MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 10 JUNE 2025 AT 7PM AT 53 BALLINDALLOCH DRIVE

PRESENT	**IN ATTENDANCE**
Mr A Scott	Mr P Martin (CEO)
Mr J O'Donnell	Mrs L Sichi (Deputy CEO)
Mrs R Tinney	Mrs P Munro (Executive Officer)
Mrs A Strachan	
Mrs A Jenkins*	
Mrs J Donachy	
Mr N Halls,	
Mrs M Hutchison	

**Online*

1a. APOLOGIES FOR ABSENCE

Apologies were tendered for Ms G Hay, Mrs E Conwell and Mrs M Smith.

1b. DECLARATIONS OF INTEREST

None.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

None.

2. ADOPTION OF MINUTES MEETING (06 May 2025)

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

2a. MATTERS ARISING FROM MEETING (06 May 2025)

None.

3b. ADOPTION OF MINUTES SPECIAL MEETING (20 May 2025)

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

3c. MATTERS ARISING FROM SPECIAL MEETING (20 May 2025)

None.

3b. ADOPTION OF MINUTES SPECIAL MEETING (27 May 2025)

Item 2 para 2.3 – typo noted. Should read, All the figures are respectable.

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

3c. MATTERS ARISING FROM SPECIAL MEETING (27 May 2025

None.

4. USE OF SEAL (APPROVAL)

Discussion took place around two Shares listed to be cancelled. MC requested that these be checked to ensure members had actually moved out of the area. The Deputy CEO advised that she would clarify the position.

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

5a. GOVERNANCE ISSUES- The CEO REPORT

The CEO referred to the previously circulated report.

5a.1 The new Director of Finance, Mr J Gourlay will take up his role on 23 July.

Mrs J McMillan, Factoring Officer, recently left MHA to take up a role elsewhere. MHA is currently recruiting to fill this post, along with a Community Engagement Assistant post.

Following an open recruitment process, Chris Kirkham has been appointed to the role of Assistant Maintenance Officer.

Due to a long term absence of a housing officer MHA has, in the first instance, advertised this post internally. It is important to cover this post to ensure service continuity and the annual tenancy visits continue within that patch. If no internal applicants are suitable the post will be advertised externally.

5a.2 Staff surveys continue as part of the CEO update and help to monitor levels of engagement across MHA.

5a.3 Progress continues the implementation of the People Strategy which was adopted last year. A key focus has been improving staff retention and managing staff absence effectively. As it is important that the Management Committee are satisfied with the culture that exists within MHA, work will currently be undertaken by an external consultant as instructed by the committee.

5a.4 **Financial Update** - Overall Financial Position as of 30 April 2025 is favourable with an overall surplus of £207,500, which is £186,137 ahead of budget. This surplus is largely attributed to cost savings within housing services and delays in planned maintenance works.

Total turnover is marginally ahead of budget while rental income slightly exceeded projections. Void losses were less than forecasted, and additional income sources, including wider role initiatives, generated £8,200 during the period.

Operating costs were under budget for the month, with notable savings across staffing, overheads, and maintenance.

Significant underspend was also reported in reactive and void repairs. The contractor's framework introduced in 2023 has helped control in costs.

Although planned investment in component replacement was under budget this is due to project delays, which are expected to catch up later in the year. Wider role activities (nursery, café, pantry, and shop) generated modest income but operated at a deficit due to associated staffing and operational costs.

There has been no major capital spend in April.

Benchmarking against the Scottish Housing Network benchmarking averages shows that MHA's financial and operational performance remains stable and in line with the benchmarking housing groups. This adds further assurance to funders and regulators of MHA's sound financial stewardship.

There are no governance issues arising from the report. MHA remains fully compliant with regulatory and audit requirements,

5.5 **Wider role** - Discussions continue concerning the lease agreements at Bluevale and the Alexandra Park Hub. As noted previously, Glasgow Life is in discussions with Bluevale Community Club regarding a potential transfer of the lease. MHA has instructed a dilapidations survey at Bluevale to assess the condition of the building with DM Hall supporting MHA in determining obligations to make good any repairs required under the lease. A similar process will be carried out for the Hub prior to lease expiry.

A special MC meeting will be held in August to review our wider role activities and consider future priorities.

5.6 **Annual Tenancy Visits** - A target of 100% has been set for the annual tenancy visits. To date, 184 visits have taken place, which is currently below target. Work is ongoing to identify what measures can be taken to encourage feedback from tenants when arranging visits. Feedback and repair requests are recorded as part of the visit.

