



## MINUTES OF THE MANAGEMENT COMMITTEE MEETING

HELD ON WEDNESDAY 25 OCTOBER 2023 at 6.30p.m.

IN THE COMMITTEE ROOM OF THE ASSOCIATION'S OFFICE

### 1. SEDERUNT

**PRESENT:** D. Barnes (Chairperson), A. Cushingam, C. Cooper, F. Lavery,  
R. Hartness (Co-optee)

**IN ATTENDANCE:** K. Mollins – Director, J. Meechan – Housing Manager.

**Apologies:** J. Gracey, M. Davidson, P. Waddell, D. McNulty, C. Harvey

**Leave of absence:** None

### 2. MEETING OF THE MANAGEMENT COMMITTEE

#### a) 27 September 2023

##### i) Minute

The minutes of the Management Committee meeting on 27 September 2023 were approved by A. Cushingam and seconded by C. Cooper.

##### ii) Matters Arising:

###### a) Page 7, section 6 – Maintenance Quarterly Report

A member highlighted a correction in question b, where it should be Banton Place.

There were no matters arising.

#### b) Master Tracker

The Director presented the progress report on the Master Tracker from the meeting in September 2023 and advised there had been good progress with achievement of many tasks on the Master Tracker. He highlighted to the Management Committee progress with key tasks:

##### i. Deposit of Cash Reserves

The Director stated that the Finance Agent was continuing to make efforts to deposit cash reserves approved by the Committee in June 2023, although the process is becoming quite protracted due to the process and requested

information. The Director discussed the options with the Committee and proposed we should progress with the preferred bank to deposit the cash reserves due to their rate of interest.

## II. Review of Terms & Conditions

The Director confirmed he has issued the consultation documentation on the review of the Terms & Conditions to staff on 20 October 2023.

The Management Committee raised the following queries or questions in relation to the Master Tracker.

- A member asked about progress with Committee members identification for the new Allpay account. The Housing Manager gave an update on her discussions with Allpay and was hopeful this matter would be resolved in the coming weeks.

The Committee noted the content of the report.

## 3. DECLARATIONS OF INTEREST AND NOTIFIABLE EVENTS

It was noted that Committee and staff will declare an interest as follows:

Staff Members would leave the meeting for agenda for the following agenda Items:

- Agenda Item 10 – Implementation of the Staff Structure.
- Agenda Item 12 – Confidential Business as directed by the Chairperson

Notifiable Events - The Director a notifiable event had been raised to inform the Regulator that the new Rules to become charitable housing association.

## 4 REPORT ON MEMBERSHIP

The Business Improvement Officer presented her report and sought Committee approval for the memberships issued and cancelled.

- New Shares – Member Numbers 1494, 1495
- Update Share – Member Number 773
- Cancelled Shares – Member numbers 1147

The Committee approved the report.

## 5. REVIEW OF POLICIES

### I) Notifiable Events Policy

The Director presented the draft policy and confirmed it has been developed to reflect the Scottish Housing Regulator's guidance on Notifiable Event, which forms part of their regulation of RSLs.

The Director further stated the draft policy defines notifiable events and sets out in the appendix examples in the following circumstances and areas of the business:

- Governance and organisational issues.
- Performance and service delivery issues.
- Financial and funding issues

He outlined the process and key information to be provided to the Regulator.

The Management Committee raised the following queries or questions in relation to the Notifiable Events Policy.

- A Committee member was aware the Regulator had stated they would be streamlining the guidance on Notifiable Events and asked the Director if he was aware when this would be undertaken. The Director confirmed this would be attended to during the review of the Regulatory Framework and associated guidance.

The Committee's approved the new Notifiable Events Policy

### II) Estate Management Policy

The Housing Manager presented the draft Estate Management Policy, which sets out the Co-operative's approach to managing the neighbourhood.

