

**MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 11
FEBRUARY 2025 AT 7PM AT 53 BALLINDALLOCH DRIVE**

PRESENT

Mr A Scott (Chair)
Mr J O'Donnell
Mr N Halls
Ms G Hay
Mrs A Strachan
Mrs J Donachy
Mrs M Smith
Mrs A Jenkins*
(*online)

IN ATTENDANCE

Mr P Martin (CEO)
Mrs L Sichi (Deputy CEO)

1a. APOLOGIES FOR ABSENCE

Apologies were tendered for Mr A Young, Mrs R Tinney, Mrs E Conwell and Ms G O'Hara.

1b. DECLARATIONS OF INTEREST

None.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

None.

2. ADOPTION OF MINUTES MEETING (21 January 2025)

The above was proposed for approval by Mrs J Donachy, seconded by Mr N Halls and unanimously agreed by the MC.

2a. MATTERS ARISING FROM MEETING (21 January 2025)

None.

3a. SPECIAL ADOPTION OF MINUTES MEETING (28 January 2025)

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

3b. MATTERS ARISING FROM MEETING (28 January 2025)

None

4. USE OF SEAL (APPROVAL)

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

The MC stressed the importance of residents becoming members of the Association and should be encouraged at tenants sign up stage and during the Annual Tenancy Visits.

5a. GOVERNANCE ISSUES

The CEO referred to the previously circulated report.

5a.1 Staffing & Operational

5a.2 The digital Staff Appraisal process has started; feedback will be presented at the next Governance Sub-Committee. The forms have been customised to accommodate individual and function objectives (e.g. Housing Officers target to complete annual visits). The new system is continuous with regular one to one session between staff and the line manager scheduled in.

5a.3 The staff/committee development day will take place on 14.02.25 with the theme being to examine MHA's Values.

5a.4 The staff skip meetings continue. Positive feedback is received as employees welcome the opportunity to input to our services.

5a.5 **Financial** - Management accounts show a strong performance as we move into last few months of the current financial year. Performance as at 31.12.24 is significantly ahead of budget. The CEO highlighted the Executive Summary of the previously circulated finance paper and highlights that cash in bank has increased to being slightly over £7m.

5a.6 **Business Plan** - The business plan and February's updated version of the risk register have been uploaded to Microsoft Teams. No substantive risks were highlighted by the CEO

5a.7 **Wider Role** - Glasgow Life has been working with MHA to identify Charities that may be interested in developing the Alexandra Park Sports Hub. A meeting recently took place with a bike charity who expressed an interest. The Hub remains open for daily activities.

Significant progress made in relation to the transfer of the Bluevale Hall lease and working towards the transferred by 31.03.25. MHA has provided the requested information, and it is now with Glasgow Life and Bluevale Community Club to agree on milestones and will look at what additional support can be provided to the Club during the transfer process.

A Member commented that it is commendable that MHA recognise their volunteers. It was asked if next year's celebration day can be held in the evening or weekend to allow those volunteers who work to attend. This will be reported to the Director of H&CI and the Community Engagement Co-ordinator

5a.8 **Annual Tenancy Visits**

MHA Housing Officers continue to progress with the above. A total of 840 has taken place during the current financial year. The CEO advised that this target will be 100% access next financial year.

A member requested that consideration is given to ATVs being carried out with the standard working day to allow those tenants who work the opportunity to receive a visit (e.g. start and finish work later, work a Saturday morning). It was pointed out that tenants in employment often currently need to use a day annual leave to allow gas servicing access and by the staff being flexible, this would reduce having the need to take further leave.

5a.9 **Armada Court**

GCC have agreed to provide a 75% grant for the works as part of their empty home's initiative. It was noted that a requirement thereafter is to let to a section 5 referral. Progress is being made on the above.

A Member asked if the MC could view before/after photographs of this work. The CEO confirmed that this will be included in the committee session on stock condition on 18.02.25.

5a.10 **Digital Transformation**

Significant improvements around Home Master with the view to launching a tenant portal shortly. We are also looking at how we can reduce the bureaucracy involved when dealing with new housing applications. From week commencing 17.02.25, tenants will have an opportunity to feedback via text or emails as repairs are carried out.

5a.11 **New Build Update**

Tender submissions, expected to exceed £7m, for the new build at the former Haghill School site expected this financial year. A £300k grant has been received from GCC to allow progress to be made. The tender will require final approval by the Scottish Government.

