



**Minutes of Management Committee Meeting  
held on Thursday 30 September 2021 at 6pm**

**PRESENT:** Mr G Maguire, Chair  
Mr S Kalonji, Vice Chair  
Mrs A Connelly, Member  
Mr Z Khan, Member  
Mr C Quigley, Member  
Mr S McLachlan, Member  
Miss G Hay, Member

**IN ATTENDANCE:** Ms F McTaggart, Chief Executive  
Ms C Quinn, Director of Corporate Services/ Deputy CEO  
- Secretary  
Ms L Edwards, Development Consultant  
Mr M. McLintock, Mainstream Consultants  
Mr J Murray, Observer  
Ms A Fraser, Observer  
Ms S Johnston, Observer  
Ms S Morton, Observer

The Chair introduced the four observers as named above to Members and Staff present, welcoming them to the meeting,

**1.0 Apologies**

1.1 Redacted for confidentiality purposes

**2.0 Declarations of Interest, Gifts and Hospitality**

2.1 Mr C Quigley declared that he was a Director of the HOME Team Board. The CEO declared that she was also a Director of the HOME Team Board and CEO of the Group. She would report on matters related to the HOME Team however would not vote on any decisions.

2.2 There were no declarations of gifts and hospitality.

**3.0 Declaration of Receipt and Understanding**

Members confirmed receipt and understanding of their papers.

#### **4.0 Minutes for Approval**

##### 4.1 Minutes of Management Committee Meeting 26 August 2021

The minutes of the Management Committee Meeting held on 26 August 2021 were approved by Mr C Quigley and seconded by Mrs. A Connolly as a true reflection of the meeting.

##### 4.2 Matters Arising

There were not matter arising.

##### 4.3 Minutes of Management Committee Meeting, following 50<sup>th</sup>AGM on 9 September 2021

The minutes of the Management Committee following the AGM on 9 September 2021 were approved by Mr S McLachlan and seconded as a true reflection of the meeting.

##### 4.4 Matters Arising

The CEO advised that two Members of the Committee circumstances had changed since the AGM. In light of this new information the Membership of the Audit Sub Committee and Operations Sub-Committee would have to be reviewed to ensure quorum for meetings. This review was carried out under agenda item 7. A.O.C.B

##### 4.5 Minutes of the Audit Sub-Committee Meeting, 15 April 2021

The CEO advised these minutes had been provided for information only.

#### **Discussion points:**

N/A

#### **Action notes:**

None

#### **For redaction: 1.1**

#### **5.0 Reports for Decision/Approval**

##### 5.1 Water Row Update

5.1.1 The Development Consultant, presented the report, noting that she was happy to take any questions either as she went through key sections or at the end. She noted that it was for information only but wished to highlight the following areas:

5.1.2 Redacted for confidentiality purposes.

5.1.3 Redacted for confidentiality purposes.

5.1.4 The Development Consultant confirmed to the Committee that the Community Benefits for the project were summarised in Appendix 1.

5.1.5 Redacted for confidentiality purposes.

The Development Consultant advised that this was a positive step and the team were working towards submitting a package of information to the Council by 6th October. This will be followed by a Water Row Implementation Group meeting on the 7th October where the matter will be discussed further with the funders and she and the CEO would seek clarity on whether critically the support of the City Deal funding can be confirmed as it is required to ensure the cost of the commercial units is covered.

**Discussion points:**

The Development Consultant responded to the questions raised by Members on the following items additional grant, purchase price of the site and the cost of materials.

**Action notes:**

Following discussion, Members noted the content of the report

**For redaction: 5.1.2 / 5.1.3 / 5.1.5**

*At this point, the Development Consultant left the meeting.*

## **5.2 Water Row Property Management Subsidiary Options Review**

5.2.1 The Consultant from Mainstream Consulting advised Members that he here today to provide Members with a summary of the content of the report and that no decisions would be made at this time.

He then proceeded to take Members through the report, highlighting the seven options contained within section 4 of the report.

5.2.2 The CEO advised that a separate meeting will be arranged for Committee Members to attend to discuss in detail the various Group Structure options presented tonight. She confirmed that a half day meeting will be held on a Saturday in October and suggested dates will be sent out early next week'

The CEO requested that all Members attend due to the importance of this key strategic planning event.

