

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 07 JUNE 2022 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
Ms D. Smith		In person	Elected Member

In Attendance:

Mrs L. Lees	In person	Chief Executive	
Mrs S. Farrell	In person	Customer & Corporate Services Manager	
██████████	Online	Wylie Bisset	

1. Apologies

Apologies were received from Mr J. Mooney, Mr J. O'Donnell and Mrs L. Breeze. 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 meeting.

3. Declaration of Interest


There were no declarations of interest.

4. Business Carried Over from Last Meeting

The Chief Executive highlighted one issue which was omitted from the Staffing Report, a request that the new role of Customer & Corporate Services Manager be added to the financial procedures so that they have grade appropriate authority. The Management Committee unanimously agreed to the update.

5. Internal Audit Annual Report 2021-22*

The Chairperson welcomed ██████████ to the meeting. The Chief Executive and Customer & Corporate Services Manager left the meeting at this point.


██████████ referred to the Wylie Bisset internal audit Annual Report 2021/22 which had been circulated prior to the meeting and directed the Management Committee to each section in turn; Introduction, Executive Summary, Audit Findings, Benchmarking and KPIs. 

At the Executive Summary (page 5), ██████████ confirmed that in the opinion of Wylie Bisset, it could be satisfied through the scope of audit work undertaken that the Association's risk management, control and governance processes have no major weaknesses.

At Audit Findings (page 6) the summaries of the Audit processes carried out in the year was discussed including overall conclusion, recommendations and their grading.

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At Benchmarking (page 7) it was noted that overall there was a slightly lower number of recommendations (7) for the Association than that of organisations benchmarked against (8). [REDACTED] highlighted at Key Performance Indicators (page 8) that 100% for all had been achieved in the year. 

There were no questions and the Management Committee accepted the Annual Report 2021/22 as presented.

The Chief Executive and Customer & Corporate Services Manager returned to the meeting at this point. [REDACTED] thanked the Chief Executive for her assistance during the year in providing information for the audits. The Chief Executive thanked [REDACTED] for his attendance and he left the meeting at this point.

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

There had been no training undertaken. The Management Committee enquired whether the staff had enjoyed the training day on 01 June. The Chief Executive stated that feedback was really positive and it had been a successful day. The Management Committee enquired as to whether there would be a Business Planning day organised and the Chief Executive confirmed this would be organised in the new Committee term.

7. Secretary's Report (For information)

The Secretary provided the following report:

a) Correspondence

A letter had been received from West Dunbartonshire Council to inform the Association that the two co-opted Councillors, from July 2022, will be Councillor Craig Edward and Councillor Sophie Traynor and that Councillor Miller will be a substitute.

b) Share Membership Applications

No Share Membership applications were received.

c) MC Applications

No Management Committee applications were received.

d) AGM 2022 update*

The Chief Executive referred to the above report, circulated prior to the meeting and it was noted that the AGM would take place on 30 June 2022 at 7pm in Centre81. The Management Committee noted that whilst the share register no longer required to officially close, no share memberships could be accepted within 14 days of the AGM.

e) Compliance with Rules 62-67- Letter from Secretary*

The Chairperson referred to the above letter from the Secretary to the Management Committee circulated prior to the meeting which advised that obligations within Rules 62-67 had been complied with. The letter

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was noted by the Management Committee and the electronic signature register had been updated for the Secretary.

f) AGM Election Report 2022*

The Chief Executive referred to the above report circulated prior to the meeting regarding the AGM. The Management Committee noted the election position where 1/3 of the Management Committee members require to stand for re-election, not including the co-optees or casual members, which totalled 2.

The Management Committee noted that 6 elected casual members and that Ms Smith and Mrs Breeze require to stand down as they were last re-elected in 2020 and 2019 respectively.

The Chief Executive confirmed all paperwork will be completed for both the casual vacancies and for those to stand for election. The election report was agreed and approved by the Management Committee.

8. Approval of Minutes & Actions Notes (Decision/Approval Required)

a) Management Committee – 26 Apr-22*

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

b) Actions from MC Meeting - 26 April 2022*

The Chief Executive referred to the report circulated prior to the meeting which showed actions identified and whether they were completed/ongoing.

The Chief Executive provided an update regarding the Linnvale Development where an opportunity had presented itself for the official opening and to visit the development on Friday 17 June at 2.00pm and all members would receive an official invitation shortly. The Chief Executive confirmed all project partners and community organisations would be invited to attend also. It was noted tenants would begin to move in from Monday 20 June.

c) Housing Services S-C - 17 May 2022*

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.

d) Management Committee – 24 May 2022*

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.

