


MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 28th MARCH 2023 AT 6.00 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	Treasurer	In person	Elected Member
Ms D. Smith		In person	Elected Member
Mr P. Shiach		In person	Elected Member
Mr J. O'Donnell		In person	Elected Member
Cllr G. Johal		Online	Co-opted Member

In Attendance:

Mrs L. Lees	In person	Chief Executive	
Mrs S. Farrell	In person	Customer & CS Manager	
Mr J. Devlin	In person	Housing Services Manager	
Mrs L. McGeachan	In person	Housing Officer	
██████████	In person	Observer	
██████████	In person	Observer	

1. Apologies

Apologies were received from Mr J. Mooney, Mrs L. Breeze, Cllr S. Traynor, Mrs K Tennant ██████████. 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

There was no business carried over.

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

An email was received from Linnvale Community Group looking for the Association's views for a one-way traffic system to be set up in Linnvale, currently being considered by West Dunbartonshire Council. The email was noted by the Management Committee and no objections were made. The Chief Executive advised a response to the email will be made and would welcome the Linnvale Community Group to attend a meeting should they wish to discuss further.

b) Share Membership Applications (if applicable)

There were no share membership applications received.

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c) MC Membership Update

There were no MC membership applications received.

d) Annual Declarations including H&S o/s

The Housing Services Manager will check if any of the Management Committee members present have not previously sign the latest update of the Health and Safety Manual available in the board room to do so at the end of the meeting.

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

a) Management Committee –28-Feb-23*

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

b) Housing Services Sub – 14 Mar-23*

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 Mr Hillhouse, seconded by Mrs Boyle and unanimously approved by the Management Committee.

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

It was noted that there have been three emergency decisions since the last meeting. The Chief Executive referred to the report circulated prior to the meeting and a summary of the decisions were noted:

1. Approval received for the purchase of an electric van. Interest-free loan funding from Energy Saving Trust of [REDACTED] has been received towards the purchase of the van with the Association's providing the remaining £17,000. Six Management Committee members approved.
2. Approval received for eviction of a tenant due to a high level of rent arrears. The Head of Housing Services had sent out the approval request and four Management Committee members approved.
3. Approval for re-housing of a family member of one of the Association's employees. [REDACTED]

The Housing Services Manager & Housing Officer left the meeting at this point.

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The Chief Executive updated the Management Committee briefly on the following staffing issues:

- The Head of Finance & Corporate Services position remains vacant, and the Chief Executive has met with both Hayes and Wylie Bisset to discuss providing external support for the finance element of this role
- Recruitment of the new Asset Management Assistant was underway, and interviews will take place w/b 03 April
- A staff member [REDACTED] will be off for at least 6 weeks. The Management Committee expressed their concern and wished the staff member a speedy recovery
- The Chief Executive and Head of Housing Services had attended an Working4U apprentice event on 09 March to speak about the two forthcoming apprentice positions
- The Centre81 part-time Caretaker had been made permanent on 01 April 2023

The Housing Services Manager & Housing Officer returned to the meeting at this point.

12. Development Report* (For information)

The Chief Executive referred to the above report circulated prior to the meeting and noted the Linnvale Development has now been taken off the report. The following was highlighted for the current developments:

Queens's Quay Development (37 units) –

It was noted that a 'Meet Your Neighbour' event is still planned in the Summer months (after the commercial units are opened). The Chief Executive was delighted to confirm that the development has been put forward for Large Development of the Year at the Homes for Scotland Awards and she had met with the judges and a representative of the Wheatley Group and they had visited a tenant. It was noted the outcome of the award will be received on the 30 May 2023.

Discussion ensued on the commercial units and it was noted that no further information was available on the occupants as yet.

Clydebank Bowling Green development – Design and Build (18 units) –

The Chief Executive confirmed the development came off site on 10 March 2023 and all tenants had signed their tenancy agreements. The Chief Executive informed the Management Committee that the formal opening took place on 07 March 2023, where Cllrs Traynor & Johal officiated and referred to some photographs enclosed in the report of the development.

