

**Minutes of Management Committee meeting – Thursday 30th May 2024
In Southside House at 6.00pm**

	Action
Present:	Alex Cameron (AC), Alison Devlin (AD), Munir Choudry (MC), Surjit Chowdhary (SC), Iain Dyer (ID), Betty Macneill (BM), Margaret McIntyre (MM), Ruth McCluskey (RM), Shirley Robison (SR), Lisa Peebles (LP), Jenna Monteith (JM).
In attendance:	Paul McVey (PM), Donna Reilly (DR), Steven Good (SG), Pauline Fletcher (PF), Laura Brennan (LB), Aileen Radford (AR), Des Phee (DP)
Item 1: Apologies & Attendance	Apologies received from Liz Ely.
Item 2: Conflicts of Interest	No conflicts of interest for noting.
Item 3: Minutes of meeting 25.04.2024	Corrections – no corrections for noting. Matters Arising – no matters arising for noting. Minutes approved by committee – proposed by MM and seconded by RM.
Item 4: Matters Arising	PM went through the report highlighting key points. <i>150 Berryknowes Avenue</i> – *Minutes redacted to remove confidential information* <i>Playpark St. Andrews Drive</i> – closing date for consultation is today and PF will report back to committee at the June meeting. <i>Strategic Corporate Plan</i> – final draft will be brought to committee at the June meeting. PM
Item 5: Consent Agenda	Finance & Corporate Services Committee PM <i>Corporate Risk Register</i> – DP advised that this has been discussed in detail at the F&CS committee. Committee approved the Risk Register – proposed by BM and seconded by LP. <i>Quarterly Management Accounts – Qtr. 4</i> – Again these were discussed fully at F&CS committee. Approved – proposed by AC and seconded by BM.

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MC raised a query regarding the high variance in grants received. LB explained that this relates to the grant received for Queensland Court and Gardens and is merely a timing issue.

Draft Minutes of F&CS Committee – these minutes are for information only.

Operations Committee

The Operations Committee was inquorate, therefore the Allocations Policy Pre-consultation review was discussed and approved.

Proposed by AC and seconded by MM.

Southside Lettings Board

Again, this meeting was inquorate and the attached former tenant arrears write-offs require approval. The total write off is £17,136.96 with a total of 14 cases. Approved by committee

Proposed by MM and Seconded by RM.

**Item 6:
Chief
Executive's
Report**

PM discussed the main points within his report.

Repairs & Maintenance Expenditure – the repairs expenditure is high and was discussed in detail at the F&CS committee. SG, PM, and LB have looked at the details of this high spend and currently engaging with other RSLs for benchmarking. A report will be brought to committee next month with a review of our budget and identify future actions.

LB

SR thanked the staff for producing this information after the recent F&CS committee meeting.

GWSF & SHR – information attached with the papers including a retrofit publication. There are concerns stated regarding costs and viability of retrofit work.

PM

Project 24 – progress is ongoing and now hope to bring an update in June. ****Minutes redacted to remove commercially sensitive information****

Saffron Update – discussions are ongoing with the Simon Community who are looking to take over the running of Saffron project. There is potentially one member of the Saffron team who may TUPE to the Simon Community and meetings are arranged for next week to discuss in more detail.

LP asked how many residents are being supported and what discussions had taken place with them. PM confirmed there are 12

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clients and this may reduce further. There has been no communication to date as the Association were waiting on confirmation as to who would be commissioned to take on the project.

Appraisal Update – Alison Smith has concluded her appraisals with the management committee and she will report back in June. PM has also had his appraisal today and information will follow on from this.

**Item 7:
Annual
Return on the
Charter
2023/24**

PM advised that this requires to be submitted on 31st May 2024.

PM gave committee a presentation, highlighting some of the key points.

- Staff – information on turnover and sickness absence.
- Stock – looking at figures in relation to apt size and rents, which are on the high side.
- Lets – high at 302 however this includes new build properties
- Tenancy offers – refusals are at 23.58% with the average time to re-let at 19.81 days
- Gross rent arrears 7.07%
- Court Actions – 10
- Abands – 7
- Emergency repairs – 5.19 hours
- Non-emergency repairs -4.4 days
- Gas safety – 3 outstanding

The next stage is for committee to approve the ARC and then this will be submitted tomorrow. SHR will then validate the figures and publish a report towards the end of August.

Committee agreed that many results have improved although some have still a way to go. PM advised that this will be discussed with staff at the next all-staff meetings and also with the Managers at the meeting attended to by PM, which results in a cascading of information.

JM asked if the SHR asks for any context regarding the figures. PM commented that they visit a few associations, and they compare figures with peer groups e.g. similar stock sizes etc. however the nuances of individual associations do not really get highlighted by SHR.

Committee approved the ARC 2023/24

Proposed by RM and seconded MM.

**Item 8:
Five Year
Financial Plan**

LB advised that this Plan must be submitted on 31st May 2024.

LB discussed the main points within the Plan and advised that the assumptions have been updated in line with the anticipated inflation,

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interest rates and capital expenditure. There are no covenant breaches and loan finance has been increased to £20m to maintain a minimum cash balance of £2.5m over the period. The revolving credit facility is due to be refinanced during 2025/26 and repaid with a planned repayment period of 15 years.

LB advised that the business plan will require a full update following the outcome of the options appraisal and feasibility study for 150 Berryknowes.

Committee approved the Plan

Proposed by AC and seconded by BM.

**Item 9:
Equalities &
Diversity
Policy**

DP confirmed that this is a review of the Association's Equality & Diversity Policy as was, now presented as the Equality, Diversity and Inclusion Policy to bring it in line with the forthcoming strategy which will support the SHA Corporate Plan.

A summary of the main changes following the review are set out at Section 2 of the cover report. Changes are relatively light touch incorporating EDI throughout, reflecting slight changes within the revised Regulatory Framework.

The Equality Impact Assessment template at App.2 has been revised to incorporate recording and assessment of Human Rights impacts.

New section 7.3 captures responsibilities and remit of the recently established EDI working group.

The bigger piece of work will be the EDI Strategy and Action Plan which is well developed and is scheduled to be presented to Committee at next months' meeting. An EQIA will be carried out in relation to this.

Committee approved the Policy

Proposed by AD and seconded by RM.

**Item 10:
Governance
Matters**

Use of the Seal

The following was approved for use of the seal:

- Application for membership No. 688
- Application for membership No. 689

Proposed by MM and seconded by MC.

**Item 11:
Relationship**

Nothing to report.

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**with other
bodies**

Item 12: Nothing to report.
SHR
Guidance
notes etc.

Item 13: No further business to discuss.

**Any other
competent
business** There was some discussion around the new agenda layout which now includes the Consent Agenda. It was agreed to trial this for the next 6-12 months.

Item 14: The next meeting will be held on Thursday 27th June 2024 at 6.00pm
**Date of next
meeting**