be ready for drawdown from December 2021.

**Community Benefits** – suggestions from the Linnvale Community Group included new bins and enhancements to roundabouts on the main road and these have now been passed to the contractor.

**Clerk of Works Reports** – the Chief Executive referred to progress photos which appear to show a very nice, tidy site. The Management Committee noted the contractors have requested a Portacabin on the land opposite the site, next to the local shop, in order to store materials due to it being a tight site and ownership of the land is currently being clarified.

**d) Proposed [REDACTED] development – Design and Build**

[REDACTED] – the Chief Executive had attended a progress meeting in the previous week and confirmed that parties are still keen to progress but costs will need to come down to ensure a viable development.

**e) Other Development Opportunities –**

The Chief Executive reiterated the 4 potential developments that have been included in the Council's SHIP as follows:

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**Boquhanran Road** – [REDACTED]  
[REDACTED]  
[REDACTED]

**Stanford Street** – the Management Committee noted the potential housing mix prepared by the development consultant for 87 low level family homes which has been sent on to the Council for consideration.

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

**f) Development Risk** – the Chief Executive confirmed there were no concerns with the contracts register, no overspends to propose and no changes to the risk register.

The Chief Executive invited questions. There were none and the report was noted.



13. **Cart Street – verbal update (For information)**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

14. **Annual Submission Timetable – Regulatory and Governance Compliance\* (For information)**

The Chief Executive referred to the above report circulated prior to the meeting and confirmed the timetable details all returns required to be approved by the Management Committee in the year which was good for the self-assurance process.

The Chief Executive highlighted that a Corporation Tax Return is required as the Association was selected at random by HMRC 3 years ago to provide this and once they are satisfied the Association do not have to pay corporation tax, they will no longer require the Returns.

The Management Committee noted one submission was due in Jun-21 but is always delayed due to no Management Committee meetings taking

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place over the summer recess. The Chief Executive confirmed the banks are aware of this delay and are satisfied with the reason.

The Chief Executive invited questions. There were none and the Management Committee noted the timetable.

**15. a) Tenant Participation Strategy Review 2021 – Covering report\* (For information)**

The Communications Officer referred to the report circulated prior to the meeting and confirmed it was an introduction to the proposed changes to the Tenant Participation Strategy, last approved in October 2020 but due a more thorough review this year.

The Management Committee noted that as per the August Communications/Consultation Report, all points from the external audit by the Tenant Participation Advisory Service have now been included/addressed as detailed and this, along with the formation of a Strategy Action Plan to be presented in October if the Strategy is approved, allows the Strategy to meet with the Scottish Government's Guide to Successful Tenant Participation and overall greatly enhances the Strategy. The good practice points noted during the audit were again highlighted.

The Communications Officer invited questions. There were none and the Management Committee was directed to Item 15b).

**b) Tenant Participation Strategy Review 2021\* (Decision/Approval Required)**

The Communications Officer recommended that the above Strategy be adopted by the Management Committee as presented.

The Communications Officer invited questions. There were none and the Management Committee unanimously accepted the Strategy as presented.

The Communications Officer confirmed the colourful/designed version will be available at the earliest opportunity as it is hoped this style attracts residents to become involved.

**16. Health and Safety Report including compliance report – September 2021\* (For information)**

The Chief Executive provided a verbal update as provided by the Acting Housing Service Manager, confirming that the Association is compliant in all 6 key areas of Landlord Health and Safety. The Chief Executive provided a brief background on the requirements for both domestic and non-domestic premises for the purpose of the Observer. The Chief Executive highlighted the following:

- There is no change to the control manual from previous years but signatures require to be updated annually

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- The H&S control manual is currently being updated and there will be annual training with ACS regarding this
- There have been no accidents or near misses
- One public liability claim is ongoing

At Scottish Fire & Rescue Service, the Chief Executive highlighted that a report had been received regarding the Multi Storey Flats the day before the meeting which highlighted some minor repair issues to be actioned within 10 days and these will be taken forward by the maintenance team.

The Chief Executive intimated that the report had been shared recently with another Association and the staff were very impressed with how all of the information was brought together.

The Chief Executive invited questions. There were none and the report was noted by the Management Committee.

**17. GDPR Action Plan Update\* (For information)**

The Chief Executive referred to the Data Protection and Compliance Officer's report circulated prior to the meeting for information. The Management Committee noted that items in green are complete and other items are ongoing. It was noted that some ongoing issues such as archiving can be progressed now that staff have returned to the office and with the assistance of the PATH Trainee.

The report was noted by the Management Committee.

