

**MINUTE OF THE MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 07 MARCH 2023 AT 53 BALLINDALLOCH DRIVE 7PM**

**PRESENT**

Mr A Scott (Chair)  
Mrs R Tinney  
Ms G O'Hara  
Mr J O'Donnell  
Mrs C McGuire  
Mrs J Donachy  
Ms G Hay  
Mrs M Smith  
Mr N Halls  
Mrs E Conwell  
Councillor A Casey  
Mr A Young  
Mrs M Hutchison

**IN ATTENDANCE**

Mr P Martin (Director)  
Mrs L Sichi (Depute Director)

**1a. APOLOGIES FOR ABSENCE**

Apologies were tendered for Mrs M Anderson and Mrs A Jenkins.

**1b. DECLARATIONS OF INTEREST**

There was none.

**1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA**

There was none.

**2. ADOPTION OF MINUTES – 07 FEBRUARY 2023**

The above was proposed for approval by Mrs j Donachy, seconded by Mrs R Tinney and unanimously agreed by the MC.

**3. MATTERS ARISING FROM MEETING – 07 FEBRUARY 2023**

There were no matters arising from the above meeting.

**4. USE OF SEAL**

As there were no new shares, the above report was noted.

**5. GOVERNANCE ISSUES**

**5a. APPROVAL 2023/24 BUDGET**

Following several previous discussions, the final draft 2023/24 budget was presented to the MC. The Finance & IT Manager went through the report in detail explaining that the final draft is a slightly improved version than earlier reports. The projected deficit has been reduced due to the sales of Walpole and a flat at Marwick Street and the life cycle costing costs have been spread over the future years. The MC were advised that there is more rigor in monitoring the spend, especially for maintenance and repairs.

Following discussion, the draft 2023/24 budget was proposed for adoption by Mr A Young, seconded by Mrs R Tinney, and unanimously agreed by the MC.

**5b. DIRECTOR'S REPORT**

The Director referred to the previously distributed report which covered an update on the staffing restructure, financials, rent setting structure, wider role, digital transformation, staff survey and the business planning Away Day. The Director went through each of the above items. In terms of the rent setting structure, it was agreed to form a Working Group to consider MHA's future approach to this. Mrs J Donachy, Mrs R Tinney, Mrs M Smith, Ms G Hay, Ms G O'Hara, and Mr N Halls agreed to join the working group.

**5c. REVIEW OF EXPENSES POLICY**

The Depute Director referred to the accompanying report for the above which highlights a few minor changes. The report also provided details of the overnight conference allowance provided by MHA against other housing association's and this demonstrated that MHA's allowance, which has been in place since 2012, is low. Following discussion, it was proposed by Ms G Hay to increase the allowance from £25 to £30 per day in line with average payment to other housing associations, this was seconded by Mrs M Hutchison. Mrs J Donachy proposed that there is no increase, no member seconded this, therefore, the proposed increase to £30 was agreed. Mrs J Donachy wished record her objection to this.

The revised Expenses Policy was approved for adoption by Mrs M Hutchison, seconded by Mr N Halls, and unanimously agreed by the MC.

**5d. PRECIS OF AUDIT & RISK SUB-COMMITTEE MEETING**

The above precis reflects the discussions at the Audit & Risk Sub-Committee Meeting held on 14.02.23. This covered standard financial matters which were noted. The above precis was approved for adoption by Mrs R Tinney, seconded by Mrs M Hutchison and unanimously agreed by the MC.

**5e. PRECIS OF GOVERNANCE SUB-COMMITTEE MEETING**

The above precis reflects the discussions at the Governance Sub-Committee Meeting held on 22.02.23. This covered a confidential staffing update, internal audit report from Alexander Sloan on governance and standard business matters which were noted. The above precis was approved for adoption by Mrs R Tinney, seconded by Mr A Young, seconded by Mrs M Smith and unanimously agreed by the MC.

**5f. SUMMARY NOTE OF BUSINESS PLANNING AWAY DAY**

The report provided detailed notes of the above which was held on 25.02.23. It captured the various topics discussed and identified MHA's top strategic objectives for the new business plan. The report concluded with an Action Plan. This report was unanimously agreed by the MC.

**5g. NOTE COMMITTEE BRIEFING GROUP STRUCTURE**

The above briefing session, facilitated by BTO, captured the current situation on MHA's group structure for the subsidiary companies. The summary of the session concluded to update MHA's Model Rules at a SGM in September, seek tax advice, review the SLA and review each of the

current community development activities to agree where they are best placed within the group structure.

- 5h)** Committee Meeting Schedule 2023
- 5i)** SHR Compliance Update
- 5j)** GDPR, FOI, NE, Complaints & Compliments  
*Items 5h-5j were noted by the MC.*

**6. A.O.C.B**

- a) Asset Disposal – As part of MHA’s asset disposal review, it was proposed by Mrs M Smith that MHA market 23 Marwick Street G/2, this was seconded by Mr A Young, and unanimously agreed by the MC.
- b) External Auditors’ Letters – As per standard practice, the MC signed off the Group Planning Letter, Audit & Non-Audit Engagement Letters for MHA, MPS and MCE.

**7. DATE OF NEXT MEETING:**

Tuesday, 11 April 2023 at 7.00pm.



CHAIR

11.04.23