MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 08 APRIL 2025 AT 7PM AT 53 BALLINDALLOCH DRIVE

PRESENT	**IN ATTENDANCE**
Mr A Scott (Chair)	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 M Smith	
Mrs E Conwell	
Mr A Young	

1a. APOLOGIES FOR ABSENCE

Apologies were tendered for Mrs A Jenkins, Mrs J Donachy, Mr N Halls, Ms G Hay and Mrs M Hutchison

The Chair welcomed Mr A Young back to the MC following a leave of absence.

1b. DECLARATIONS OF INTEREST

Agenda Item 5i - staff will leave for this agenda item.
Agenda Item 6.5 – The CEO declared an interest.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

None.

2. ADOPTION OF MINUTES MEETING (11 March 2025)

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

2a. MATTERS ARISING FROM MEETING (11 March 2025)

None.

3. ADOPTION OF MINUTES SPECIAL MEETING (25 MARCH 2025)

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

3a. MATTERS ARISING FROM MEETING (25 MARCH 2025)

None.

4. USE OF SEAL (APPROVAL)

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

The MC were advised an error on the paper and asked for a membership address to be updated. MC were encouraged to see that memberships continues to rise.

5a. GOVERNANCE ISSUES- The CEO REPORT

The CEO referred to the previously circulated report.

Staffing & Operational Update

5a.1 The Director of Finance, Keith Notman announced recently that he will be leaving MHA for a promoted post at the end of April. The CEO and Management Committee thanked Keith for all his work during his time with MHA and wished him well in his next role. Recruitment is now underway to fill this post.

5a.2 MHA regular staff surveys continue to be carried out to monitor levels of engagement across MHA. Staff absences were raised and noted that MHA current absence levels remain high when compared to other Community-Based Housing Associations. Absence Management will be reviewed and reported back to the Management Committee shortly.

5a.3 The role of Assistant Maintenance Officer will be advertised by the end of April.

5a.4 **Financial –** Management Committee continued to receive the monthly management accounts. The financial report for MHA as of 28.02.2025 highlights another strong overall financial position. This positive performance is mainly due to cost savings in office overheads, housing services, and delays in planned maintenance work, although this is expected to catch up in the coming months.

Cash in bank stands at £6.95m, reflecting an increase of £595k from the start of the financial year. The association's net assets total £16.16m, and all lender covenants remain fully compliant.

The Statement of Financial Position shows no significant concerns. Investment in new properties continues, particularly at Haghill Primary School, funded entirely by grants so far. Loan repayments are ongoing, with long-term creditors decreasing accordingly.

All benchmarking and key performance indicators are in line with national averages set by the Scottish Housing Regulator.

5a.5 **Risk Register** – The CEO reported that there were no updates to the risk register since the management committee met last month.

5a.6 The management committee were reminded that there have been several training and briefing sessions, including financial management and a stonework condition update. A briefing session regarding risk management will take place on 15.04.2025.

5a.7 **Wider Role** – MHA will cease to deliver services at the Sports Hub and Bluevale Community Club from 28.04.2025. A member asked about the staff based at these venues, the CEO confirmed that guidance had been sought from MHA Employment advisors regarding staff affected by these changes. It was noted that the CEO is currently discussing the lease arrangements with GCC for both venues.

5a.8 **Estate Management** – MHA Estates Supervisor has been actively working on the grass-cutting program which started last month. MHA is continuing with the program of the hedge removals.

5a.9 **Annual Tenancy Visits** - A total of 1,031 annual tenancy visits have been carried out, which represents 62% of our tenant base. This falls below our current target of 75%. This target has increased been increased for 2025/26 to 100%.

A robust discussion took place around ensuring that the Annual Tenancy Visit takes place. The Management Committee requested visits for the coming year start with those tenants who did not receive a visit in the previous year. These visits are part of tenancy agreements and a key part of the Housing Officer role.

The CEO advised that MHA are reviewing carrying out the Gas Service check, which is a legal requirement, at the same time as the Annual Tenancy Visits.

5a.10 **Capital Projects –** The Director of Asset Management provided an update on the above, including progress on stonework repairs. This report provided an update regarding MHA's approach to managing the necessary stonework repairs following the recent drone surveys on all properties to assess any potential risk and to identify the work required.

Area of immediate concern was identified, and a structural engineer has been appointed to report on these. A Quantity Surveyor has also been instructed to develop a stonemason framework. To help MHA manage the procurement process and issue instructions for the required work more efficiently. A more detailed action plan, setting out how MHA will manage the overall program of works will be presented at the next MC meeting.