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b) Queens’s Quay Development (37 units)

The Chief Executive referred to a site meeting to be held the following day and that herself and the Head of Housing Services would be attending a solicitor’s appointment with site partners on Friday 10 June to progress the legal conclusion. The Chief Executive confirmed that allocations are well underway.

The Management Committee enquired as to the occupants of the commercial units but noted this was not known as yet but their attendance was expected at the solicitor’s appointment.

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

The Chief Executive referred to on screen photos which highlighted the development was progressing well. The Management Committee noted that youngsters gained access to the site via a window on the latch, that Police Scotland was informed and there was no damage.

The Management Committee understood some other complaints had been received but not all were relevant to the development as there is other works ongoing in the area and the Chief Executive is in regular contact with one resident in particular on such matters.

The Chief Executive will clarify if ovens, as seen on screen, were provided in all kitchens or just wheelchair adapted properties.

d) Clydebank Bowling Green development – Design and Build

The Management Committee noted the site was progressing well and the first site meeting should take place shortly.

e) Other Development Opportunities

The Management Committee noted there was no progress to report. The Management Committee enquired regarding the VAT situation on the proposed [REDACTED] site. The Chief Executive stated that as the site is currently Opted for Tax, it is not workable financially and an update is awaited from a Tax Specialist. The Chief Executive confirmed that the Association’s Development Consultant has been working with the developer to see if any progress can be made in the interim.

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.

14.

[REDACTED]

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15. **Annual Return on the Charter 2021/22 to SHR (update)***
(Decision/Approval Required)
The Chief Executive referred to the previously agreed draft Annual Return on the Charter (24 May) and to the report circulated prior to the meeting which reflected non-material discrepancies picked up during the audit of figures which was scheduled after 24 May. The Chief Executive went over all pre- and post-audit figures, the differences and reasons. The Management Committee was pleased to note the updated figures were reported to the Scottish Housing Regulator on 31 May 2022 and approved the updated submission.
16. **Five Year Financial Projections to SHR 2021/22 (update)**
The Chief Executive referred to the above and confirmed that although the original date for submission had been 31 May, there had been push back from the Association as the accounts would not be audited by then. The Management Committee noted the submission date had been extended to the 30 June, after the Association's accounts audit and an update would be provided at the next meeting.
17. **CHA Management Accounts to 31 March 2022* (Decision/Approval Required)**
The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance & Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. Discussion ensued and the members present confirmed they had a great deal of opportunity to reflect upon the document and ask questions, and, as such, the Management Committee unanimously approved the Management Accounts to 31 March 2022.
18. **CHA Power Management Accounts to 31 March 2022* (Decision/Approval Required)**
The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance & Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. Discussion ensued and the members present again confirmed they had a great deal of opportunity to reflect upon the document and ask questions, and, as such, the Management Committee unanimously approved the CHA Power Management Accounts to 31 March 2022.
19. **Annual Treasury Management Report to 31 March 2022* (For information)**
The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance &

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Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. The Treasury Management Report to 31 March 2022 was noted by the Management Committee.

20. Sales Ledger Balances - Outstanding Factoring customer balances to 31 March 2022* (For information)

The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance & Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. The Sales Ledger Balances – Outstanding Factoring customer balances report to 31 March 2022 was noted by the Management Committee.

21. Sales Ledger Balances – Outstanding Rechargeable Repair customer balances to 31 March 2022* (For information)

The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance & Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. The Sales Ledger Balances – Outstanding Rechargeable Repair customer balances report to 31 March 2022 was noted by the Management Committee.

22. Sales Ledger Balances – Outstanding CHA Power customer balances to 31 March 2022* (For information)

The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance & Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. The Sales Ledger Balances – Outstanding CHA Power customer balances report to 31 March 2022 was noted by the Management Committee.

23. Sales Ledger CHA – Proposed write offs* (Decision/Approval Required)

The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance & Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. Discussion ensued and the members present confirmed they had a great deal of opportunity to reflect upon the document and ask questions, and, as such, the Management Committee unanimously approved the CHA - Proposed write offs report.

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24. Sales Ledger CHA Power – Proposed write offs* (Decision/Approval Required)

The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance & Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. Discussion ensued and the members present confirmed they had a great deal of opportunity to reflect upon the document and ask questions, and, as such, the Management Committee unanimously approved the CHA Power - Proposed write offs report.

