



**Minutes of Management Committee Meeting  
Held on Tuesday, 1<sup>st</sup> March 2022 at 6.30pm  
At 10 Field Road & by Zoom**

**Present:**

Cllr Lawrence O'Neill	Steven McCabe
Lynsey Chrystal	Hilary Edgar
Ross Campbell Anderson	Katie Devaney
Rhona Polak	Billy Stevenson

**In Attendance:**

Erica Davidson	CEO
Joe Wilson	Property Services Manager
Sandra McPhee	Corporate Services / Compliance Officer

<b>1.</b>	<p><b>Apologies</b></p> <p>The following members gave their apologies</p> <ul style="list-style-type: none"> <li>- Yvonne McDonald</li> </ul>
<b>2.</b>	<p><b>Declaration of Interests</b></p> <p>There were no declarations of interest.</p>
<b>3.</b>	<p><b>Correspondence</b></p> <p><i>3.1 Committee Member Resignation</i></p> <p>Erica advised Committee that a member has tendered their resignation from Committee on 19<sup>th</sup> February 2022. Committee accepted the resignation and wishes them the best for the future.</p> <p>Erica will organise flowers as a thank you for service on Committee.</p>

	<p><i>3.2 Scottish Housing Regulator – ARC Changes for EESSH</i></p> <p>Letter received from the SHR regarding updates with the Annual Return on the Charter for EESSH indicators.</p> <p><i>3.3 West Dunbartonshire Council – Representative</i></p> <p>Erica advised correspondence received from WDC for confirmation if we wish to have a Council representative on our Committee.</p> <p>Following discussion it was agreed no representative required.</p>
4.	<p><b>Minutes of Management Committee of 1<sup>st</sup> February 2022</b></p> <p>One amendment to spelling of Committee member name to change to Polak from Polack.</p> <p>The minutes were proposed by Billy Stevenson and seconded by Cllr Lawrence O'Neill</p>
5.	<p><b>Minutes of Sub Committee Meetings</b></p> <p>5.1 Housing Management Sub Committee Meeting 22 February 2022  5.2 Minutes of Audit Sub Committee Meeting 22 February 2022  5.3 Minutes of Finance Sub Committee Meeting 22 February 2022</p> <p>Minutes presented for information only.</p> <p>Erica advised Committee that a new folder has been created on Admin Control for Committee only were the papers and minutes for the Employment Sub Committee will be posted due to the confidential business discussed at the meetings.</p>
6.	<p><b>CEO Report</b></p> <p>Erica presented her report and highlighted the following</p> <ul style="list-style-type: none"> <li>- the sale of 33 Hillend Crescent is due to be concluded this week with missives being signed</li> <li>- Committee and Staff Strategy Day has been confirmed for Friday, 20<sup>th</sup> May and will take place at Auchentoshan Centre</li> <li>- Management Team will be meeting on 9<sup>th</sup> March to have preliminary discussions on the Business plan for the forthcoming year</li> <li>- The new apprentice will be starting on Monday 7<sup>th</sup> March and will be primarily based within the Repairs team</li> <li>- Meeting being arranged with Changeworks with regards to EESSH2 and Zero Carbon Emissions surveys.</li> </ul>
6.1	<p><b>Committee Attendance</b></p>

