MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 12 AUGUST 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	Mr J Gourlay (Finance Director
Mrs A Strachan	Mrs P Munro (Executive Officer)
Mrs J Donachy	
Mrs M Hutchison	
Mrs M Smith	
Mr A Young	

1a. APOLOGIES FOR ABSENCE

Apologies were tendered for Mrs A Jenkins, Mr N Halls, Ms G Hay and Mrs E Conwell.

1b. DECLARATIONS OF INTEREST

None.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

Notifiable Events paper on stonework repairs at 11 Bannatyne Avenue uploaded separately for discussion.

2. ADOPTION OF MINUTES MEETING (10 June 2025)

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

2a. MATTERS ARISING FROM MEETING (10 June 2025)

Confidential meeting paper previously circulated. No other matters arising.

3b. ADOPTION OF MINUTES SPECIAL MEETING (30 June 2025)

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

3c. MATTERS ARISING FROM SPECIAL MEETING (30 June 2025)

3c1 **-** The CEO advised discussion continues with Unity Trust Bank. The submitted planning application requires some adjustment prior to sign off. Following updates on the above, the proposal will then be presented to MC.

3c2 – The two short life sub-committees will be discussed later in the agenda.

3c3 – The tender returns required around increased hourly rate for sound services are being raised with the contractor and a Senior Governance & Compliance Officer has been recruited in line with MHA succession plan.

4. USE OF SEAL (APPROVAL)

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

The CEO advised additional membership applications had been received after the papers were produced. Details were provided along with a count adjustment which brings MHA Share membership to 586.

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

5a. GOVERNANCE ISSUES- The CEO REPORT

The CEO referred to the previously circulated report.

5a.1 Staffing & Operational Issues

An update was provided on the new posts, employees who recently left MHA and a few minor other staff updates. It was noted that the vacant Estate Caretaker post will not be re-advertised as the contractors will fill this gap.

The MC appointed Nicola Dillon to carry out work on MHA's Continuing Culture Improvements. This work will include a staff evaluation to gauge progress of the People Strategy. The report will be presented to the Governance Sub-Committee later this month. The members were reminded that the People Strategy is available for review in MC Teams Group.

Regular staff surveys, which include questions around communications, are included in the CEO Updates.

5a.2 **Notifiable Events & Governance**

The Short-Life Governance Sub-Committee recently approved MHA's submission to the Scottish Housing Regulator. The information requested, as part of our Engagement Plan, was the Financial Sensitivity Analysis, identifying key financial risks and mitigation strategies. The 30-Year Financial Projections, including confirmation of covenant compliance and an update on the stoneworks and proposed development at the former primary school. Copies of these documents are available in the MC Teams Group.

5a.3 A paper was uploaded to the MC Teams Group to be discussed later in the agenda. Notifiable Events policy will also be raised for approval.

5a.4 **Annual Tenancy Visits**

To date, 349 visits have taken place, which is below what is required to ensure the target of 100% is achieved. Work is ongoing to identify what measures can be taken to encourage feedback from tenants when arranging visits.

A robust discussion took place around increasing ATVs as this forms part of the Tenancy Agreement and each tenant requires an annual visit. The MC again raised the possibility of piggybacking on gas safety checks and stock condition surveys to help cut down the expectation for tenants to be at home. The Housing Officers need to be out in the community. The MC requested further details on tenants who formed part of the 349 and how many of those received a visit last year. The CEO advised this would be discussed at Leadership and an update provided at the next MC meeting.

5a.6 **Wider Role Update**

As previously noted, dilapidations will be required for the Bluevale Community Hall and the Bike Hub. MHA surveyors, DM Halls, received the initial dilapidations with an estimated cost of circa £127k. DM Hall is currently reviewing MHA liability with an expected reduction in cost.

Taking into consideration the liability that will be due to Glasgow Life for both facilities the MC revisited whether it is feasible for MHA to provide the proposed grant support to Bluevale Community Club.

Discussion took place around proving these facilities and the costs to MHA in ending both leases. The MC were of the view that MHA are no longer able to provide grant support considering dilapidation costs.

The above was unanimously agreed by the MC.

5a.7 **Development & Capital Projects**
A detailed development update report, which provides current activity, grant funding delays, and the status of the Haghill Primary School project, was previously circulated.

MHA is still awaiting Grant Planning Target for 2025/26 from NRS. This delay affects progress on new developments and potential acquisitions, including Todd Street, Viewpark Avenue, and Cardross Street.

The Haghill Primary School tender submission has been made to NRS, with J R Group named as the preferred contractor. NRS has requested potential Value Engineering adjustments, and MHA is working with the contractor to agree on cost reductions without compromising long-term quality. Due diligence on the contractor is ongoing.

