

Minutes of Management Committee meeting – Thursday 28th April 2022
Via Zoom and attendance in office at 6.00pm

Present: Margaret McIntyre (MM), Alex Cameron (AC), Munir Choudry (MC), **Action**
Surjit Chowdhary (SC), Alison Devlin (AD), Iain Dyer (ID), Betty
Macneill (BM), Ruth McCluskey (RM), Shirley Robison (SR),

In attendance: Patrick Mc Grath (PM), Norma Taylor (NT), Thomas McIlvaney
(TM), Des Phee (DP), Liz Ely (LE) - Observer

MM welcomes all present to the meeting and introduced Liz Ely who is attending this evening as an observer. MM invited Management Committee members and staff present to introduce themselves.

Item 1: Apologies received from Jonah Chireka.
Apologies & Attendance

Item 2: No conflicts of interest for noting.
Conflicts of Interest

Item 3: Adoption of Minutes of previous Management Committee meeting
Minutes of meeting was approved.
31.03.2022

Proposed: ID Seconded: AC

Corrections:
Page 1 – Minor typography errors: ‘bile shelter’ should read ‘bike shelter’, ‘storeys’ spelling error.

Matters Arising: MM advised Committee that Bob Turnbull had sent official notification of his resignation from the Management Committee following a period of ill-health. Committee members noted this and expressed thanks to Bob for his service

Item 4: PMcG advised nothing substantively further to note. PMcG advised
Matters Arising however that there has been no further update in relation to the
Schedule Single Building Assessment. SFARS update report is scheduled for next month’s meeting. In terms of the Air Source Heat Pump programme PMcG advised that Donna Reilly, Head of Development was working with the Welfare Benefits and Advice team who have been in liaison with the Scottish Government in attempting to access funding for assistance for householders in changing their energy meters.

RM raised an issue with the format of the report and requested that it **AR**
be developed in Landscape format.

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**Item 5:
Committee
Workplan**

Committee Workplan was noted by Committee.

**Item 6:
Allocations
Policy**

TM presented a brief presentation on the review of the Association's Allocations Policy. TM advised that following a comprehensive review of the Policy in 2018 to reflect implementation of changes introduced by the Housing (Scotland) Act 2014, this review represented a relatively light touch review in terms of further changes. TM advised that some terminology had been updated to reflect changes to external partners and internal processes, and the departure from the European Union meant some minor changes to data protection/GDPR terminology. Thomas highlighted the main changes as a result of the review as:

- New Section 12 - Where an applicant is the partner of an SHA Tenant and is not known as a household member, but has been living in the property, they can apply for rehousing,
- Alteration to internal Housing Options processes.
- Changes to existing points differential for applicants in private rented sector who had been given a Notice to Quit by their landlord. Removal of differential and 45 points awarded irrespective of Notice to Quit

MC asked if there was process in place to obtain a tenancy reference from an applicant who presents with a Notice to Quit as the Association may be unaware if the circumstances why the landlord served the Notice. TM advised that the Association do not currently ask for references from prospective tenants. MC raised a concern that the Association may be rehousing a tenant who may have been evicted for arrears or anti-social behaviour in their previous tenancy. TM advised that Notice to Quit circumstances are different from eviction, the Association does check the circumstances around evictions.

MC commented that landlords had numerous legal grounds to serve notice to quit. TM commented that the Association however had limited scope for denying an applicant access to the housing list

Allocations Policy 2022-25 was approved by Management Committee.

Proposed: MC Seconded: BM

Item 7:

DP presented the revised Rent Management Policy 2022-25. DP advised that this also represented a light touch review with legislative changes implemented as a result of the Housing

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Rent Management Policy

(Scotland) Act 2014 being introduced in the previous policy review in 2019. DP advised that most changes were cosmetic in nature as set out at Section 2 of the report but drew Committee's attention to:

- Section 5.11 - Updated to reflect relevant Rule in the SHA Rules of Association. Update also in line with Scottish Federation of Housing Association (SFHA) and TC Young guidance that Rule 43.1.3 only comes into effect at the instigation of 'court' proceedings and not 'legal' proceedings (e.g. the serving of a Notice of Proceedings), and
- Section 6.14 - Update to reflect most recent review of the Scheme of Delegated Authority which transferred authorities delegated previously to Neighbourhood Committees back to the Management Committee.