25. Property purchases update to 31 March 2022 (Inc. S/O buy backs)* (For information)

The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance & Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. The Property purchases update to 31 March 2022 was noted by the Management Committee.

26. Attendance Management Report – January to March 2022* (For information)

The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance & Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. The Attendance Management Report - January to March 2022 was noted by the Management Committee.

27. Capital Purchases Report to 31 March 2022* (For information)

The Chief Executive referred to the above document circulated prior to the meeting and also circulated prior to the inquorate Finance & Corporate Services Sub-Committee meeting on 10 May (following which 3 members approved this document by email) and the inquorate Management Committee meeting on 31 May. The Capital Purchases Report to 31 March 2022 was noted by the Management Committee.

28. a) Expense Claims – April 2022* (Decision/Approval Required)

The Chief Executive referred to the report which was issued prior to the meeting and it was noted it included a call out for Centre81 and annual First Aid payments. Following review, the Management Committee unanimously approved the expenses as submitted and the Chairperson agreed for her electronic signature to be used. It was noted that the Chief Executive would add this to the signature register.

b) Expense Claims – May 2022* (Decision/Approval Required)

The Chief Executive referred to the report which was issued prior to the meeting and it was noted it included a call out for Centre81. Following

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review, the Management Committee unanimously approved the expenses as submitted and the Chairperson agreed for her electronic signature to be used. It was noted that the Chief Executive would add this to the signature register.

29. Communications Report inc complaints ARC update* (For information)

The Customer & Corporate Services Manager referred to the above report circulated prior to the meeting, welcomed any suggestions for improvement or questions, and the following was highlighted:

- At 1. Current/Future Consultation & Feedback, the Allocations Policy review focus group to be held on 15 June was noted as being full, with 9 tenants booked
- At 2.1 Radnor Park Multis Tenant & Residents Association (RPMTRA), the Customer & Corporate Services Manager highlighted the continued good working relationship with the group and that annual grant of c. £1.3k has been provided for 2021/22
- At 3. Large Scale Satisfaction Surveys, the Management Committee was delighted to note a very positive report with every ARC statistic up from the survey which took place in 2019, despite a downward trend across the sector
- At 4. Events, the Management Committee noted the upcoming Linnvale Gala Day on 18 June but also an additional event now known, the Linnvale development opening on 17 June at 2.00pm, to which all Management Committee members and other guests will be invited. At TPAS Conference, Management Committee members were invited to attend, not just on the 11th June but free day passes x 2 had now been extended Fri-Sun
- At 6. Website and Social Media, a recent issue was highlighted with the report a repair module which has now been resolved to the Association's satisfaction
- At 10. Complaints submission for ARC (indicators 3 & 4) the previously referred to pre- and post-audit results were noted

The Management Committee sympathised with the issues raised at 9. Unacceptable Behaviour and fully supported the staff in addressing the issues being experienced from a minority of customers. It was noted that per the Allocations Policy, applicants can be suspended for unacceptable behaviour.

The report was noted by the Management Committee.

30. Wider Role/Centre81 Report* (For information)

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

- At 2. Community Pot the ideas for the c. £5k balance were discussed, including batch cooking classes, children's sport

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activities and chair yoga sessions to ensure activities are available for all age groups

- At 3. Centre81 Steering Group the future joint application between the Steering Group and Association to The National Lottery was discussed and it was noted that the Association would focus on the community garden and bike activities whilst the Group would focus on the provision of activities for children
- At 5. New Business the recent new booking were noted

The Chief Executive confirmed that a Gala Day will be held on 13 August and more details will follow.

The report was noted by the Management Committee.

31. Health and Safety Report including compliance report (May 2022)* (For information)

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

The Management Committee noted the one accident recorded within the office since the last report.

[REDACTED]

32. Focus on Governance/Risk (For information)

a) Notifiable Events Register*

The Chief Executive referred to the above report circulated prior to the meeting and it was noted there were no new Notifiable Events and no open Events.

33. Intranet

The Chief Executive reminded the Management Committee to regularly visit the new internal Intranet, which includes news, updated Policies and Procedures and a health and wellbeing tab, and which should be easily accessible from the updated iPads.

34. 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.

35. Date and Time of Next Meeting/Training Session

Per the schedule.

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Meeting closed.

Checked by: LL

Date: 24.06.2022

APPROVED

PROPOSED

SECONDED

LL/SF

* Indicates report issued with agenda