Planning consent for the project remains outstanding despite continued follow-up. The Stage 2 Building Warrant has been granted, and preparations are underway to appoint a Clerk of Works. Seventy Community Benefit points will be secured from the development. MC will discuss these benefits at the next meeting.

5a.8 **Capital Projects**
The above will be covered later in the agenda and will look at spend etc on projects. A surveyor will be reviewing Armadale back courts to look at costs to improve the area. The Cardross Street Project has identified that windows installed at time of refurbishment now need replaced. New windows will have a 30-year guarantee.

5a.9 **Estates management**
The Estates Supervisor has been monitoring progress on the grass cutting and close cleaning and bulk uplift programmes and has confirmed that the agreed schedule is being achieved. We continue to encourage owners and tenants to provide feedback to support ongoing performance monitoring and service improvement.

5a.10 A monthly report on MHA ARC figures is available within the Teams folder. Scottish Housing Network have been invited to carry out an audit, with the results being reported to the MC in the coming months.

5a.11 Reminder of Mercure Hotel 50th Anniversary event taking place later this month.

5b. <u>FINANCIAL REPORT 30.06.25</u>
The Director of Finance referred to the paper previously circulated highlighting the points raised in the executive summary. Financial performance as of 30.06.25 is significantly ahead of budget, however, this is due to delays in planned maintenance and is expected to level off in future months. Cyclical maintenance is below budget by £30.8k with net assets totalling £16.436m as of 30 June 2025. Covenants are fully

compliant with all lender's conditions and there are no governance issues arising in the month.

5c. HEALTH & SAFETY AND RISK UPDATE

The Deputy CEO referred to the paper previously circulated and advised that EVH will release the most up to date Employer H&S manual in September. This version will be updated by MHA and presented to MC in due course. The Landlord Facilities Health, Safety & Welfare Management System Landlord manual is available on MHA's website. A series of training is planned for Legionella Awareness and Management and Risk Assessment in Practice.

5c.1 **Risk Management**

The Risk Audit Register is reviewed and updated monthly by the leadership team. It was highlighted that a separate narrative on Stonework and Tenant safety has been added. A report will be presented to the Audit & Risk Sub-Committee.

5d. NOTIFIABLE EVENTS UPDATE

The Deputy CEO referred to the paper previously circulated which provides a detailed summary on notifiable events and action taken for 2025/26.

As mentioned at the start of the meeting by the CEO, the members were advised that a new Notifiable Event (NE) was raised in July when a tenant advised that loose material had been found around the pavement area adjacent to their property at 11 Bannatyne Avenue. An inspection was undertaken immediately with a make safe and a repair carried out that same week.

The MC were informed that there had been a delay in identifying this NE to the Director of Asset as the employee dealing with the repair was a new start and was unaware that this was classed as a NE. The MC are aware that the SHR guidance is that they are informed of a NE immediately. It should be noted that the CEO duly uploaded the NE onto the SHR portal as soon as he was advised of it.

As is standard MHA practice, whenever an incident or working practice that needs reviewing, it is addressed immediately as a "lessons learned". NE refresher training has been arranged for early next week for the factoring and maintenance staff followed shortly by training for the remaining staff.

The Chairman requested that a progress update on the proposed training requirements within the draft Notifiable Events Policy be presented at the next meeting.

5e. STONEWORK UPDATE

The CEO referred to the paper previously circulated. The report provides an update for the MC regarding stonework monitoring and improvement programme together with an update for repairs to common metal doors. A framework is in place for MHA to manage this and work is now starting to be instructed.

All necessary repair works to properties with metal common doors is now complete. The Clerk of Works has carried out post completion inspections and identified one door with defects that requires to be rectified by the Contractor imminently. Ongoing monthly inspections of all metal doors to

monitor the condition and ensure the doors are kept in a secure and closed position is being carried out. Costs are currently being collated to identify the true expenditure on repairs, and this will be reported to the MC in subsequent update reports.

A member asked why the mental door are failing. The CEO highlighted that jamming these doors in an open position is leading to faults. Tenants have been advised to ensure doors are always closed, this is being monitored.

5f. **FORMAT OF FUTURE COMMITTEE MEETINGS**

The Deputy CEO referred to the paper previously circulated with the aim of reducing the number of meetings held and the burden on MC members. The proposal was that we no longer continue with the current Housing/Wider Role and Maintenance/Development Sub-Committees and the business items from them are reported to the MC. Moving forward all activities will be via the MC monthly meeting with Governance and Health & Safety Sub-Committee meeting quarterly. The Audit & Risk and MPS to meet three times per year. Bitesize briefing sessions continue as these assist with training and learning.

The CEO, Deputy CEO and the Director of Finance will attend the monthly MC meetings. The Senior Governance & Compliance Officer will attend in the minute taker capacity. The other line managers will attend as required.

Mrs M Smith volunteered to join the MPS board.

