

**MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY,
6 FEBRUARY 2024 AT 7PM AT 53 BALLINDALLOCH DRIVE**

PRESENT

Mr A Scott (Chair)
Mrs J Donachy
Mrs R Tinney
Mr A Young
Ms G O'Hara
Mrs A Jenkins
Mr J O'Donnell
Mrs E Conwell
Mrs C McGuire
Mr N Halls (online)

IN ATTENDANCE

Mr P Martin (CEO)
Mrs P Munro (Executive Officer)
Mrs A Strachan (Observer)

1a. APOLOGIES FOR ABSENCE

Apologies were tendered for Mrs M Anderson, Mrs M Hutchison and Ms G Hay.

1b. DECLARATIONS OF INTEREST

There was none.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

There was none.

2. ADOPTION OF MINUTES MEETING (16 JANUARY 2024)

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

2a. MATTERS ARISING FROM MEETING (16 JANUARY 2024)

The CEO referred to the previously circulated Current Tenant Arrears Write-Off Report. Members discussed the advice provided by TC Young and their concerns around tenants falling in to arrears again. Members are confident now that payment plans are in place and that these will be continually monitored to agree to the write offs as detailed in the report.

CEO highlighted that MHA will be more proactive in ensuring rental income loss is minimised. The Income Maximisation teamwork with the tenants to provide support to ensure rent payments are on time and highlighted that arrears overall have been reduced to just over 4%.

The above was approved by Mrs R Tinney, seconded by Mrs E Conwell and unanimously approved by the MC.

3. ADOPTION OF MINUTES SPECIAL MEETING (30 JANUARY 2024)

The above was proposed for approval by Mr J O'Donnell, seconded by Mr AYoung and unanimously agreed by the MC.

3a. MATTERS ARISING FROM MEETING (30 JANUARY 2024)

There was none.

4. USE OF SEAL (APPROVAL)

The above was approved by Mr A Young, seconded by Mrs J Donachy and unanimously approved by the MC.

5. GOVERNANCE ISSUES

The CEO referred to the previously circulated report.

5a) CEO's Report

5a.1 The CEO referred to the previously distributed report which covered an update on staffing and operations, performance and financial update, wider role, a recent visit by the SHR and digital transformation and communication.

5a.2 The CEO referred to the monthly management accounts highlighting the strong financial position. Moving out of deficit into surplus is a great position to be in and the draft budget considers how MHA will be reinvesting in stock components.

5a.3 A meeting was held with Linda McKenna and Kevin Gavigan from the SHR along with MHA CEO, Deputy CEO and Chair, who were briefed regarding the significant improvement in MHA's financial position. The meeting was very constructive, with the SHR confirming that further information was required regarding future development activities.

5a.4 Use of the tenant/owner portals is currently under review and will be key for MHA in running an efficient, cost-effective service as this will provide ease of access for tenants and owners.

5a.5 The Milnbank Messenger is currently being distributed. The aim is to issue four per year via email as much as possible. The MC commented that this issue was much more user-friendly and easier to read.

5b) MANAGEMENT ACCOUNTS 31.12.23

The CEO presented the financial papers and highlighted that we are in a good position financially. It should be noted that pension arrangements were not envisaged in the original budgeting plans. Also, bank charges have increased when tenants pay online. A review of company vehicles has been undertaken for the in-house team to move away from leasing to purchasing.

Maintenance expenditure has been significantly reduced, mainly due to the implementation of the Contractors Framework and weekly cost scrutiny. Pre-termination visits are also taking place.

Finally, seven weeks before the financial year's end, there are no areas of significant concern.

MC noted a vast improvement in the financial well-being of the Association and congratulated the CEO and the wider team on the great work to date.

5c) DRAFT BUDGET

The CEO referred to the previously circulated report – Third Draft Budget for financial year 1 April 2024 to 31 March 2025.

5c.1 During the recent rent consultation the increase of 6.9% was the preferred option by tenants and approved by the MC which will provide an additional £460k to rental income.

5c.2 The number of voids and, therefore, void losses have reduced significantly. A forecast 1%, 71k losses for 2024/25 has been assumed.

5c.3 Discussion took place around insurance broker around the significant proposed increase. The CEO advised there is an issue around brokers reversing out of housing associations and a meeting has been arranged to raise concerns around impact on the MHA.

Proposed Mrs R Tinney, seconded Mrs J Donachy and unanimously approved by the MC.

5d) REVIEW OF CODE OF GOVERNANCE

The CEO referred to the paper and policy previously circulated. MC discussed the importance of the strategy and how it applies to all members. This was proposed Mrs R Tinney, seconded Mr N Halls and unanimously approved by the MC.

5e) REVIEW OF CONTROL OF PAYMENTS & BENEFITS POLICY

The above policy and supporting monitoring details were presented and noted to the MC. It was proposed BY Mrs R Tinney, seconded Mr N Halls and unanimously approved by the MC.

5e to i were noted.

- e) Committee Meeting Schedule 2024
- f) KPI's 2023/24 Update
- g) GWSF Update
- h) SHR Compliance Update
- i) GDPR, FOI, NE, Complaints & Compliments

6. PRECIS OF BUSINESS SUBSIDIARY COMPANY

CEO referred to MPS Board Meeting minutes of 30.01.24 and highlighted the selection of option 2 which would ensure MHA covered its costs. Owners will be informed at the Owners Forum taking place on 7 February 2024.

7. A.O.C.B

Contract for work to be carried out at 118 Corsock Street fully scrutinised and approved at the Services Committee meeting on 21.11.23. The MC agreed and contract was signed by Mrs C McGuire (Secretary) and Mr A Scott (Chair)

8. DATE OF NEXT MEETING

Tuesday, 5 March 2024 at 7pm



Chair

5.3.24