The Housing Manager gave an overview of key areas of the policy e.g. Garden maintenance, Pets, Stair Cleaning, Common Ground, Maintenance of Footpaths etc. She further stated that she had been consulting with the Residents Panel, Estate Caretakers and staff in relation to the draft policy. She had also assessed the City Council's website on charging for green waste and implementation of pavement parking legislation.

The Housing Manager highlighted she will be drafting an Estate Action Plan, related to work and estate walkabouts with the Residents Panel.

The Management Committee raised the following queries or questions in relation to the Estate Management Policy.

- The Committee welcomed the development of the Residents Panel and their interest in the local environment.
- A Committee asked if the Residents Panel work on the review of the Estate Management Policy would be recognised. The Housing Manager confirmed there would be an article in the Winter/ Xmas newsletter.

The Committee approved the Estate Management Policy for implementation.

J. Meechan left the meeting

## 6 ANNUAL ASSURANCE STATEMENT

The Director presented the annual Assurance Statement 2023 (AAS 2023) and covered the following:

- Report – There was a covering report on the AAS 2023, which provided an overview of the guidance; the format of the AAS 2023 related to the Regulatory Framework, Regulatory Standards and the Social Housing Charter; which included key areas for further improvement and to strengthen compliance.
- Evidence Bank

There were 3 Evidence Banks, which were as listed:

- i. Annual Assurance
- ii. Scottish Social Housing Charter
- iii. Landlord Safety

These documents detailed the evidence to provide assurance of the level of compliance against the:

- Regulatory Framework
- Regulatory Standards of Governance and Financial Management
- Scottish Social Housing Charter
- Statutory and regulatory obligations associated with
- Legislative obligations and duties

The Director showed the Committee the Evidence Folder on the Co-operative's IT server and how this aligned with the Evidence Banks

- Action Plan – The Action Plan lists the key actions to further strengthen compliance, and these have been categorised as low, medium and high priority with associated timescales for completion.
- Examples of Non-Compliance – Appendix details examples of material non-compliance as outlined in the SFHA Tool Kit.

- Draft Assurance Statement - A draft Assurance Statement has been prepared, which confirms the Co-operative is compliant with the Regulatory Framework, Regulatory Standards, Social Housing Charter and Legal obligations. The Director commented on the areas for further improvement to strengthen compliance i.e. repairs service, tenant engagement, equalities and analysing data to inform the demographic and ethnic profile of our communities and landlord safety

The Director advised the Committee it is for them to decide on:

- i) whether they have the assurance the Co-operative is meeting the requirements of the AAS 2023; and
- ii) the position to inform the AAS 2023 statement, which would be issued to the Regulator and published to our tenants.

The Committee raised the following comments and queries in relation to the Annual Assurance Statement 2022.

- i. A Committee member stated the AAS was a very comprehensive piece of work with an action plan to deliver improvement.
- ii. A Committee member asked if there were plans for an independent assessment of the Annual Assurance Statement. The Director confirmed an audit of the Annual Assurance Statement was scheduled by the Internal Auditor, Quinn Internal Audit Services in 2024-25.

The Committee approved the Annual Assurance Statement 2023 and delegated the Chairperson to sign this off on their behalf, thereafter this would be issued to the Scottish Housing Regulator and published on the Co-operative's website.

## **7. COMMITTEE PERFORMANCE REVIEWS**

The Vice- Chairperson informed the Committee the annual Performance Reviews were due to be completed by February 2024. He advised members of the timeline for the review:

- November - Performance Review Pro-forma to be issued to all members
- December – Members to complete and return the Pro-forma.
- January - Chairperson and Consultant will meet with each member to conduct their Performance Review meeting
- February - Report to the Management Committee on the annual Performance Reviews
- March - Review of the Committee Succession and Training Plans

The Committee raised the following comments and queries in relation to the annual Performance Reviews.

- i. A Committee asked about the review of the pro-forma for the Committee members' performance reviews. The Director confirmed the revised pro-forma was awaited from SE Training following their sessions at the Mini-Conference.