5.2.3 The CEO noted that Members had questions they would like to raise on the Group Structure and requested that they be sent to her prior to the meeting in October.

**Discussion points:**

**Action notes:**

Following discussion, Members noted the Group Structure Report.

**For redaction: N/A**

### **5.3 CEO Update Report**

- 5.1 The CEO presented the update report, taking Members in detail through the content of the report and highlighting the following points.
- 5.2 The CEO drew attention to 4.3 to 4.6 of the report advising that all housing staff have completed a full training programme from June to September 2021 on all aspects of customer services relevant to their Job Descriptions as detailed in Appendix 1. She confirmed that the same training and mapping exercises will be carried out by the Director of Customer Services within the Property Services, Factoring and Commercial Services Department. Also the same programme is being carried out by the CEO at the HOME Team which will link directly into the above.
- 5.3 The CEO informed Members of the staff leavers and subsequent vacant positions in 4.7 to 4.10 of the report. It was noted that this is not usual for this to happen during a restructure and change programme.
- 5.4 In relation to 5.2 of the report the CEO advised that survey on the Association's opening hours concluded on 20 September 2021, the results will be presented at the next Management Committee meeting in October 2021.
- 5.5 Redacted for confidentiality purposes.
- 5.6 The CEO provided Members with an update on the progress of the Association's 50<sup>th</sup> Celebrations as detailed in point 6 of the report.
- 5.7 In relation to 6.3 of the report the CEO drew attention to the consultation findings for the 50<sup>th</sup> Mural as detailed in Appendix 2 of the report. She advised that the artist impression will be presented to Members on at half day session w/c 18 October 2021. The confirmed date will be sent out as soon as it has been agreed.
- 5.8 In relation to point 6.5 of the report the choices for the invitations to the Dinner Dance in November. There were three options that had been tabled before the start of the meeting. This was followed by a vote and Option 2 was selected and approved as the invitation to be sent to the printers.
- 5.9 In relation to point 7.1 of the report the CEO confirmed that the proposals for the borrowing requirements for the Planned Maintenance Programme is being reviewed by independent treasury consultant Fettes and Head of Finance/IT with the model being presented at October's Management Committee meeting.

- 5.10 In relation to point 9.1 of the report the CEO advised that due to the priorities set by the Management Committee the Back Court Feasibility Study has been suspended.
- 5.11 In relation to point 10 of the report the CEO confirmed that approval has been received from the DWP to participate in the Kickstart programme for six places as detailed in point 10.2 of the report.
- 5.12 In relation to point 11 of the report the CEO provided Members with an update on the HOME Team. Drawing attention to point 11.3 of the report advising that Big Change has now been introduced and an action plan will be devised prior to it going live.

**Discussion points:**

**Action notes:**

Following discussion, Member approved the continuation indefinitely of report working and Option 2 to be printed for the dinner dance. Committee noted the content of the report.

**For redaction: 5.5**

5.4 Monthly Governance Report

- 5.4.1 The DCS/DCEO presented the monthly Governance report, taking Members in detail through the content of the report and highlighting the following points.
- 5.4.2 In relation to point 6.2 of the report the DCS/DCEO advised that - Redacted for confidentiality purposes.
- 5.4.3 In relation to point 6.3 of the report the DCS/DCEO confirmed that the 4 potential Members who were attending tonight's meeting as observers had been now completed their Share Membership application form, on approval and use of seal they will be co-opted onto the Management Committee.
- 5.4.4 In relation to point 11.1 the report the DCS/ DCEO provided Members with an update on the actions the Association had carried out in relation to the recently received FOI & Subject Access request.
- 5.4.5 In relation to point 12.1 of the report the DCS/ DCEO advised that the Special Management Committee will be held in October to finalise the Annual Assurance Statement.

#### 5.4.6 Other Governance Matters

The DCS/DCEO provided Members with a verbal update on the recent published report from the Regulator on an intervention within another Housing Association they had carried out as detailed in Appendix 1 of the report. She advised that the lessons learned from this intervention had been scrutinised by the EMT and will be reviewed by the Audit Sub Committee.

**Discussion points:**

N/A

**Action notes:**

Following discussion, Members noted and approved the Monthly Governance Report.

**For redaction: 5.4.2**

#### 5.5 Monthly Strategy / Policy Report

The DCS/DCEO advised Members that in line with the rules and seven principles of good Governance the following polices are reviewed after the AGM each year.

