

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 20 DECEMBER 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
Ms D. Smith	Vice Chairperson	In person	Elected Member
Mr P. Shiach	Secretary	In person	Elected Member
Mr J. Mooney		In person	Elected Member
Cllr G. Johal		In person	Co-opted Member

In Attendance:

Mrs L. Lees	In person	Chief Executive
Mrs S. Farrell	In person	Customer & CS Manager
Mrs L. McGeachan	In person	Housing Officer

1. Apologies

Apologies were received from Mr J. Hillhouse, Mrs L. Breeze, Mrs K. Tennant, Mr J. O'Donnell and Cllr S. Traynor. 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. The Chairperson suggested an informal way could be set up for members to chat out with meetings times. The Chief Executive will look into this.

3. Declaration of Interest

There were no declarations of interest.

4. Business Carried Over from Last Meeting



The Chief Executive wished to provide an update on an item discussed at the last meeting in relation to CHA Power Ltd. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] The Management Committee was pleased to receive such a positive update.

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

There was no feedback to provide.

6. Secretary's Report (For information)

The Secretary provided the following report:

a) Correspondence

- Information had been received regarding the EVH Conference to be held 19-21 May 2023 in Dunblane and highlighted that an 'early bird' booking discount was available. Members were encouraged to let the Chief Executive know if they wished to attend

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- An email had been received from member Joe O'Donnell tendering his resignation due to work commitments. The Management Committee accepted the resignation and the Chief Executive confirmed she would send Mr O'Donnell and card and small gift to thank him to all of his efforts on the Management Committee over the years. It was, however, noted that Mr O'Donnell would be free to re-join the Management Committee at any time should his working commitments change. The Chief Executive confirmed that this left a casual vacancy and that she and the Customer & Corporate Services Manager would work together to encourage tenants to get involved and highlight the positive benefits of involvement.

b) Share Membership Applications (if applicable)

There were no share membership applications received.

c) MC Applications (if applicable)

No Management Committee applications had been received.

d) Sub-Committee Membership confirmation

The Management Committee noted the Chief Executive would be in touch to clarify with members which Sub-Committee membership at the earliest opportunity.

d) Annual Declarations including H&S o/s

The Chief Executive asked the Management Committee members not previously present to sign the latest update of the Health and Safety Manual available in the board room.

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

a) Management Committee – 29 Nov-22*

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

b) Housing Services SC – 06 Dec-22*

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.

8. Business Arising From Minutes (Decision/Approval Required)

There was no business arising from the minutes.

9. Ratification of all Minutes (Decision/Approval Required)

Ratification of all Minutes was proposed by Mrs Boyle, seconded by Mrs Smith and unanimously approved by the Management Committee.

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10. Emergency decisions since last meeting (Decision/Approval Required)

It was noted that this was a standing item and that no emergency decisions were required since the last meeting.

11. Staffing Report*

a) Verbal Update (For information)

The Chief Executive provided a brief verbal update and confirmed the following matters:

- An EVH public holiday has been confirmed as Monday 8 May 2023 in recognition of the coronation of King Charles III
- Following the last meeting, it has been confirmed that the pay increase from 01 April 2023 and associated cost of living payments had been unanimously agreed by all full EVH Members and the Chief Executive has since notified staff and costs will be incorporated into budgets going forward

b) EVH monthly report (Dec 22)* (For information)

The Management Committee noted this report is for information only, detailing what EVH are doing to support employers. The Management Committee noted the report.

12. Development Report – verbal update (For information)

The Chief Executive provided a brief verbal update on the following development issues as follows:

Queens’s Quay Development (37 units) – the Management Committee noted the commercial units remain vacant and are currently under the care of Loretto Housing Association whilst they await the Commercial Letting Agent taking on their management.

The Chief Executive confirmed that earlier issues with the District Heating System have now all been resolved, however, there is a current issue with dog fouling in the vicinity. Discussion ensued and several issues were highlighted as follows:

- The lack of bins
- Difficulties for Estate Caretakers in identifying dog owners
- The Council’s ability to issue on the spot fines

The following was agreed:

- Councillor Johal would take forward the issue on the lack of bins
- Association staff will continue to strive to identify dog owners and pursue where possible
- The Chief Executive will continue to work closely in partnership with the 2 other landlords
- The Association will ensure a supply of dog fouling bags is always available at the office

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- The Association will provide education by way of newsletter articles

Pavillion Court – Clydebank Bowling Green development – Design and Build (18 units) – the Management Committee noted that the Chief Executive and Housing Services staff would attend a site meeting on 21 December and have an opportunity to visit the properties. The Chief Executive confirmed feedback from the tenants allocated the properties has been extremely positive.

The verbal update was noted by the Management Committee.

13. Maintenance Report – various updates*
Gutter Cleaning Contract

The Chief Executive referred to the Housing Services Manager's report circulated prior to the meeting which related to the procurement of a 3-year gutter cleaning contract. The Management Committee noted that this contract had been listed on Public Contract Scotland as a quick quote [REDACTED].

The Chief Executive highlighted that the annual budgeted amount was [REDACTED] but that the bid received was [REDACTED].

[REDACTED] Committee unanimously agreed to award the contract per the report.

Electrical Inspections

The Chief Executive read aloud a report passed to her prior to the meeting by the Housing Services Manager regarding the procurement of the above contract for 313 electrical inspections. As the contract was significantly over budget, the Management Committee requested that the matter be brought back to the January meeting when more will be known in terms of budget setting and any potential rent freeze/cap.

14. Focus on Governance/Risk
a) Notifiable Events Register* (For information)

The Chief Executive referred to the above report circulated prior to the meeting and it was noted that 2 Notifiable Events had been opened with the Regulator since the last meeting.

The Chief Executive gave an overview of Events 16 and 17. The Management Committee noted the details of Event 16 and that it would be closed off in due course when the relevant external information was available. The Management Committee noted the details of Event 17 and that a comprehensive review of processes had been undertaken, a

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validation exercise and additional staff training. The Chief Executive now believed the matter was unlikely to recur. The report was noted by the Management Committee.

15. 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.

16. Signing of Minutes

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

17. Date and Time of Next Meeting/Training Session

The Chief Executive confirmed that to allow a suitable rent consultation period, the first Management Committee of the year would provisionally be held on 07 February 2023.

Meeting closed.

Checked by: _____

Date: _____

APPROVED

PROPOSED

SECONDED

LL/SF

* Indicates report issued with agenda