The detailed update report, including a timeline of the project, on the former Haghill School development was discussed by the MC.

5a.12 **MHA 50th Anniversary Celebrations**

An alternative layout for Ballindalloch Hall has been received from the architect and uploaded to the committee teams file for viewing. The Members noted the successful event where the café was offering a filled roll and hot drink at 1975 prices.

5b. FINANCIAL REPORT 31 DECEMBER 2024

- 5b.1 The CEO referred to the paper previously circulated and drew attention to the Executive Summary which provides an overview of key information. Financial performance as at 30.11.24 is significantly ahead of budget mainly due to costs savings in office overheads, housing services costs and delays in planned maintenance. The planned maintenance will increase in the forthcoming months which will impact the surplus generated. The committee session on the 18.02.25 on the stock condition survey will include this. The MC noted that the recent storm damage is likely to impact on budget as MHA are liable for the excess per claim.
- 5b.2 No significant changes were noted in the statement of financial position. Benchmarking/KPI statistics are in line with SHR National Average.
- 5b.3 Covenants are fully compliant with all lender's conditions and no governance issues arising in the month.

5c. HEALTH & SAFETY UPDATE

The Deputy CEO referred to the paper previously circulated and provided an update on the Action Plan. Staff have completed the scheduled H&S training and positive feedback on this has been received. The general H&S manual, produced by ACS, for staffing will be discussed at the March 2025 sub-committee meeting.

5d. REVIEW CODE OF GOVERNANCE

A lengthy discussion took place for the above key document. The Members talked through the proposed changes and the various monitoring updates. This included summaries of the relevant registers that are examined in detail prior to each AGM by the Association's Secretary. The MC noted that a recent internal audit on MHA's governance arrangements is now complete and that the report will be circulated shortly.

The above was proposed for approval by Mrs A Strachan, seconded by Mrs M Smith and unanimously agreed by the MC.

5e. REVIEW OF CONTROL OF PAYMENTS & BENEFITS POLICY

The MC noted that, as the above was rewritten a few years ago, the only proposed changes were to remove all relevance to the MCE Board. In terms of monitoring, a report on the registers and Home Master system were discussed.

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

5f. REVIEW OF RENT SETTING POLICY

It was noted that the only update was the change from the sub-committee to the MC reviewing the above policy. The MC were familiar with the narrative in the report as this had been discussed in detail at the January 2025 SMC meeting. A member commented that going forward, the Managing Rent Arrears and the Rent Setting Policy should be presented to the MC for review at the same time.

The above was proposed by Mr J O'Donnell, seconded by Mr N Halls and unanimously agreed by the MC.

Noting:

- g) Committee Meetings Schedule 2025
- h) Member Organisations Update
- i) KPI's 2024/25 Update
- j) SHR Compliance Update
- k) GDPR, FOI, NE, Complaints & Compliments

6. A.O.C.B

- 6a. EVH Salaries 2025/26 – The CEO and Deputy CEO declared an interest in this agenda item and did not participate in the discussion.

The Chair stated that correspondence has been received advising of a proposed increase of 4% on all salary points (bar those affected by the living wage), and an increase will also be applied to all allowances, bar the standard HMRC fixed mileage allowance. Details were also provided on the proposed April 2026 and 2027 pay deals. (The correspondence to be uploaded onto the committee shared teams file). The Chair highlighted the reasons supporting the above request. A member commented that MHA's 2025/26 Budget allowed for a 5% increase, and a further comment was made that the MC were aware of the process of EVH setting salary increases when they became full members.

The proposed deal will be recommended for acceptance by UNITE to their members in the union ballot which is ongoing. Full Members of EVH are asked to vote on this proposal. The closing date for receipt of returned Ballot Papers is 5pm on 11.03.25. The Chair will complete MHA's agreement to the above proposal on behalf of MHA.

- 6b. SHR Visit – The CEO provided an update on the recent positive SHR visit regarding our Business Plan. The MC discussed the correspondence received from the meeting and agreed with the CEO's response on how MHA will action the few points that were highlighted.
- 6c. P&C Minute 21.01.25 – The MC members noted that there is no update on the above.

- 6d. 50th Anniversary Golden Ticket - As part of the 50th anniversary celebrations a monthly Golden Ticket will be drawn. At the meeting, the winner, tenant from Dunragit Street was randomly selected and will be notified.

7. DATE OF NEXT MEETING

Tuesday, 11 March 2025 at 7pm



Chair

11.03.25