Discussion took place on work to achieve the 100% with a request to pick up on those households missed in the previous year. MC also raised the time tenants are required to take as holidays from work for the required number of visits. The CEO advised that work was being done to link up on annual gas visits and EICR/EPC certificates.

5.7 **Capital projects** – Following review of tenders, the JR Group has been appointed as the preferred contractor for the former primary school development. The preferred lender Unity Bank have now moved to next stage to provide a legal agreement which is being reviewed by TC Young Solicitors. A dedicated project risk register has been created and will be updated regularly. A report detailing the next steps, along with details of risk management, will be available for the Special meeting in June.

MC raised the question around disruption to local tenants during the time MHA are on site. The CEO advised that there will be disruption to local tenants for 18 months to 2 years which will unfortunately be unavoidable.

5.8 **Digital transformation** – Tenant portal has been launched. MHA through Rosemount Lifelong Learning is providing free digital learning classes for residents which may also help to increase use of the tenant portal, MyHome.

5.9 **Estate management** – MHAs Estates Supervisor monitors progress on the grass cutting and close cleaning programmes to ensure MHA achieve the agreed schedule. MHA continue to encourage owners and tenants to provide feedback to support ongoing performance monitoring and service improvements

5.10 **ARC return and Loan Portfolio** – A copy of the ARC return is available to MC members via Teams. At MHA's request the Scottish Housing Network will undertake a benchmarking exercise against other RSLs and this will be made available to MC.

A copy of the loan portfolio required to be submitted to SHR was provided.

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

5.11 **MHA 50th Anniversary Celebration** – A reminder was issued regarding the celebration event taking place in August in celebration of MHA's 50th anniversary.

5b. <u>FINANCIAL REPORT 30.04.25</u>

Item covered in CEO Update. There are no areas of concerns and MHA remain compliant.

It was noted that future reports will show an increased activity around repairs. Tenders have been submitted for Cardross Street works with an estimate of £80k over the planned £200k budget.

5c. <u>HEALTH & SAFETY AND RISK UPDATE</u>

The Deputy CEO referred to the paper previously circulated. MC previously adopted the H&S report and this, together with relevant policies, will be added to the MHA website.

To ensure EVH members can demonstrate compliance with their Health, Safety and Welfare responsibilities as both an EMPLOYER and a LANDLORD, the LFHS&W was introduced to deal specifically with facilities/compliance issues incurred by a Landlord.

The Employee Control Manual will be presented to MC shortly MHA will undertake an audit prior to the meeting on 23 June 2025. Staff Health & Safety training is underway.

5d. NOTIFIABLE EVENTS UPDATE

The CEO referred to the paper previously circulated and advised that the Notifiable Events (NE) report will now be presented in a new format. The BTO risk management training indicated an improved style of report to present to MC which has been adopted.

Discussion took place on each NE reported. Each report provided the incident details, MHA's response to address the issue, follow-up action, risk management, ongoing monitoring, communications and lessons learned.

MC were satisfied with the new format stating that it provided a comprehensive report on NE's.

5e. REVIEW OF GIFTS, HOSPITALITY & DONATIONS POLICY

The Deputy CEO referred to the paper previously circulated. It was proposed that an annual budget for donations be set for up to £500. A change was made to the policy to show the Deputy CEO is responsible for the policy now there is no dedicate HR Dept. Further updates were made to the contribution to retirement leaving gifts to reflect EVH T&Cs. Donations received or granted of £25 or above is recorded and reviewed by Secretary prior to the AGM each year.

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

5f. STONEWORK UPDATE

The CEO referred to the paper previously circulated. The SHR requested an update by the end of July on progress on Cardross Street. MHA is due to commence with a pilot stonework improvement project at 134 Cardross Street in July 2025. MHA agreed with Glasgow City Council the Association will carry out this pilot scheme to establish rates for associated stonework improvements. This will then allow MHA to engage with the owners of the remaining blocks to consult on further phases with a knowledge of indicative costs based on the pilot project rates.

The risk register will be utilised to understand the condition of each block, categorise and manage risk on each block.

5g. REVIEW OF ADAPTATIONS POLICY

This Agenda Item was moved to the end of the meeting.

5h. NOTES FROM STAFF/MC DEVELOPMENT DAY 16.05.25

The Deputy CEO referred to the paper previously circulated. The May development day focussed on the 50th anniversary and group sessions looked at successes over the last 50 years, what has helped MHA stay connected to the community and lessons we should carry forward/leave behind.