MC enquired as to what the policy said previously in relation to the Rules and eligibility for Management Committee members to serve on the Committee. DP advised that this aligned the policy with Rule 43.1.3 and clarified that it was commencement of 'Court action' which triggered this rule and not merely 'legal proceedings' as stated in the previous version of the policy, this was a key consideration if this situation arose in relation to a Committee member.

Management Committee approved the Rent Management Policy 2022-25.

Proposed: MC Seconded: AD

**Item 8:
Internal Management Plan 2022/23**

PMcG presented the Internal Management Plan for 2022/23 to Management Committee. PMcG advised that an Internal Management Plan is prepared each year to aid Management Committee oversight and staff to delivery of all the operational activities of the different parts of the Association and to promote and realise its collective objectives in a consistent fashion. PMcG outlined the main organisational priorities from the Internal Management Plan:

- Manage the appointment of a new Chief Executive by September 2022 – Recruitment process now underway, post advertised and shortlisting scheduled for May.
- Ensure the Association meets its new obligations for the collection of Equalities data – SHR Regulatory Requirement
- Improve the performance on lettings timescales across both tenures – Estates Team looking at void re-let times and measures which can be put in place to improve performance

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- Ensure the implementation of a new management plan for asbestos management meets legal and regulatory standards – As part of wider focus on landlord safety compliance
- Oversee the implementation of the Community Involvement and Engagement Action Plan – Active community engagement affected somewhat by the COVID-19 pandemic, working group set up to deliver the Action Plan including looking at future role for Neighbourhood Committees
- Re-launch the Digital Self Service Campaign – Work undertaken, now likely to be the other side of Summer to synchronise main repairs contractors systems with Association's systems
- Develop the Association's response to Net Zero Carbon Emission targets
- Oversee the restructuring of SFARS activities, particularly factoring – Update report to Management Committee in May.

MC enquired about Equalities Data Collection Key Performance Indicator for Management Committee members and staff which is 85%, is this ambitious enough? PMcG advised that there were inherent issues about achieving full collection of equalities data across all nine Protected Characteristics. DP advised that while 100% collection of equalities data for Management Committee and staff was a aspiration, previous experience showed that circumstances including long-term absence, individual apprehension around why it was being collected and also individual refusal to submit certain data often mitigated against achieving full data collection, and 85% in consideration of those factors probably represented a challenging but achievable target

Management Committee approved the Internal Management Plan 2022/23

Proposed: RM Seconded: ID.

**Item 9:
Annual
Assurance
Statement – Our
Approach**

DP presented a report for discussion by Management Committee on the approach to obtaining assurance for the Annual Assurance Statement process for 2022. DP advised that Management Committee are provided with evidence of assurance on an on-going basis through reports to Committee, the internal audit programme and risk management process, financial budget reporting and covenant assurance, policy reviews and a wealth of operational, strategic and external forms of validation and assurance. DP highlighted section 2, and in particular section 2.8 of the report which laid out in table format how in-depth the Association's annual assurance process has been in 2019, 2020 and 2021, with full

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internal reviews of compliance with all Regulatory Standards and Regulatory Requirements in both 2019 and 2020. An Independent self-assessment against Regulatory Standards was carried out by Mulholland Housing Consultancy and reported to Committee in 2021, along with another full review of compliance with all Regulatory Requirements.

DP explained that this report was aimed as a discussion paper for Management Committee to look at the format of the annual assurance process for 2022. DP commented that an options appraisal was provided at Section 4 of the report but no recommendation has been made as it is important that Management Committee own and guide this process.

MM commented that she was in favour of a more focussed approach looking in depth at a number of Regulatory Standards, or at delivering improvement actions. BM also expressed support for this approach. SR commented that a lot of work had been undertaken and highlighted also the recent Strategic Options Appraisal process in terms of obtaining assurance. SR also expressed support for option 2, with a focus on a number of standards and areas of higher risk. AC agreed with this assessment and commented that the areas for focus could be decided on by Committee.

Management Committee supported the approach expressed in Option 2 of the report – A more in-depth focus on a smaller number of standards and on areas where Committee wished more assurance.