5a.11 **Development Update** - Strategic Development Frameworks and Local Development Frameworks is being prepared for submission to Neighbourhoods, Regeneration and Sustainability by 30.04.2025.

The submission will include proposals related to Haghill Primary School (site start summer 2025), feasibility funding for Todd Street urban park, Gatehouse conversion options (and potential MHA acquisition), Armadale Place lockups, and Viewpark Avenue (not currently owned by MHA). It will also include the proposed acquisition of the ex-janitor's house at Garthland Drive, up to four further strategic acquisitions across Dennistoun and Haghill (subject to grant funding and NPV analysis), possible acquisition at 45 Aberfoyle Street, and void repairs at 7 and 19 Armadale Court for Section 5 relets.

5a.12 **Digital Transformation –** The tenant portal has been launched and tenants with an email will automatically be enrolled. The portal will allow tenants to view information regarding their tenancy agreement, check progress regarding repairs and view rent statements.

The repairs workflow is now live, allowing tenants to receive updates via text or email confirming that their repair request has been allocated to a named contractor. Tenants will receive a feedback request once the contractor has completed the job.

The MC was encouraged to hear that MHA now has a portal in place for tenants as well as factored owners.

The CEO highlighted the Spring edition of the Milnbank Messenger which will be distributed digitally as promoted throughout 2024. A member commented on the fitting tribute to the late Cathy McGuire.

The MC asked that staff encourage tenants to provide their email addresses to ensure tenants receive a copy but also that they can take full advantage of the new systems. Concern around tenants who may not be confident with IT was discussed. To help address this, the CEO advised that Rosemount Lifelong Learning will be delivering free IT training in Ballindalloch Hall from 23.4.2025 for MHA tenants. Tenants can visit the office at any time to speak to staff with duty officers based at reception area during working hours.

5a.13 **MHA 50th Anniversary Celebrations -** The revised layout of the community hall is now available to the MC the Teams folder. A rage of monthly events to celebrate the above continue to take place.

5b. <u>FINANCIAL REPORT 31 FEBRUARY 2025</u>

The CEO referred to the previously circulated paper highlighting the Ahead of budget and no significant changes since previous month.
Cash in bank has increased and we are in a strong position.
Void numbers are lower than expected as is availability of homes.

This item was covered in the CEO Update 5a.4

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

The Deputy CEO referred to the paper previously circulated and provided an update on the Action Plan.

5d. <u>SHR ENGAGEMENT LETTER 2025</u>

MHA is liaising with SHR to provide the information required around recent the stonework issues. Stonework falls had also been impacted by the most recent storm. MHA are also working with tenants and GCC to ensure tenant safety. The MC noted the other information required for the SHR and the timeframes for this. MHA remains compliant.

5e. <u>REVIEW OF PROCUREMENT POLICY</u>

The Depute CEO referred to the previously circulated paper. It is acknowledged that the Policy needs a significant refresh to best suit

business needs in terms of expedient and compliant procurement and MHA is currently seeking BTO support to update the policy.

It is important MHA have the most effective policy and strategy in place, ensuring legal requirements are met and ensure good governance. The new Procurement Policy document will be put to MC for approval in June 2025.

This will allow legal consultation to take place and to be reflected within the updated Policy the MC were asked to approve an extension in timescales for updating the Procurement Policy.

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

5e(i) MEDICAL ADAPTION TENDER REPORT

The Deputy CEO referred to the paper previously circulated. The report provided an update to the MC regarding to the tender returns for the stage 3 medical adaptations 2025-26 programme. Following a robust procurement process it is recommended that RS Contractors (Scotland) Ltd are awarded the contract to carry out medical adaptions subject to funding from GCC.

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

5f. REVIEW OF MODEL CODE OF CONDUCT POLICY

The Deputy CEO referred to paper previously circulated and advised MHA follows the SFHA model code. The Code was updated in October 2024 and the MC are asked to approve. Upon approval the MC members and employees will be asked to sign the updated version along with the annual declaration of interest form.

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

5g. REVIEW OF DISCLOSURE OF INFORMATION POLICY

The Deputy CEO referred to paper previously circulated. The Disclosure of Information Policy has now been updated due to reflect new legislation implemented from 1st April. The new legislation required staff carrying out a regulated role to have a PVG. MHA will submit a sample from various roles to ensure which require PVG and roll out across the association as required.