The Committee noted the content of the report

## **8. BUSINESS PLAN AWAY DAY**

The Director confirmed the date and arrangements for the Business Plan Away Day on Friday 10 November 2023, which would commence the process to develop the work programme to meet the Strategic Objectives and Organisational Vision set out in the Business Plan 2023-26.

## **9. HEALTH & SAFETY**

There was no business in relation to Health & Safety.

The Committee raised the following comments and queries in relation to the annual Performance Reviews.

- i. A Committee member asked whether health & safety would be attended to by the Management Committee or a designated sub-Committee. The Director confirmed that there was no delegated authority for H&S to be attended at a sub-Committee and he will consider this in the impending review of the Standing Orders.

## **10. IMPLEMENTATION OF STAFF STRUCTURE**

### **a) Report on Progress Against Implementation Plan.**

The Director presented his report on progress against the implementation plan to October 2023 and covered the following:

- An overview of the process and timeline for the review of the staff structure;
- The key areas of the Implementation Plan, which were:
  - Development of job descriptions
  - The grading review exercise being conducted by EVH;
  - Consultation with staff affected by the review;
  - Recruitment of posts

- The review of the remit for the Staff Structure sub-Committee to align with the delegated authority by the Management Committee; and
- Communication with key stakeholders i.e. SHR, EVH, Unite and Staff.

The Committee raised the following comments and queries in relation to the Implementation Plan for the new Staff Structure.

- i. A Committee member felt the initial timescales were slightly ambitious. The Director agreed and stated these did not take account of other work commitments and the timescale for the review of grading.
- ii. There was discussion on the timescale for the recruitment of posts, which would be advertised following completion of the grading assessment by EVH and sign off by the Staff Structure Review sub-Committee. The Staff Structure sub-Committee will consider whether to commence the recruitment of posts pre or post Xmas at their meeting in November 2023.

The Director confirmed that the progress report would be issued to the SHR associated with the notifiable event for the Staff Structure Review.

The Committee noted the content of the report.

#### **b) Meeting of the Staff Structure Sub-Committee on 11 October 2023**

##### **i. Minute**

The minute of the Staff Structure Sub-Committee is for the Management Committee's information only.

##### **ii. Matters Arising**

- A Committee member asked whether consideration had been given to Fair Work Practices to pay apprentices the living wage, which would increase from £10.90 to £12.00 per hour. The Director will assess this to inform the meeting of the Staff structure sub-Committee.

## 11. CORRESPONDENCE

The Director informed the Committee of the following correspondence:

- a) Correspondence from the Scottish Housing Regulator on Reinforced Autoclaved Aerated Concrete (RAAC) dated 13 October.

The Director advised the Committee that the Maintenance Manager was of the view there was no RAAC in our properties, although he would seek assurance from Adamsons following their recent stock condition survey.

A Committee member asked if Adamsons could also form a view on whether there was any RAAC in the office or Glenburn Centre. The Director confirmed that a survey of the office / centre would be undertaken following completion of tenant property surveys.

- b) Consultation on Regulation of Social Housing in Scotland

The Director circulated the consultation document issued by the Regulator on 20 October 2023, which had a deadline for responses by 13 December 2023.

The Director gave an overview of the consultation document and it was agreed members should provide any comments to the Director by 17 November to inform a formal response by the Association.

There was no correspondence.

## 12. CONFIDENTIAL BUSINESS

There was no confidential business

## 13. ANY OTHER BUSINESS

- a) Review of Fully Mutual Status

The Director advised the Committee of TC Young Solicitor's confirmation that the FCA had registered the new Rules, which confirmed the Co-operative was a housing association effective from 5 October 2023. The Director highlighted key tasks:

- Registration was awaited from OSCR to confirm the Association's Charitable status;
- There would be press release confirm the change to Easthall Park Housing Association Ltd, which would be communicated to the sector and our tenants

There was no other business





**14. DATE OF NEXT MEETING**

Management Committee -

- Wednesday 29 November 2023 at 6.30p.m. on the Committee room in the Co-operative's office.

Chairpersons Signature: \_\_\_\_\_

Date: \_\_\_\_\_