**Item 10:
Tender Report
for Insulation to
Glazing Screens**

PMcG presented a report on a competitive tender for provision remedial works to glazing screens/windows at the T84 properties in Cardonald and Pollokshields. PMcG explained that this tender involved those properties which are part of the Air Source Heat Pump installation programme, and aims to improve draft proofing of the existing living room window screens/other windows within these properties in order to minimise heat loss and maximise the benefits of the new heating installations. PMcG advised that costs were obtained from three contractors and that the most competitive quote came from Sealco.

****Minutes edited to remove commercially sensitive information****

DR

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Management Committee approved the appointment of Sealco to undertake the necessary insulation works at a total cost of £***Minutes edited to remove confidential and commercially sensitive information***.

Proposed: ID Seconded: SR

**Item 11:
Duty of Candour
Report**

NT presented the Association's annual Duty of Candour Report to Management Committee and commented that this was a statutory obligation to produce and publish this report. NT advised that any incidents relate to COVID-19 incidents involving the Association's Care Inspectorate regulated service.

Management Committee noted the Duty of Candour report.

**Item 12:
Director's Report**

PMcG presented the Director's Report to Management Committee.

EVH Wage Settlement – confirmation that the proposed single year deal on pay has been supported by both the employer and trade union ballot.

Option Appraisal & Senior Officer Recruitment - the Scottish Housing Regulator signed off on the Association's Option Appraisal. The advertising of the post has begun and the HR Manager will be able to provide an update on the levels of interest in the post.

AR

SFARS Accounts Reconciliation - Work is ongoing and the Head of Finance advises that while there may not be a complete reconciliation, they are hopeful of being able to agree with the auditors on the bulk of the MMR anomalies. An update will be provided to the Management Committee once an agreement has been reached with the auditors.

MW

Management Of IT: NT has negotiated an extension of time to Chris Milborrow's consultancy contract until July and the final output will be an evaluation report on the IT implementation programme.

ID enquired with regard to interest in the CEO post. MM advised that there had been significant interest received ahead of the closing date of 6 May 2022, Aspen will subsequently develop a longlist and shortlist with interviews to take place over May and June.

**Item 13:
Correspondence**

Correspondence received from GWSF with regard to its Annual Regeneration Conference, and from EVH with regard to its monthly

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report for April. SR commented that in terms of recruitment issues representative organisations should be actively championing the merits of social housing as a career.

Application for Membership

No applications for membership received.

**Item 14:
Proposed Use of the Seal**

Nothing to note

**Item 15:
Use of the Seal**

Nothing to note

**Item 16:
Minutes of Sub-Committee Meetings**

Minutes of SFARS Board and Audit Committee meetings noted by Management Committee.

**Item 17:
Relationships with Other Bodies**

EVH – BM advised that EVH AGM will be held Friday 29 April at Central Hotel in Glasgow.

SFHA – Nothing to report.

GWSF – Nothing to report

Cardonald Area Partnership – MM advised meeting until after the local council elections

Pollokshields Area Partnership – MC provided update on recent meeting which was relatively poorly attended. Police Scotland provided a comprehensive update on crime figures for the Pollokshields area.

**Item 18:
Consents, Disposal and Acquisitions**

No items to report.

**Item 19:
SHR Guidance Notes, Correspondence, Notifiable Events**

DP requested Management Committee to note Notifiable Event 22611, which has been closed by the SHR.

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**Item 20:
Any Other
Competent
Business**

SSC enquired if PMcG had any update with regard to the plans for a play park near the Gurudawara. PMcG advised that he had been in contact with a number of members from the Guruduwara with regard to this and he had provided contact detail for the Association's Community Initiatives Manager to involve them in consultation with regard to the land use.

PF

MM highlighted to members that the annual Management Committee appraisals programme was scheduled to take place in May.

**Item 21:
Date of next
meeting**

Thursday 26 May 2022

Management Committee meeting ended at 7.04pm.

The Chair called a brief private session of Management Committee members to update members on the Senior Officer's appraisal. The Chair outlined the key objectives agreed with the Director including work on

- The Neighbourhood Committees
- Net Zero Policy Statement
- Delivery of budget objectives by the mid-year
- Progressing on the transfer of factoring to the parent company subject to Committee approval, and
- Preparing a detailed handover and induction for the new senior officer.

There was some discussion on these points and on the risks of setting too ambitious a programme in what was at this stage a limited timeframe.