The MC discussed the policy and the importance in ensuring safety and compliance.

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

5h. REVIEW OF WHISTLEBLOWING POLICY

The Deputy CEO referred to the paper previously circulated. During a recent internal audit, it was recommended that a new section be added to the policy covering how MHA would a handle whistleblowing complaint relating to the Chair.

Discussion took place around existing policy and if this addition was required as the policy covered all eventualities. It was highlighted that no other Housing Associations policies highlight this role specifically. However, as this was recommended by MHA's internal auditors it would be included.

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

5i. PRECIS FROM REMUNERATION SUB-COMMITTEE 11.03.25

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

5j. NOTES FROM COMMITTEE FINANCE SESSION 25.03.25

Management Committee found this session informative and helpful in their roles.

5k. PRECIS FROM HEALTH & SAFETY SUB-COMMITTEE 26.03.25

The CEO referred to the paper previously circulated and highlighted Item 3, which is a notifiable event to the SHR. On 20.03.25, the entrance door to the common close of 52 Walter Street fell off its top hinge and struck an MHA tenant who was exiting the close. Bottom hinge was still engaged, and the door did not come off the wall but was hanging at an angle. The report from the door engineer suggests that damage was caused by an object being jammed at the bottom of the door, which has caused the door to bend and consequently snapped the top pivot.

The CEO highlighted that MHA maintenance staff have carried out visual checks of all similar door entry systems and have instructed immediate repairs for two doors. Notices have been placed on all affected properties to advise tenants of the risks associated with doors being jammed open and vandalised. It was noted that a specialist contractor was appointed to complete a full assessment of all similar doors, and the majority have now been carried out, with all expected to be completed by 18.04.25.

Assurance was sought that an ongoing programme of visual inspections will be carried out, alongside a review of procedures to ensure door conditions are regularly monitored. The Chairman highlighted the importance of keeping the Management Committee fully informed of progress related to and ensuring that all agreed-upon actions are followed through. A report will be provided at the next meeting in May.

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5l. PRECIS FROM GOVERNANCE SUB-COMMITTEE 26.03.25

This Agenda Item was moved to the end of the meeting

5m. REPORT ON MAJOR REPLACEMENT PROGRAMME 2025/26

The CEO referred to the paper previously circulate which provided update to the MC regarding the status of major replacement and planned improvement projects for 2025/26.

The tender for the project is due to be released to an open tender process on Friday 11.04.2025 with a return date of 16.05.2025. Allowing for a tender report to be prepared and mobilisation of appointed contractor it is anticipated that the contract will commence in July 2025.

5n. INSURANCE 2025/26 RENEWAL

The CEO referred to the paper previously circulated. The Insurance brokerage services were put out to tender, and AJ Gallagher provided the best value for money during the tender process.

Due to time constraints, the CEO, on behalf of the Management Committee, accepted the proposal which ensure MHA insured values for all the blocks noted above, and resulted in a £54k increase in our insurance cost.

The above was unanimously agreed by the MC.

Noting:

o) Committee Meetings Schedule 2025
p) Member Organisations Update
p) KPI's 2024/25 summary
q) SHR Compliance Update
r) GDPR, FOI, NE, Complaints & Compliments

6. A.O.C.B

6.1 Share's annual conference will take place on 24.04.2025. MHA are pleased to announce that Andrew Honest, Estates Co-ordinator, has been shortlisted for the Rising Star Award. There are still places available for the day conference if any MC member is interested in attending.

6.2 At the request of the Director of Finance, owing to a new Secretary being appointed, the Nationwide Building Society require a signed mandate to approve new contacts to act on behalf of the MC.

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

6.3 The Deputy CEO referred to the Neonatal Policy which was recently received from EVH in line with updated legislation.

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

6.5 Earlier agenda items of Precis of the Remuneration Committee and Precis of the Governance Sub-Committee

5i – Precis of the Remuneration Committee Meeting 11.03.25
The CEO declared an interest for this item. The CEO, Deputy CEO & Executive Officer left the meeting at this point.

5i, Precis of the Remuneration Committee was discussed.
The CEO and the Deputy CEO rejoined the meeting, and the Chair advised that the above precis was unanimously approved by the MC.

5l - Precis of the Governance Sub-committee 26.03.25
The CEO declared in interest for one item of the above. This is a private and confidential minute.

7. <u>DATE OF NEXT MEETING</u>
Tuesday, 6 May 2025 at 7pm



Chair
06.05.25