

**MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 14
DECEMBER 2021 AT 6.30 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 P. Shiach	Secretary	In person	Elected Member
Ms D. Smith		In person	Elected Member
Mr J. O'Donnell		In person	Elected Member
Cllr J. Mooney		In person	Co-opted Member

In Attendance:

Mrs L. Lees		In person	Chief Executive
Mrs S. Farrell		Online	Communications Officer
Mrs F. White		Online	Finance & Corporate Services Mgr
Mr J. Devlin		Online	Housing Services Manager
Ms T. Hislop		In person	Observer

1. Apologies

Apologies were received from Cllr Docherty, Mrs Breeze, Mr Hillhouse and Mr Farrell, Head of Housing Services. It was noted that a quorum was present to enable the meeting to go ahead.

2. Chairperson's Remarks

The Chairperson welcomed everyone to the last meeting of the year and wished all present a Merry Christmas.

3. Declaration of Interest

There were no declarations of interest.

4. Business Carried Over from Last Meeting

There was no business carried over.

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

There was no training undertaken or conferences attended.

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

The Secretary provided the following report:

a) Correspondence

Information had been received regarding the annual SHARE conference, to be held at the Westerwood Hotel, Cumbernauld, over 11/12 March, at a cost of £575 a delegate. Members noted they should approach the Chief Executive if they were interested in attending.

The Chief Executive provided the background to residential conferences and the requirement for the Management Committee members to keep skills and knowledge up to date, for the benefit of the observer.

b) Share Membership Applications (if applicable) (Decision/Approval Required)

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No Share Membership applications were received.

c) MC Membership Applications (if applicable) (Decision/Approval Required)

No Management Committee membership applications were received.

d) Sub-Committee Membership confirmation

No confirmation was required from those present.

d) Annual Declarations including H&S o/s

The Chief Executive confirmed that a number of signatures are awaited so this item is still outstanding.

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

a) Actions from MC meeting – 02 Nov-21 (Decision/Approval Required)

The Chief Executive referred to the report circulated prior to the meeting which showed actions identified and whether they were completed/ongoing and highlighted that a number of Management Committee training needs assessment forms are outstanding and she will reissue them so that a training plan for 2022/23 can be prepared. It was noted that interest had been expressed in a SHARE training session on Management Committee business planning which could be delivered in-house should a number of other members be interested.

Questions were invited. There were none and the actions note was noted.

b) Management Committee – 30 Nov-21* (Decision/Approval Required)

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

c) Actions from MC meeting – 30 Nov-21 (Decision/Approval Required)

The Chief Executive referred to the report circulated prior to the meeting which showed actions identified and whether they were completed/ongoing and highlighted that a number of Annual Declarations are outstanding and a number of issues remain ongoing such as rent setting consultation, now agreed for consultation at 1.5-2.5%, and signing of all prior minutes.

Questions were invited. There were none and the actions note was noted.

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 Shaich, seconded by Ms Smith and unanimously approved by the Management Committee.

10. **Emergency decisions since last meeting (For information)**

The Chief Executive confirmed that this was a standing item and no emergency decisions were required since the last meeting.

The Communications Officer, Housing Services Manager and Finance & Corporate Services Manager left the meeting at this point.

11. **Staffing Report verbal update (Decision/Approval Required)**

a) Verbal Update

The Chief Executive updated the Management Committee regarding the following matters:

- A long serving member of staff, [REDACTED], formally submitted her letter of resignation [REDACTED] [REDACTED]. [REDACTED] committee thanked her for her service. The Chief Executive hoped to have [REDACTED] come into the office and present her with some leaving gifts over the next week. The official date for leaving would be the 20th December and the temporary member of staff would remain in place until a permanent Housing Assistant can be recruited.
- [REDACTED] cover in the section remains stable with the addition of a temporary Maintenance Assistant and the upgrade of duties from a current staff member to Maintenance Officer and additional hours being worked by a part-time Maintenance Assistant.
- The post of Head of Finance & Corporate Services remains ongoing and will be readvertised in Jan/February [REDACTED].
- The Chief Executive confirmed that she still wished to review the organisation's structure over the coming couple of months to ascertain the level of staffing required given the additional units from development and what level is required to ensure optimum service and support for customers.

b) EVH monthly report (Dec 2021)*

The Chief Executive referred to the above report, circulated prior to the meeting. The Management Committee noted the report.

The Communications Officer, Housing Services Manager and Finance & Corporate Services Manager returned to the meeting at this point.

