

**MINUTE OF THE MANAGEMENT COMMITTEE MEETING HELD ON
TUESDAY, 07 NOVEMBER 2023 AT 7PM**

PRESENT

Mrs A Jenkins (Acting Chair)
Mrs M Hutchison
Mr J O'Donnell
Mr N Halls
Mr A Young
Mrs R Tinney
Mrs E Conwell

IN ATTENDANCE

Mr P Martin (CEO)
Mrs L Sichi (Deputy CEO)
Mrs A Strachan (Observer)
Ms C Ferguson (Observer)

The Acting Chair welcomed Mrs Anne Strachan and Ms Channel Ferguson as observers at the meeting.

1a. APOLOGIES FOR ABSENCE

- 1a.1 Apologies were tendered for Mr A Scott, Mrs M Anderson, Ms G O'Hara Mrs J Donachy, Mrs C Mcguire, Ms G Hay and Mrs M Smith.
- 1a.2 It was noted that Mrs M Anderson has missed 3 consecutive meetings without a leave of absence request. It was agreed to contact Mrs M Anderson regarding her intentions for the Management Committee.

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 – 10 OCTOBER 2023

- 2.1 The above was proposed for approval by Mrs M Hutchison, seconded by Mr N Halls 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 Mr J O'Donnell, seconded by Mr A Young, 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 outlining the timeline for the monthly financial update, wider role activities with a specific emphasis on grant income, SHR update, digital transformation, CFN and office refurbishment. It was also noted that the December CEO report will focus on the achievements to date and outline the future challenges.

5b. HALF YEAR REVIEW OF BUSINESS PLAN 2023/24 (YEAR 1)

5b.1 The MC discussed in detail the above report and noted the progress to date. The CEO reported that the Business Plan outcomes will have an increased focus by the Leadership Team going forward.

5c. VALUE FOR MONEY STRATEGY

5c.1 The above strategy is one of the key Year 1 Business Plan's objective. The MC discussed this in detail and noted that progress reports will be presented at future meetings. The adoption of the Value for Money Strategy was approved by Mrs M Hutchison, seconded by Mrs R Tinney, and unanimously approved by the MC.

5d. REVIEW OF DISCLOSURE OF INFORMATION POLICY

5d.1 Following a recent review by BTO Solicitors, the revised Disclosure of Information Policy was approved by Mrs M Hutchison, seconded by Mrs R Tinney, and unanimously approved by the MC.

5e. REVIEW OF MEMBERSHIP POLICY

5e.1 Following discussion, the above was approved by Mr J O'Donnell, seconded by Mr N Halls, and unanimously approved by the MC.

5f. NOTE OF COMMITTEE SCRUTINY SESSION ALLOCATIONS

5f.1 The above session, held on 24.10.23, was approved by Mrs M Hutchison, seconded by Mr N Halls, and unanimously approved by the MC.

5g. NOTE OF COMMITTEE SCRUTINY SESSION RENT STRATEGY

5g.1 The above session, held on 31.10.23, was approved by Mr N Halls, seconded by Mrs R Tinney, and unanimously approved by the MC.

- 5h. Committee Meeting Schedule 2023
 - 5i. KPI's 2023/24
 - 5j. GWSF Update
 - 5k. SHR Compliance Update
 - 5l. GDPR, FOI, NE, Complaints & Compliments
- The above items (5h-5k) were noted by the MC.*

6. PRECIS OF BUSINESS MCE BOARD MEETING

- 6.1 The above precis of business for the board meeting held on 16.10.23 was approved by Mr N Halls, seconded by Mrs R Tinney, and unanimously approved by the MC.

7. A.O.C.B

- 7a. Landscaping Surveys – The CEO explained that the current system whereby all owners are charged the same fee for landscaping services needs to change to ensure current legislation is compliant. It proposed that all backcourt areas are surveys to scope the range of works required. This will be undertaken by nbm quantity surveyor and Grant Murray Architect, however, in line with MHA's procurement policy this work cannot wait until next year. Due to the imminent time scale and the work is under £50k, MC approval was sought to enable the work to start. This was proposed by Mrs M Hutchison, seconded by Mrs R Tinney, and unanimously agreed by the MC.

- 7b. Staff, Committee & Volunteers Christmas Party – The above will be held on Friday 15.12.23 at 4pm.

8. DATE OF NEXT MEETING:

Tuesday, 05 December 2023 at 7.00pm.



CHAIR
05.12.23