The Management Committee confirmed that the [REDACTED] development could not proceed for financial reasons despite the Association's Development Consultant meeting with the architect and planning department and working on land evaluation rates. The

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development was mainly hindered by the fact [REDACTED] [REDACTED] which would not be funded. The Chief Executive confirmed that any other development plans will be brought forward for consideration.

13. **Maintenance Update* (Decision/Approval required)**
a) First Time Central Heating – Dumbarton Road (Decision/Approval required)

The Housing Services Manager referred to the above lengthy report circulated prior to the meeting and talked over the background, project information, alternatives and other relevant information and the following was noted:

- Updated Association costs for expansion of District Heating System for 119–173 Dumbarton Road have been received at just over [REDACTED]
- A budget of c. [REDACTED] had previously been agreed and at that time Scottish Government Net Zero funding of c. [REDACTED] was secured (40%)
- The budget would now require to be c. [REDACTED] with c. [REDACTED] funding secured (40.37%), an increase of c. [REDACTED] to the budget figure
- No suitable alternative is available for these properties
- Current heating is costing tenants on average c. £400 per month
- Tenant support has been provided to help with this through funding for the time being, however, the Association is looking to link to the district heating system as this will future proof the heating systems in the blocks and alleviate fuel poverty
- Other investment works in Dumbarton Road this year include kitchen replacement, electric upgrades, paintwork and window replacements (windows brought forward specifically to support tenants)

The Management Committee unanimously agreed to the increased budget amount of c. [REDACTED] and noted that the Chief Executive will enter revised costs into financial plans to ensure that the costs can be absorbed within the current five-year financial plans. If sustainable, the costs will be fully incorporated into the long-term LCC plans to go forward to ensure that all costs are covered by rent receivable.

b) Appointment of Contract Administrator and Principal Designer Window Replacements (Decision/Approval required)

Following a brief discussion, [REDACTED] were approved as contract administrator and principal designer on the basis that [REDACTED] didn't submit a more competitive quote within the 2 week extension.

The Housing Services Manager welcomed any questions. There were none and the report was unanimously agreed by the Management Committee.

The Housing Services Manager left the meeting at this point.

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14. **CHA Power – verbal update (For information)**

[REDACTED]

The Chief Executive will keep the Management Committee informed of any updates.

15. **Policy Review – CCTV* (Decision/Approval required)**

The Chief Executive referred to the above draft Policy circulated prior to the meeting and wished to highlight there has been changes to legislation and the accessing of CCTV, in order to tighten up the Policy as much as possible, as shown in tracked changes. The Management Committee noted there must also be a minimum of two people present when accessing the CCTV and that the draft Policy was in line with the Data Protection Policy. The Chief Executive welcomed any questions. There were none and the Policy review was unanimously agreed by the Management Committee.

16. **Office Printers Review* (Decision/Approval required)**

The Chief Executive referred to the above review circulated prior to the meeting. The Management Committee noted that the office printers are due for renewal and historically the Association bought the printers outright. The Chief Executive met with the printer company, RICOH, and the suggestion of leasing the printers through the Government’s Framework rather than buying outright was brought forward for the Management Committee’s consideration. The Chief Executive confirmed that current quarterly outgoings are £984, with leasing proposed quarterly outgoings of [REDACTED] resulting in a [REDACTED] saving per quarter.







The Chief Executive welcomed any questions. The Management Committee enquired whether leasing cost would rise annually. The Chief Executive confirmed they would not as it was a 3 year term. There were none and the review was unanimously agreed by the Management Committee.


17. **Homemaster Upgrades* (Decision/Approval required)**

The Chief Executive referred to the above report circulated prior to the meeting and highlighted there were two Homemaster modules the Association is interested in implementing into the current software package which is constantly evolving to allow Homemaster to be used to the best of its ability.

