

**Minutes of Management Committee Meeting**

**held on Thursday 31 March 2022 at 6pm**

**PRESENT:** Mr G Maguire, Chair

Mr C Quigley, Member

Mr Z Khan, Member

Ms A Connelly, Member

Ms K Russell, Member
Ms A Williamson, Co-optee

**IN ATTENDANCE:** Ms F McTaggart, CEO

Ms N Salmon, Corporate Services Officer

Ms L Edwards, Development Consultant

1. **Apologies**

1.1 The Chair advised that the Mr S McLachlan, Mr T McArthur, Ms A Fraser, Ms S Morton and Mr J Murray have submitted their apologies. Mr S Kalonji is on a leave of absence and has requested that his absence continues until the end of June 2022. Committee unanimously approved.

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

2.1 Mr C Quigley declared that he is a Director of the HOME Team Board. The CEO declared that she is also a Director of the HOME Team Board and CEO of the Group.

2.2 There were no declarations of gifts and hospitality.

**3.0 Declaration of Receipt and Understanding**

3.1 Members confirmed receipt and understanding of their papers with the exception of Mr Z Khan who is experiencing difficulties with the VBR on his IPad. Ms A Williamson is experiencing difficulties with receiving emails. The Corporate Services Officer agreed to follow up with the IT Department.

**5.0 Reports for Decision/Approval**

5.1 Procurement of Contract Management Services- Maintenance

5.1.1 The Development Consultant presented the Procurement of Contract Management Services- Maintenance Report and highlighted:

* The background and purpose of the report as detailed in section 1;
* The need for procedural improvements as detailed in section 3 of the report;
* The proposed procurement process as detailed in section 5 of the report;
* Key risks as mentioned in section 10 of the report;
* The recommendations as described in section 2 of the report noting that the window contract will continue to be managed by Brown & Wallace.

5.1.2 The Development Consultant advised that the proposed external services be bought in for the period of a year with a further review to be undertaken in advance of 2023/2024 and noted that it will include management of Home Team contracts as well as other contract providers in order to ensure appropriate external verification.

**Discussion points:**

The Association’s procurement process and the use of Public Contracts Scotland. The CEO clarified that Committee will still be involved in any procurement tender that involves cost and quality scores.

**Action notes:**

Following discussion Members noted and approved the Procurement of Contract Management Services- Maintenance Report and recommendations at section 2.

**For redaction:**

5.2 Jim Stephen House Feasibility Study Update

5.2.1 The Development Consultant presented the Jim Stephen House Feasibility Study Update report and highlighted:

* The background as noted in section 1 of the report;
* The offer of grant as detailed in section 3 of the report.

5.2.2 The Development Consultant advised that as Committee has previously approved delegated authority to the CEO to appoint; DO Architecture, G3 Engineers and Armour Construction Consultants have been appointed to carry out the proposed feasibility study. It is anticipated that the feasibility study will be completed by August 2022.

5.2.3 Removed for confidentiality purposes.

5.2.4 The Development Consultant advised that Committee has previously approved delegated authority to the CEO to accept the tender based on receiving both grants, the private loan agreement, planning permission and building warrant being in place, therefore it is anticipated that the tender will be accepted on 8 April 2022 with the contractor being on site on 18 April 2022.

**Discussion points:**

**Action notes:**

Following discussion, Members noted the Jim Stephen House Feasibility Study Update Report.

**For redaction:**5.2.3

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

**4.0 Minutes for Approval**

4.1 The minutes of the Management Committee Meeting held on 24 February 2022 were approved Mr C Quigley and seconded by Ms A Connelly as a true reflection of the meeting.

4.2 Matters Arising

4.2.1 In relation to the issue of tenant’s experiencing difficulties getting through to the Association by telephone at section 5.3, the CEO advised that Euro Systems has now resolved the problems and weekly checks are being carried out.

4.2.2 A Member advised that in regards to the discussion point at section 7, the new doors are still leaking. The CEO replied that she will follow up with the Property Services department.

**Discussion points:**

**Action notes:**

**For redaction:**

5.3 CEO Report

*Mr C Quigley declared an interest in relation to Govan Heritage Trust.*

5.3.1 The CEO presented her report and discussed the following areas in detail:

* Removed for confidentiality purposes

**Discussion points:**

1. Staff turnover rates;
2. Tenant involvement in Management Committee and the Scrutiny Panel;
3. Heron Joinery – whether to pursue legal action and Regulator opinion of the Association walking away from the Heron Joinery contract without pursuing legal action.