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

5g. **AGM ARRANGEMENTS**

The Deputy CEO referred to the paper previously circulated. The report provided details of arrangements around the AGM and highlighted, in terms of the Rules, the MC members due to stand for re-election. Mrs E Conway and Mr N Halls advised that they will not be standing for re-election. Ms G O'Hara must stand for re-election as she is currently a co-opted member. Ms G O'Hara has confirmed that she intends to stand for election to the MC

From the four possible members, the two names drawn were Mrs M Hutchison and Mrs M Smith. Due to the length serving as a committee member, Mrs M Hutchison is required to produce a statement evidencing why she should remain aa a MC member.

As part of MHA's ongoing "How we Work" programme, the Deputy CEO has met with three potential tenants who have expressed an interest in considering whether they would like to become more involved in MHA. In view of this, the MC are asked to approve that the three tenants are invited to observe at the September 2025 MC meeting. The above was unanimously agreed by the MC.

The MC expressed their gratitude to Mr N Halls and Mrs E Conway for their valued services to the MC over the past years. Both members were wished all the very best for the future.

5h. **Review Equality, Diversity & Human Rights Policy**

The Deputy CEO referred to the paper previously circulated proposing that the review of the policy is under the remit of the new Senior Governance &

Compliance Officer with the updated policy being presented to MC in October.

The above was unanimously agreed by the MC.

5i. Notifiable Events Policy

The CEO referred to the Policy previously circulated which follows a recommendation made by the Short-Life Governance Sub-Committee, when discussing the Scottish Housing Regulator's recent engagement plan. The CEO highlighted the key points within the policy.

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

5j. Review of Expenses Policy

The Deputy CEO presented the Policy that was previously circulated. The Expenses Policy was reviewed in March 2025, however, following feedback from attendance at a recent weekend conference event the MC requested the overnight allowance be revisited. The paper was based on the principle that voluntary MC members should never be out of pocket when representing MHA at any event.

Following discussion, the MC agreed to update the policy with the following clause. "*Occasionally, other reasonable expense incurred by MC members not covered in this policy may be refunded by MHA. Each case will be considered on its own merits without setting any precedent for the future. All expenses claimed must be submitted using MHA standard form and accompanied by receipts".*

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

5k. SHR Regulatory Standards of Governance & Financial Management

The Deputy CEO referred to the paper previously circulated which proposed that the current format of evidencing compliance is reviewed to incorporate and expand using the SFHA toolkit for maintaining strong governance and meeting regulatory standards (April 2024). This will be a key task for the Senior Governance & Compliance Officer.

The above was unanimously agreed by the MC.

5l) Notes from MC Training Employer H&S 17.06.25

This training session focused on the responsibilities of the MC in their governing role as employer. The MC members noted the above.

5m. Precis Business H&S Sub-Committee 23.06.25

The business discussed at the above followed the standard agreed EVH control manuals. The MC members noted the above

5n. EVH Employers H&S Manual

The Deputy CEO referred to the paper previously circulated and advised the Director of Asset is currently reviewing the document which relates to staff H&S. On completion of the review an audit will be carried out by as part of agreement with EVH. It is proposed that this will take place in September/October to allow feedback to be received, and an action plan developed to address findings from the audit. This paper will be presented to the November Health and Safety Sub-Committee.

5o. Precis of Business Housing & Wider Role Sub-Committee 24.06.25
Noted. There will be no meeting of wider role Sub-Committee in November due to meeting schedule changes.

Proposal raised to extend the meeting past 9pm. The above was proposed for approval by Mr A Young, seconded by Mrs R Tinney and unanimously agreed by the MC.

5p. Notes Short Life Governance Sub-Committee Meeting 11 & 17.07.25
Mr J O'Donnell referred to the notes circulated (which were also uploaded to the committee portal) of the above meetings and provided a summary overview of the business items raised. No queries were raised from the report with the MC unanimously agreeing to the contents.

5q. Notes of Management Committee Rent strategy update 05.08.25
The MC commented that this session was very positive and that they are pleased with how MHA's rent charges are moving in the right direction.

Noting:

r) Committee Meetings Schedule 2025
s) Member Organisations Update
t) KPI & PI 2025/26 Update
u) GWSF Re-Gen Conference 20.06.25 feedback – The two MC members who attended the above provided feedback that, overall, this was a good event to attend and worthwhile as it focused on community led housing.
v) SHR Compliance Update
w) GDPR, FOI, Complaints & Compliments

6. A.O.C.B
As part of the 50th anniversary celebrations a monthly Golden Ticket will be drawn. At the meeting, the winner, a tenant from Ballindalloch Drive was randomly selected and will be notified.

At this point of the meeting the Director of Finance and the Executive Officer left the meeting to allow for a confidential discussion.

7. DATE OF NEXT MEETING
Tuesday, 09 September 2025 at 7pm



Chair
09/09/25