

**MINUTE OF THE MANAGEMENT COMMITTEE MEETING HELD ON  
TUESDAY, 05 DECEMBER 2023 AT 7PM**

**PRESENT**

Mrs A Jenkins (Acting Chair)  
Mrs C McGuire  
Mr J O'Donnell  
Mr N Halls  
Mrs R Tinney  
Mrs E Conwell  
Mrs M Smith (online)  
Mrs J Donachy

**IN ATTENDANCE**

Mr P Martin (CEO)  
Mrs L Sichi (Deputy CEO)  
Mrs R Anderson (Director Asset)  
Mrs A Strachan (Observer)

**1a. APOLOGIES FOR ABSENCE**

- 1a.1 Apologies were tendered for Mr A Scott, Mr A Young, Mrs M Anderson, Ms G O'Hara, Ms G Hay, and Mrs M Hutchison.
- 1a.2 The Vice Chair read correspondence from Mrs M Anderson requesting a leave of absence from the MC due to work commitments. This request was unanimously agreed, and Mrs Anderson will be advised that the leave period applies for December 2023 until the end of February 2024.

**1b. DECLARATIONS OF INTEREST**

- 1b.1 There were none.

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

- 1c.1 There were none.

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

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

**3. MATTERS ARISING FROM MEETING – 10 OCTOBER 2023**

- 3.1 There were none.

**4. USE OF SEAL**

- 4.1 The above was approved by Mrs J Donachy, seconded by Mr N Halls, and unanimously approved by the MC.

## **5. GOVERNANCE ISSUES**

### **5a. CEO'S REPORT**

5a.1 The CEO referred to the previously distributed report which covered an update on the staffing and operational matters, performance and the monthly financial update, the current internal audit that is being undertaken, wider role activities, SHR update, digital transformation and recent social media feedback and the transfer of CFN early in the new year.

### **5b. FINANCIAL REPORT ENDING 31.10.23.**

5b.1 The CEO explained that the above will form a standard agenda item going forward for the MC to approve. The above report covered the period to 31.10.23. The MC discussed the report in detail and noted a healthier financial position and that the recent decisions made helped to reduce the deficit. It was noted that the final 3 months of the current financial year should end in a more positive note which helps MHA to build up to invest in the housing stock (e.g. Boiler Replacement Programme). An effort to maintain efficiency gains will continue. The above report was approved by Mrs E Conwell, seconded by Mr N Halls, and unanimously approved by the MC.

### **5c. NOTE OF AUDIT & RISK SUB-COMMITTEE MEETING**

5c.1 The above sub-committee meeting, held on 14.11.23, was unanimously approved by the MC.

### **5d. NOTE OF GOVERNANCE SUB-COMMITTEE MEETING**

5d.1 The above sub-committee meeting, held on 20.11.23, was unanimously approved by the MC.

### **5e. NOTE OF COMMITTEE BUDGET WORKSHOP SESSION**

5e.1 The above session, held on 28.11.23, was approved by Mrs J Donachy, seconded by Mr J O'Donnell, and unanimously approved by the MC.

### **5f. PROCUREMENT OF CYCLICAL MAINTENANCE SERVICES 2024/25**

5f.1 The MC discussed the requirement to have the above services procured on a more formal basis than at present. Therefore, following discussion, the MC agreed to the following:

5f.1.1 Close Cleaning – The service requirements are for fortnightly close cleaning, 6 weekly common landing windows and ad hoc cleans.

5f.1.2 Landscape Maintenance – The service requirements are to cover providing the above service (specification will be provided by MHA) to the fixed factoring properties.

Both above contracts will be for a minimum of 3 years with scope for 2 annual extensions, based on acceptable performance standards.

5f.1.3 Gas Central Heating Servicing and Maintenance – retain the current service requirements with the exception that the new procurement will be for MHA only (not including Molindinar and Reidvale) to reduce the volume of work. This contract will be for a minimum of 2 years with scope for annual extensions, based on acceptable performance standards.

5f.1.4 The above proposals for services were approved by Mr J O'Donnell, seconded by Mrs R Tinney, and unanimously approved by the MC.

**5g.** KPI's 2023/24

**5h.** GWSF Annual Conference Feedback

**5i.** SHR Compliance Update

**5j.** GDPR, FOI, NE, Complaints & Compliments

*The above items (5g-5j) were noted by the MC.*

## **6. PRECIS OF BUSINESS MPS BOARD MEETING**

6.1 The above precis of business for the board meeting held on 27.11.23 was unanimously approved by the MC.

## **7. A.O.C.B**

7a. Acquisition of Properties – The CEO referred to a previous discussion with the MC whereby GCC, acting on behalf of the Scottish Government, are open to housing providers like MHA to purchase flats that are for sale on the open market. GCC provide 100% grant to cover the Home Report value with the housing association rehousing a homeless S5 referral in the property purchased. The benefit to MHA is that our property portfolio will increase, the Scottish Government full fund the purchase and MHA is assisting in rehousing homeless applicants. The MC agreed to this principle and that an Acquisition Policy will be presented at the January 2024 meeting.

## **8. DATE OF NEXT MEETING:**

Tuesday, 16 January 2024 at 7.00pm.



**CHAIR**

**16.01.24**