Feedback on the event and MC in attendance was excellent with all saying it was a worthwhile and enjoyable session.

5i. **PRECIS OF BUSINESS MPS BOARD MEETING 20.05.25**

For noting. Several papers were approved at this meeting, MPS Business Plan, Management Accounts for 2024-25, Budget 2025/26 along with the Service Level Agreement 2025/26 and Written Statement of Services.

5j. **PRECIS BUSINESS MAINTENANCE/DEV. SUB-CTMM. 27.05.25**

For noting. The Asset Management Work Plan 2025/26 was approved at this meeting.

5k. **FEEDBACK FROM EVH ANNUAL CONFERENCE 27.05.25**

MC members who attend provided feedback. Overall, this event was interesting and of benefit to those who attended with interesting workshops and speakers and delegates made to feel very welcome. Costs for delegates at the venue was expensive and all feedback will be fed back to EVH.

Discussion took place around MHAs Expenses Policy as it may require a review based on costs experienced at the most recent event. The Deputy CEO will review and feedback.

Noting:

l) Committee Meetings Schedule 2025 – This Agenda Item was moved to the end of the meeting for a confidential discussion
m) Member Organisations Update
n) SHR Compliance Update
o) GDPR, FOI, Complaints & Compliments

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

6a **Rent strategy** – For new build developments, the rents must be set at the Scottish Governments Standard Benchmark, which are more than 10% higher than our current average rents, or funding will not be provided. MHA is currently unable to proceed with the application for funding as it will not be granted. To address this, it was proposed that the revised Rent Setting Policy should state the following.

"The Association reserves the right to charge a higher rent for all new build properties developed from April 2024. Where new developments have been built under the Affordable Housing Supply Programme (AHSP), the rents for the new properties will be set in line with Scottish Government's standard benchmark and rents will be reviewed annually in line with this policy.

A robust discussion took place in relation to ensuring affordability as tenants may see a rise in rent of 10/15%, however, this may be off-set against a decrease in utility bills such as heating

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

6b **Note of Proposed Scatter flats for approval**

It was highlighted that MHA currently owns 45 scatter flats across a number of tenement blocks. Many of these properties present ongoing repair issues due to a lack of engagement and investment from other owners within the blocks. MHA does not hold a majority ownership in these buildings, which limits MHA's ability to apply its standard level of service and carry out essential common repairs. This impacts the quality of service provided to our tenants.

Discussions have taken place with Glasgow City Council regarding the future of these properties. Initial feedback indicates that the Council would be supportive of a proposal to dispose of five scatter flats, on the condition that the capital receipts are reinvested into the purchase of alternative stock.

Glasgow City Council have requested that the capital receipts from these sales be used to acquire recently refurbished properties at 45 Aberfoyle Street, which have been modernised to a high standard

Following discussion, it was agreed that the following properties be approved for disposal, with the funds to be recycled into the purchase of the refurbished units at 45 Aberfoyle Street:

7 Aberfoyle Street Flat 3/2
11 Alexandra Park Street Flat 2/2
23 Marwick Street, flat 0/1
306 Cumbernauld Road, flat 0/1
312 Cumbernauld Road, flat 3/2
420 Cumbernauld Road, flat 2/2

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

6c **Tender Report** – The CEO referred to the paper previously circulated. Following a review of tenders submitted it is recommended that BSL Interiors Ltd are awarded the contract to carry out the works to 7 & 19 Armadale Court. 4.2 These works are required as the flats are currently not fit for purpose and GCC funding allows us to complete major works at a reduced rate to the association.

The above was proposed for approval by Mr A Young, seconded by Mr N Halls and unanimously agreed by the MC.

6d MHA Gala Day was held in June at Alexandra Park. The bad weather meant that turnout was not as hoped, however, it had been a worthwhile event and MHA thanked everyone who attended.

MC passed on their thanks to staff who plan the event and attended on the day.

6e An MHA Volunteer event was held recently and, although a great event, unfortunately there was a very poor turnout. The MC requested that MHA look at how to increase numbers at these events.

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

The Executive Officer left the meeting at this point to allow for a confidential discussion.

Agenda items 5g and 5l were subject to a private and confidential minute which was subsequently circulated to the Management Committee.

7. <u>DATE OF NEXT MEETING</u>
Tuesday, 12 August 2025 at 7pm



Chair
12.08.25