General discussion ensued at this point on mid-market rent. The Management Committee enquired whether the Association would require to pursue this route in future. The Chief Executive confirmed it would be considered if required to make a scheme viable. The Management Committee noted the Association's dormant subsidiary Radnor Park Homes which was set up to provide mid-market rent in Radnor Park at a

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time when demand was low but had since increased and has stayed static.

Cllr Mooney entered the meeting at this point.

12. Development Report* (Decision/Approval Required)

The Chief Executive referred to the above report circulated just prior to the meeting. The Management Committee noted the detailed updates provided in relation to current and proposed developments, some of which were highlighted by the Chief Executive. The Management Committee noted that the weather had only affected 1 day so far, with a minus 3C temperature recorded. The Chief Executive provided additions/updates within the following items:

b) Queens's Quay Development (37 units)

It was noted scaffolding is beginning to come down now and negotiations continue with CCG regarding community events in the New Year with a budget of £10k which is available for the 3 landlords to utilise for these.

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

It was noted that a site meeting scheduled for Monday will be held online, given the lead up to festive closures, funding continues to be drawn down and private finance paperwork is with the solicitors. The Chief Executive confirmed that the Association continues to work with the Linnvale Community Group on the community benefits due from contractor Cruden and that a balance of £3k remains. The Management Committee noted no issues have been raised in the weekly Clerk of Work reports.

d) Proposed Clyde development – Design and Build

– the Chief Executive confirmed that there has been significant movement in negotiating costs that are achievable and viable, with a shortfall being brought down to by the development agency and the builder. The Management Committee was delighted to note that the will be met by the and this 18 unit scheme can now proceed. The Chief Executive confirmed the tender application had been submitted to the Government's HARP portal and thereafter legal paperwork will be concluded with the with a view to a 12 month build programme.

The Chief Executive recapped that the approached the Association with a ready made scheme and that the development will consist of 6 one bedroom and 12 two bedroom properties.

e) Other Development Opportunities

The Management Committee noted that the Association has exclusivity on this site until the end of March 2022 while a feasibility study is being

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carried out by [REDACTED]. It was noted that this site is already included in the SHIP and the Council was very receptive to it being developed for social housing.

[REDACTED] 
[REDACTED]
[REDACTED]

The Management Committee enquired regarding the commercial units with the Queens Quay development. The Chief Executive confirmed that the main units will be on Titan Boulevard, however, one will be straddling the space below the Association's flats. The Management Committee noted the Chief Executive will clarify the Association's responsibilities in relation to the building at the next partnership meeting.

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]

14. **Maintenance Report – various updates* (Decision/Approval Required)**

The Housing Services Manager referred to the report circulated prior to the meeting and highlighted that 2 recommendations require to be considered regarding Kitchen Refurbishment Programme (62 properties) and District Heating Expansion – Dumbarton Road.

Kitchen Refurbishment Programme (62 properties) 

The Management Committee noted the tender process followed and the full tender report by Ewing Somerville included within the report.

The Housing Services Manager highlighted the 2 offer prices received from the 4 requested, as detailed in the table on page 3.

The Management Committee noted that the lowest price received by

[REDACTED]
[REDACTED]

Discussed ensued on the significant budget variance and the following was highlighted from the report:

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- A community benefit clause of 2% of contract value is included
- The work includes a partial rewire within the kitchen to avoid disruption and damage by upgrading separately
- Material and labour costs have risen sharply due to Brexit and the shortage of materials meaning these are the new industry standard prices
- Working with Brown + Wallace to ensure realistic pricing is used going forward to reflect this

The following specific questions were raised by the Management Committee and responded to by the Chief Executive:

Where will the additional funds come from?

It will come from designated reserves for major repairs which are currently sitting at over £7m. It was noted that going forward the Association will need to ensure that reserves will cover all repairs planned for 30 years.

When will the reviewed Life Cycle Costing document be received?

It is in draft and will likely be finalised in January 2022 in advance of the rent setting period. It was noted that 20% of properties are being surveyed each year so that the Association has a full overview of stock condition in the next few years. The Housing Services Manager added the document is fully customised so the Association can tweak to reflect stock condition reports and real time feed in of prices received for similar contracts.

Can the Association be assured the contract represents Value for Money?

The offer prices have been independently verified by consultant Ewing Somerville Partnership who has stated the [REDACTED] price represents Value for Money, and that prices had been received from approved contractors from the SPA Wholehouse framework.