	Attendance register presented for information.
7.	<p><b>Corporate Services Report</b></p> <p>Sandra presented a report on wider role projects and other corporate work and highlighted the following</p> <ul style="list-style-type: none"> <li>- Leamy Foundation / Flourishing Faifley – following on from the success of the funding for the Secret Garden work by the Leamy Foundation, a new community group has been set up as a permanent fixture and are now fully constituted and looking to secure funding for an employed staff member and future projects for the garden and the wider community</li> <li>- Meeting held 1<sup>st</sup> March with Community Links and other partner organisations to resurrect the funding application for the Rock Art Project and associated works.</li> <li>- As at 21<sup>st</sup> February we distributed £54,180 worth of emergency fuel vouchers to the tenants of Knowes HA who are struggling with the rising costs of gas and electricity.</li> <li>- The Resident Satisfaction survey is almost complete and will be looking to present the final report at the Staff and Committee strategy day on 20<sup>th</sup> May.</li> </ul>
8.	<p><b>New Share Members</b></p> <p>No new share applications received.</p>
9.	<p><b>Health &amp; Safety</b></p> <p>Sandra provided an updated on the latest work within Health &amp; Safety in the office and provided an updated workplan for the actions required from the Audit carried out in January.</p>
10.	<p><b>Property Services Report</b></p> <p>Joe presented his report and advised of following</p> <ul style="list-style-type: none"> <li>- The Fire safety compliance work is now fully complete with 5 forced accesses required</li> <li>- The kitchen replacement programme – City Building have re-measured all kitchen to be done and orders have been placed for the materials. The work is schedule to resume 19<sup>th</sup> April 2022.</li> <li>- Stock condition survey is progressing well with 240 surveys completed to date. Once surveys are complete 30% of our stock will have been surveyed.</li> <li>- Addresses to be passed over to the QS for the Bathroom Replacement programme and then tender will be issued.</li> </ul>

	<ul style="list-style-type: none"> <li>- Draft plans received from the architect for the backcourt improvements pilot project and these will be put out to consultation with the residents in the two identified closes</li> <li>- Landscape maintenance contract is going well</li> <li>- Re-active repairs backlog has increased due to the number of voids received with extensive works required which has had an impacted on re-active repairs. A meeting with McGills has been arranged to discuss the delays and monitoring of the work</li> <li>- Gas servicing and maintenance work remains on track</li> </ul> <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> <li>• How many re-active repairs are currently outstanding? Joe advised that due to the problems with the voids this has increased to 250.</li> </ul>
10.1	<p><b>New Build Development - Update</b></p> <p>Joe provided Committee with an update and highlighted the following</p> <ul style="list-style-type: none"> <li>- Still waiting on feedback from WDC on the amended plans, however we now have a dedicated Planning Officer who will be working on our project</li> <li>- Ecology and Bat Survey has been completed and looks like bats are possibly nesting in the building on the site which could delay work for the build as would need to wait until the breeding season has passed.</li> <li>- Japanese knotwood has been identified on the site and a specialized contractor will be needed to remove</li> <li>- Intrusive asbestos survey of the old building is required, but we will approach WDC first to see if they will arrange for this to be carried out.</li> </ul> <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> <li>• Who is responsible for the removal of the Japanese knotwood? Joe advised that this would be something we would need to organize.</li> </ul>
11.	<p><b>Policies for Approval</b></p> <p>Sandra and Erica provided a review of the policies and changes within each and introduction of two new policies for the organisation.</p> <p><i>a) Menopause Policy</i></p> <p>Sandra advised Committee this is a new policy for the Association and will form part of the Associations Health &amp; Wellbeing Strategy.</p> <p>Policy was proposed by Cllr Lawrence O'Neill and seconded by Billy Stevenson.</p>

	<p><i>b) Customer Engagement Strategy</i></p> <p>Sandra advised that a number of changes have been made to the strategy due to the changing in working practices and what has been happening due to Covid.</p> <p>Policy was proposed by Hilary Edgar and seconded by Lynsey Chrystal.</p> <p><i>c) Entitlement, Payments and Benefits</i></p> <p>Changes have been made to the policy to update Director to CEO, change the gift allowance to £50 and also to include the contractors list which was not included previously</p> <p>Committee suggested that the Gifts received in Kind should also be increased to £50.</p> <p>Policy was proposed pending the above change by Rhona Polak and seconded by Lynsey Chrystal.</p> <p><i>d) Grievance Policy</i></p> <p>New policy for the organisation which is based on the template from EVH and areas which are incorporated within the staff Terms &amp; Conditions of Employment</p> <p>Policy was proposed by Ross Anderson Campbell and seconded by Hilary Edgar.</p>
12.	<p><b>EVH Report</b></p> <p>For information.</p>
13.	<p><b>Notifiable Event – Confidential Item</b></p>
14.	<p><b>A.O.C.B.</b></p> <p>No other business raised.</p>
15.	<p><b>Date of Next Meeting</b></p> <p>Tuesday, 5<sup>th</sup> April 2022 at 6.30 p.m. in Knowes HA office at 10 Field Road.</p>