**Action notes:**

Following in depth discussion, Members noted the CEO report and approved the recommendations at section 2. Members also agreed to:

1. Hold a Special Management Committee meeting on 7 April 2022 to approve the planned maintenance loan agreement from RBS;
2. Approve the re-procurement of the window supply contract;
3. Removed for confidentiality purposes;
4. Approve the Deed of Servitude – Govan Heritage Trust.

**For redaction:**5.3.1

5.4 Monthly Governance Report

 5.4.1 The CEO presented the monthly Governance report in depth and highlighted:

* Home Master in-flight project review as described in section 14 and Appendix A of the report. Following discussion Members agreed to approve the review;
* SHAPS annual pension deficit contributions as noted in section 14 of the report;
* SHR Engagement letter as detailed in section 14 of the report noting that the Association has not been issued with an engagement plan;
* Salary sacrifice as mentioned in section 14 of the report. Following discussion Members agreed to allocate the Association’s NI savings are directly allocated into the pension pot.

**Discussion points:**

**Action notes:**

Following discussion, Members noted the Monthly Governance Report and approved the recommendations at section 2 of the report.

**For redaction:**

5.5 Monthly Strategy/Policy Report

5.5.1 The CEO presented the monthly Policy/Strategy report in depth and highlighted the following policies have been reviewed as noted in section 4.2 of the report:

* Recruitment Policy (Appendix 1);
* Remit of Staffing Sub-Committee (Appendix 2).

**Discussion points:**

**Action notes:**

Following discussion, Members noted the Monthly Strategy/Policy Report

**For redaction:**

5.6 Monthly Customer Services Report

5.6.1 The CEO presented the Monthly Customer Services report in depth and highlighted:

 Property Services

* Tenant satisfaction in relation to the window replacement programme as detailed in section 6 of the report noting the action being taken to improve satisfaction levels;
* Heat and smoke detector update as detailed in section 7 of the report noting that all properties with the exception of 1 have been upgraded;
* Fire risk assessment Golspie Street as described in section 8 of the report;
* Heron joinery as noted in section 9 of the report;
* Golspie Street lifts update as mentioned in section 10 of the report following which Committee approved the full audit by TUV SUD regarding the lift at 7 Golspie Street being out of commission.

Customer Services

* Former tenants bad debts as described in section 11 of the report following which Committee approved the write off of the debt.

Factoring

* Factoring arrears as detailed in section 15 of the report noting that all 13 cases have been passed to BTO to commence legal action.

Office Opening Hours

* Customer re-opening plan as described in section 16 of the report noting that the plan will be implemented from 1 April 2022.

GWSF Update

* Succession cases being challenged by Shelter and Govan Law Centre as detailed in section 17 of the report

**Discussion points:**

**Action notes:**

Following discussion, Members noted the Monthly Customer Services report and approved the recommendations at section 2 of the report.

**For redaction:**

 *At this point in the meeting the Chair sought Members permission to amend the standing orders and extend the meeting past the allocated 2 hours. Members unanimously agreed.*

5.7 Home Team 5 Year Budgets

5.7.1 The CEO presented the Home Team Projections report including the 5 following appendixes:-

* Statement of Financial Position (Appendix 1);
* Statement of Comprehensive Income (Appendix 2);
* Direct Maintenance Costs (Appendix 3);
* Office Overhead Breakdown (Appendix 4);
* Statement of Cash Flow (Appendix 5).

5.7.2 The CEO noted that Committee have already seen the budget at recent meetings.

5.7.3 The CEO stated that the £275K start up loan has been paid back to the Association today and noted that over the period of the loan £38,500 has been paid in interest.

5.7.4 The CEO turned to the cash at bank and in hand projection for the end of the year in Appendix 1 and noted that the actual figure is £220k. Next years projection is low as a result in the 6 months delay in the window replacement contract.

5.7.5 The CEO advised which contracts have been brought forward to help mitigate the loss of income from the delay in the window replacement contract and noted that this will remove the need to lay off staff.