What are the likely community benefits?

The money will likely be used for events, tenant participation and involvement and additional estate management.

The Management Committee was assured that there will be close monitoring of contractor performance through KPIs, however, the Association had worked with the contractor before and both good service and good prices had been provided. The Management Committee agreed the average of [REDACTED] was likely expected now for a new kitchen installation.

The Management Committee unanimously agreed to award the contract [REDACTED] [REDACTED].

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District Heating Expansion – Dumbarton Road

The Chief Executive reiterated the agreement of the Management Committee to proceed with this work in February 2021 if funding of 40% could be achieved towards the cost.

The Management Committee noted that whilst the Housing Services Manager continued to work closely with all partners detailed to finalise the work, due to the issues noted above in regards to Brexit and availability of labour and materials, costs had increased significantly and the Associations' contribution has increased to [REDACTED] compared to February 2021.



The Chief Executive highlighted that the Management Committee had agreed to proceed if a minimum of 40% funding was achieved and although the total project cost has increased, funding of c. 46.8% has been achieved.



The Management Committee noted [REDACTED]
[REDACTED]
[REDACTED]

The following specific questions were raised by the Management Committee and responded to by the Housing Services Manager:

What does the [REDACTED] contribution of the Association include?

It was noted this included infrastructure, civil engineering work, pipework, radiators and installation of a heat exchanger.

What is the condition of the stock and risks of no adequate heating?

There is a risk of dampness and mould to the property and a risk to tenants' health and wellbeing. Failing windows are being noted through the stock condition survey. Whilst it is the tenants' responsibility to heat the property, many tenants are facing [REDACTED] weekly bills [REDACTED]. Fully funded internal wall insulation has already been installed so after the heating upgrade, highly energy efficient glazing would be the next step.

How many units will the upgrade cover?

46 tenants and 11 owners would be invited to participate and seek funding sources. The Chief Executive asked how much this would cost owners and the Housing Services Manager confirmed it would be [REDACTED] for connection costs and [REDACTED] for internal work.

Has there been consultation with tenants and owners?

There had not been consultation with owners who do not need to take up the offer of connection. However, the level of tenant contact and communication was highlighted and there was a very positive 'buy in' to the upgrades particularly given the level of current bills.

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A reminder of what other options had been considered

District Heating Expansion, Gas Central Heating and Electric Smart Storage Heaters but as gas had increased 4 times since August 2021, the latter two incur the highest rates of bills.



The Management Committee unanimously agreed to progress with the upgrade work at a cost to the Association of [REDACTED] (inclusive of VAT). The Housing Services Manager confirmed that installations will therefore be carried out April-June 2022.

15. Health and Safety compliance report – December 2021* (For information)

The Housing Services Manager's referred to the above report circulated prior to the meeting, which confirmed that the Association is compliant in all 6 key areas of Employer and Landlord Health and Safety.

The Management Committee noted that it was similar to the November report but given new Covid-19 announcements made on the day of the meeting, may require to be updated. The Chief Executive confirmed that, from an employer point of view, the Association will take guidance from the Glasgow and West of Scotland Forum with regards to the office remaining open to the public and also home working.

The Management Committee noted the staff had been approached following the First Minister's announcement to work from home and that staff were comfortable in terms of safety provisions at the office, such as PPE and lateral flow tests provided and taken regularly, however all will continue to 'think on our feet' and adapt as required. The Chief Executive stated she was committed to providing a service to tenants in regards to repairs, major repairs etc. but also to safeguard staff. The Chief Executive confirmed the festive closure was approaching and will refresh the approach as required in the New Year.

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

16. Focus on Governance/Risk

a) Notifiable Events Register* (For information)



The Chief Executive referred to the above report circulated prior to the meeting and the Management Committee noted that no new notifiable events have been recorded. The Chief Executive confirmed that [REDACTED] the contractor who raised the issue noted in event 12 (Health & Safety Issue at [REDACTED]), had since reviewed the photographic evidence provided and was satisfied with the action taken so this event should shortly be closed off. The Register was noted by the Management Committee.

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17. 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.

18. Signing of Minutes

The Chief Executive had noted in the Action Note from 30 November that the use of electronic signatures is being explored and is ongoing.

19. Date and Time of Next Meeting/Training Session

Per the schedule.

Meeting closed.

Checked by: LL

Date: 28.01.2022

APPROVED

PROPOSED

SECONDED

LL/SF

* Indicates report issued with agenda