**18. Customer Consultation/Communications Report\* (For information)**

The Communications Officer referred to the above report, circulated prior to the meeting and highlighted it provided just a brief overview of activity since the last report presented on 31 August and given that the Management Committee also had to review the Tenant Participation Strategy and covering report.

The Management Committee noted the updates provided in terms of consultation, publications, social media activity, events and press coverage and registered tenants group activity/recruitment.

The Management Committee enquired regarding the development focus group. The Communications Officer stated it has been on a to-do list for a number of months and has now been arranged to provide an opportunity for tenants to understand why the Association is a developing organisation, how it pursues developments and mitigates risk and to gauge tenant opinion on this. The Communications Officer confirmed the Association's development consultant from Macdonald & Cameron will be present and will reiterate the newsletter invite to both registered tenants' organisations and Tenant Panel members.

The Chief Executive confirmed there had been lots of positive press coverage and interactions regarding recent events such as the Radnor

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Park Clear Out Day. The Management Committee also noted that a visit was being made by the Communications Officer and a Housing Officer to a tenant turning 100 on 8 October, with flowers and a card and thought this was a lovely gesture.

The Communications Officer invited questions. There were none and the report was noted by the Management Committee.

**19. Wider Role/Centre81 Report\* (For information)**

The Chief Executive referred to the Centre81 Co-ordinator's report on the above circulated prior to the meeting and highlighted the following:

- 3 new long terms hires secured
- The wide variety of activities at the Centre including keep fit classes and free lunch club
- The great work of the Centre81 Steering Group. The Chief Executive suggested the Steering Group come to a future Management Committee meeting to update on their activities and the members were agreeable to this

The Chief Executive stated that she had held a recent cuppa and a chat session at Centre81 and that it was looking great and it was good to see the Centre being well used and to see café and gym customers. The Management Committee noted the potential for a winter event to be organised, utilising the pizza oven in the garden. The Chief Executive added that an additional 50 iPads had also been applied for.

The Chief Executive invited questions. There were none and the report was noted by the Management Committee.

**20. Staff Expenses – September 2021\* (Decision/approval required)**

The Chief Executive referred to the above report, circulated prior to the meeting. It was noted claims were higher in the month due to staff attendance at the Annual General Meeting. Following review, the Management Committee unanimously approved the expenses as submitted and the Chairperson agreed that her digital signature should be utilised and recorded in the signature register.

**21. MC Annual Training Information  
a) Meeting Schedule V1\***

The Chief Executive referred to the above schedule circulated prior to the meeting for information. The Chief Executive highlighted the Assurance Statement working group meeting on the 19 October and stated the submission of this document to the Regulator by the end of the month will be the main focus for the month. The Management Committee noted that much of the information for the submission will remain the same however, the Regulator is looking for a statement as to how customer characteristic information will be collected.

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The Management Committee expressed many concerns over the collection of such personal data and the Chief Executive confirmed guidance has been due for months as well as what the information will be used for. Discussion ensued and the Management Committee await the legal position on this in order to make a decision on whether to collect it.

It was noted that going forward the Chief Executive hoped to do more joint training with Dalmuir Park and Faifley HAs.

The meeting schedule was noted by the Management Committee.

**22. Focus on Governance/Risk**

**a) Notifiable Events Register\***

The Chief Executive referred to the above report circulated prior to the meeting and provided a background to Notifiable Events for the benefit of the Observer. The Management Committee noted 2 events remain open as follows:

- 6 (office closure) - the Chief Executive informed the Regulator on 27 August that the office reopened on 09 August and has emailed again to check if further information is required. A response is awaited
- 12 (Cart Street issue) – the Chief Executive confirmed that photographic evidence is awaited from the contractor to have this closed off

The Register was noted by the Management Committee.

**b) MC Appraisals – update**

The Chief Executive requested permission to approach experienced consultants for quotes to support the appraisal process this year. Discussion ensued on the process and it was agreed by all that it was very time consuming for all involved. It was noted that a more informal approach could be explored, it could be undertaken at times to better suit the members and would support the new Chairperson in ensuring all of the members' training needs are met.

The Management Committee unanimously agreed for the Chief Executive to seek quotes on this basis.

**23. Intranet**

The Chief Executive reminded the Management Committee to regularly visit the internal Intranet, which includes news, meeting papers, updated Policies and Procedures and particularly a health and wellbeing tab.

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**24. Signing of Minutes**

The Chief Executive will find out if the signing of minutes could take place retrospectively using electronic signatures before the next meeting or will bring paper copies to the meeting for signing.

**25. Date and Time of Next Meeting/Training Session**

Per the schedule.

Meeting closed.

Checked by: LL

Date: 22.10.2021

APPROVED .....

PROPOSED .....

SECONDED .....

**LL/SF**

\* Indicates report issued with agenda