5.7.6 The CEO reflected that the 5 year projection figures highlight that the Home Team profit will increase as the period progresses.

**Discussion points:**

**Action notes:**

Following discussion, Members noted and approved the Home Team 5 Year Budget Report.

**For redaction:**

5.8 30 Year Budget Projections 2022-23

5.8.1 The CEO presented the 30 Year Budget Projections 2022-23 report including the 4 following appendixes:-

* Statement of Financial Position (Appendix 1);
* Statement of Comprehensive Income (Appendix 2);
* Office Overhead Breakdown (Appendix 3);
* Statement of Cash Flow (Appendix 4).

5.8.2 The CEO described the key items as detailed in section 2 of the report noting that Committee have already previously approved most of the items and they are now being included within the budget.

5.8.3 Removed for confidentiality purposes.

5.8.4 Removed for confidentiality purposes.

5.8.5 The CEO advised that the budget includes the proposed rental of an additional unit at Edmiston Drive for storage of windows, kitchens and bathrooms for the next 3 years noting that the Association is responsible for the supply of the windows.

5.8.6 Removed for confidentiality purposes.

5.8.7 The CEO noted that in relation to salary costs, EVH have proposed a salary increase of 4.1% and the Chair will bring this to Committee’s attention separately due to a conflict of interest in those staff members present.

**Discussion points:**

**Action notes:**

Following discussion, Members noted the 30 Year Budget Projections 2022-23 Report and approved the budgets.

**For redaction:**

5.8.3, 5.8.4, 5.8.6

**6.0 Reports for Discussion/Information**

6.1 Financial Management Report for the 11 months to February 2022

6.1.1 The CEO presented the comprehensive Financial Management report for the 11 months to the end of February 2022 including the 5 following appendixes:-

* 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 advised that she will not go through the report as the figures are included at the start of the 30 year budget projections report just approved by Committee.

**Discussion points:**

**Action notes:**

Following discussion, Members noted the Financial Management Report for the 11 months to February 2022 Report.

**For redaction:**

6.2 Home Team Financial Management Report for the 11 months to February 2022

6.2.1 The CEO presented for information the Home Team comprehensive Financial Management Report for the 11 months to the end of February 2022 including the 5 following appendixes:-

* Statement of Financial Position (Appendix 1);
* Statement of Comprehensive Income (Appendix 2);
* Direct Maintenance Breakdown (Appendix 3);
* Office Overhead Breakdown (Appendix 4);
* Statement of Cash Flow (Appendix 5).

**Discussion points:**

**Action notes:**

Following discussion, Members noted the HOME Team Financial Management Report for the 11 months to February 2022 Report.

**For redaction:**

6.3 Home Team Performance Management Framework Report February 2022

6.4.1 The CEO presented for information the Home Team Performance Management Framework report for February 2022.

**Discussion points:**

**Action notes:**

Following discussion, Members noted the HOME Team Performance Management Framework Report for February 2022 Report.

**For redaction:**

**7.0 Any Other Competent Business**

7.1 EVH Proposed Salary Increase

 *At this point staff left the meeting due to a conflict of interest.*

7.1.1 Following discussion, Members voted to reject the proposed EVH salary increase.

 *At this point staff returned to the meeting.*

**Discussion points:**

**Action notes:**

Following discussion, Members rejected the proposed EVH salary increase.

**For redaction:**

**8.0 Date of Next Meeting**

8.1 The date of the next full Management Committee meeting is Thursday 28 April 2022 at 6.00pm.

CHAIRPERSON’S SIGNATURE:



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**Action Plan from Management Committee Meetings from April 2021 to 31 March 2022**

| **Action Plan Number** | **Agenda item** | **Action** | **Officer Responsible** | **Original date for completion** | **Revised date for completion** | **Status** | **Comment** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 6.6.6 | Tenant survey results - Implement improvement action plan | Director of Customer Services |  |  |   |  |
| 2 | 7.6.6 | Present GHT Management Accounts /Projections on a monthly basis | Head of Finance & IT/CEO |  |  | Ongoing |  |
| 3 | 4.6 | Joint GEL Wider Role Strategic Review Report  | CEO |  |  | On hold |  |

**Action Plan Key:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Complete |  | In progress/ongoing |  | Not Started |  |