The Management Committee noted that ICR Scanning (Intelligent Character Recognition) would allow invoices to be scanned onto the

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system directly and the system would read  where they are to be posted to automatically removing the need for manual input, currently c. 500 per month, and increasing accuracy. It was noted this subscription would cost  per annum  .

The Chief Executive explained the other module was Planned Maintenance and Lifecycle Costing and would allow the Association to manage planned maintenance and component accounting activities through Homemaster. It was noted this subscription would cost  per annum.

The Chief Executive welcomed questions. There was none and the proposal was unanimously agreed by the Management Committee.

18. Customer Consultation/Communications Report*) (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 2., the continuing positive working relationship with Radnor Park Multis Tenants and Residents Association was noted including the joint CHA/RPMTRA event scheduled for 6th July to celebrate the 60th anniversary of the Radnor Park blocks
- At 3., the large scale Owner Satisfaction and Repairs & Maintenance Satisfaction surveys were now procured and the Owner Satisfaction Survey began on 20 March
- At 4., the wide range of event activity was discussed and particularly the filming of Shetland in the Social Economy Centre, attendance at Pre-Start Meetings, another Radnor Park window contract meeting and very successful workshops provided at the Annual SHARE conference. The Management Committee noted the volunteering/community benefits actively being provided by the Associations contractors

The report was noted by the Management Committee.

19. Centre81 and Wider Role Update* (For information)

The Chief Executive referred to the above report from the Centre81 Co-ordinator circulated prior to the meeting. The Chief Executive was delighted to announce a further three years of Investors in Community funding has been approved totalling c. £340k. The Management Committee noted that this will allow an opportunity for a new post to be created and build on all of what has already been achieved. The Chief Executive confirmed that the Warm Hubs, held at Centre81 from November, conclude on Friday 31 March. The Chief Executive highlighted the children's Easter event which will take place on 13 April.

Discussion ensued the West Dunbartonshire Council cuts and community centre closures and it was noted that Centre81, thankfully not reliant on

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Council funding, will be offered free to any groups struggling for space while they secure new premises.

The report was noted by the Management Committee.

20. GDPR Action Plan Update* (For information)

The Chief Executive referred to the above report from the ICT & Compliance Officer circulated prior to the meeting. It was noted items in white are ongoing actions. The Management Committee noted that some actions may be removed from report soon as they are now complete and everything else was progressing well. The Chief Executive stated there was nothing of concern. The update was noted by the Management Committee.

21. Expenses Report – March 2023* (Decision/Approval required)

The Chief Executive referred to the report which was issued prior to the meeting. 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 Associations signature register. The Management Committee noted this report brings to the end a long period of overtime for the [REDACTED] who had been working on a large factoring related project.

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

The Chief Executive referred to the above report circulated prior to the meeting and noted one notifiable event remains open. The Management Committee noted the Housing Officer will continue to pursue information from [REDACTED] in order to conclude this event (16). The report was noted by the Management Committee.

b) SHR Engagement Plan 2022/23* (For information)

The Chief Executive informed the Management Committee the Regulator has confirmed the Association's Regulatory Status is compliant and will be published publicly on 31 March 2023. The plan was noted by the Management Committee.

23. MC Annual Training Information (For information)**a) MC - Joint training Programme for 2023***

The Chief Executive referred to the above report circulated prior to the meeting and highlighted that 8 joint training sessions with other local Management Committees will shortly be organised following the Customer & Corporate Services Manager and herself meeting with the other local Housing Associations. It was noted that confirmation was awaited from one Association before contact will be made with SHARE & EVH to schedule in the training. The Chief Executive will keep the Management Committee updated with any developments. The report was noted by the Management Committee.

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24. 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. The Management Committee noted that iPads are to be passed to the ICT Officer who will complete any updates required and return the iPads to members thereafter.

25. Signing of Minutes

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

26. Date and Time of Next Meeting/Training Session

The Chief Executive confirmed that the next management will be 25 April 2023.

Meeting closed.

Checked by: _____

Date: _____

APPROVED

PROPOSED

SECONDED

LL/LM/SF

* Indicates report issued with agenda