- Role Description of Management Committee Members
- Chairperson's Role Description
- Code of Governance for Governing Body Members

**Discussion points:**

N/A

**Action notes:**

Following discussion, Members noted and approved the recommendations contained within the Monthly Strategy / Policy Report.

**For redaction: N/A**

#### 5.6 Monthly Housing Management Report

- 5.6.1 The CEO presented the report seeking permission from Members to approve the write off of a former tenant bad debt as detailed in point 3 and Appendix 1 of the report.

**Discussion points:**

N/A

**Action notes:**

Following discussion, Members noted and approved the recommendation contained within the Monthly Housing Management Report.

**For redaction: N/A**

## 5.7 Property Services Report

5.7.1 The CEO presented the monthly Property Services Report, taking Members in detail through the content of the report, appendix 1 and 2. Attention was given to the following points.

5.7.2 Redacted for confidentiality purposes.

5.7.3 In relation 6.8 of the report the CEO sought approval from Members to procure using the Public contract Scotland website quick quote facility for the contract to replace the gas heating in Wanlock Street, - redacted for confidentiality purposes.

### **Discussion points:**

N/A

### **Action notes:**

Following discussion, Members noted and approved the recommendation in point 6.8 of the Property Services Report.

**For redaction: 5.7.2 / 5.7.3**

### **Discussion points:**

## 6.0 Reports for Discussion/Information

### 6.1 Financial Management Report for the 5 months to August 2021

6.1.1 The CEO presented the Financial Management Report for the 5 months period to the end of August 2021 and discussed in detail the content of the following appendices:

- Statement of Financial Position (Appendix 1)
- Statement of Comprehensive Income (Appendix 2)
- Office Overheads Breakdown (Appendix 3)
- Key Finance Performance Indicators (Appendix 4)
- Statement of Cash Flow (Appendix 5)

6.1.2 The CEO drew Members attention to the key notes as detailed in point 4 of the report.

### **Discussion points:**

**Action notes:**

Following discussion, Members noted the Financial Management Report for the 5 months to August 2021

**For redaction: N/A**

## 6.2 HOME Team Financial Management Report for the 4 months to July 2021

6.2.1 The CEO presented the Financial Management Report for the 5 months period to the end of August 2021 advising that the following appendices had been provided to Members for information.

- Statement of Financial Position (Appendix 1)
- Statement of Comprehensive Income (Appendix 2)
- Direct Maintenance Breakdown (Appendix 3)
- Office Overheads Breakdown (Appendix 4)
- Statement of Cash Flow (Appendix 5)

6.2.2 The CEO drew Members attention the main variances as detailed in point 4.4 of the report.

**Discussion points:****Action notes:**

Following discussion, Members noted the HOME Team Financial Management Report for the 5 months to August 2021

**For redaction: N/A**

## 7.0 Any Other Competent Business

7.1 The DCS/ DCEO advised Members that the Association had recently carried out a tender for the renewal of the Insurance Contract. She then proceeded to update Committee with the results, confirming that there were two companies who were 50 – 50 on price but overall Zurich had come out best overall.

The DCS / DCEO requested that Members approve the recommendation for Zurich to be appointed as the Insurance Contractor for the Association.

7.2 The CEO reiterated that due to changes to several Members of the Committee circumstances a few more Members were required to join the Sub-Committees. Following discussion the following Members agreed to join *namely*:-

- Mr Gary Maguire      Audit Sub-Committee
- Mr Colin Quigley      Staffing Sub- Committee

The CEO advised that Members can review the remits of all sub-committees on their VBR and let her know if there was also wished to join.

7.3 The CEO advised that the EMT were in process of finalising a new Governance Reporting Timetable which will be presented to the Management Committee on completion.

7.4 A Member asked the question of when – redacted for confidentiality purposes The DCS/DCEO advised that within the rules there were no time limit for how long a Member is on leave of absence. The Chair confirmed however that he would contact member report back to Members.

**Discussion points:**

**Action notes:** Following discussion, Members approved the appointed of Zurich with the Insurance Contract for the Association and noted the other points noted under A.O.C.B.

**For redaction: 7.4**

## 8.0 Date of Next Meeting

8.1 The date of the next Management Committee meeting is Thursday 28 October 2021 at 6.00pm.

CHAIRPERSON'S SIGNATURE:|



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