



**Minutes of Management Committee Meeting
Held on Tuesday, 24 May 2022 at 6.30pm
At 10 Field Road**

Present: Yvonne McDonald Katie Devaney
Lynsey Chrystal Rhona Polak
Hilary Edgar Billy Stevenson
Ross Campbell Anderson

In Attendance:

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

1.	Apologies The following members gave their apologies Steven McCabe Lawrence O'Neill
2.	Declaration of Interests Billy Stevenson declared an interest in item 3 – Correspondence – Donation request from Faifley Church Upcycling Project.
3.	Correspondence Erica advised that a request has been received from the Upcycling Project at Faifley Church for a donation towards their Jubilee celebrations on the 5 th June 2022. Following discuss the Committee agreed that the Association would donate £200.

	<p>This was proposed by Lynsey Chrystal and seconded by Rhona Polak.</p>
4.	<p>Minutes of Management Committee of 5 April 2022</p> <p>There were no amendments to the previous minutes.</p> <p>Rhona asked if the policy was checked with regards to Changeworks being appointed to carrying out the work for EESSH 2 and Net Zero? Erica advised the policy has been checked and no issues with the appointment.</p> <p>The minutes were proposed by Billy Stevenson and seconded by Yvonne McDonald.</p>
5.	<p>Minutes of Sub Committee Meetings</p> <p>5.1 Housing Management Sub Committee Meeting 26 April 2022 5.2 Finance Sub Committee Meeting 26 April 2022</p> <p>Minutes presented for information only.</p>
6.	<p>CEO Report</p> <p>Erica presented her report and highlighted the following</p> <ul style="list-style-type: none"> - Sale for 33 Hillend Crescent did not proceed and it is now back on the market - Purchase of 1b Craighaw Street has now been concluded bring our housing stock to 1048 (not including 33 Hillend Crescent) - Information received from the Energy Savings Trust will be used for the surveys for EESSH2 and Net Carbon Zero - The Housing Office post is currently out on advert with a closing date of 30th May 2022 - In 2023 the Association will be celebrating 25 years. We will be looking to organise events for the community during the year, so any ideas will be welcome. <p>Committee gave some suggestions for the celebrations which included Community Fund for maybe garden equipment and plants and community awards.</p>
6.1	<p>Committee Attendance</p> <p>Attendance register presented for information.</p>

7.	<p>Corporate Services Report</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"> - More funding should be available shortly for fuel vouchers. Waiting on confirmation from HACT when this will be available. - Final report for the Community Recovery Fund was submitted with a small underspend. - Customer working group had their first meeting looking at the customer satisfaction survey. Some of the suggestions the group came up with were similar to what the staff and committee discussed at the away day. - Easter toy packs were organised by Nikki Quinn, Housing Officer through the Recycle Room which were greatly received by the tenants - The Health and Wellbeing group have had their first meeting, and the first stage is creating and issuing a survey staff on their feelings and sessions they would like to see organised.
8.	<p>New Share Members</p> <p>No new share applications received.</p>
9.	<p>Health & Safety</p> <p>Sandra provided an updated on the latest work within Health & Safety in the office and provided an updated workplan for the actions required from the Audit carried out in January.</p>
10	<p>Quarterly KPI Report – January to March 2022</p> <p>Erica presented the report for quarter 4 for each of the departments. The information discussed is also contained within the Annual Return on the Charter.</p> <p>Rhona queried the figure shown for the number of abandoned properties in the year. Should this not be higher? Erica advised that she would check the figure with Martin.</p>
11.	<p>Annual Return on the Charter 2021-22</p> <p>Erica presented the draft Annual Return on the Charter for approval by Committee for submission to the Regulator.</p> <p>Joe advised Committee on the information that was being submitted for the SHQS and EESH indicators explaining that several properties were in abeyance having failed the electrical testing being carried out by the Valley group, however arrangements are in place for return visits to carry out</p>

	<p>remedial repairs and there is a cyclical programme in place now to catch all of those properties who have not yet been through their electrical tests.</p> <p>For the smoke and heat detectors it was discovered that there was 26 properties that still required the detectors to be fitted. Of the 26 12 remain outstanding with forced accesses scheduled to take place first week in June if access not given.</p> <p>Page 26 of the report provides information for the Regulator on the reasons for the figures being reported.</p> <p>Hilary asked if the Regulator ever makes contact to question the information submitted? Erica advised that the Regulator contacts organisations for further information and clarification on the data submitted.</p> <p>The draft Annual Return on the Charter was proposed by Yvonne McDonald and seconded by Katie Devaney for submission to the Regulator.</p>
12.	<p>Business Plan – Objectives 2022-23</p> <p>Following on from the successful staff and committee away day, Erica presented the Short-Term Objectives for 2022-23 and the Long-Term Objectives for 2022-25.</p> <p>Erica advised that the objectives are not listed in priority order.</p> <p>The new objectives were proposed by Billy Stevenson and seconded by Lynsey Chrystal.</p>
13.	<p>Property Services Report</p> <p>Joe presented the update reports and highlighted the following</p> <ul style="list-style-type: none"> - The current kitchen programme is progressing well with a tender being issued shortly for the 2021-22 and 2022-23 kitchen renewal programme and will look at these working on a phased installation basis - A consultant will be appointed in June to survey and provide specifications for the Whitehill Crescent balconies - Joint tender will be issued for the two bathroom replacement programmes with one to commence in September 2022 and the second in January 2023 - Consultation exercise will commence shortly with the tenants in Langfaulds Crescent and Faifley Road properties for the backcourt improvements pilots. - A consultant will be appointed shortly to survey and provide specifications for external wall insulation with an anticipated start of October 2022.

	<ul style="list-style-type: none"> - Documents are currently with the QS for the 5-year Painting Contract and is expected to go to tender in June 2022 with an anticipated start date of September 2022. - Landscape maintenance is continuing with good work being done and positive responses being received. - Reactive repairs Contract tender will go out in June/July 2022 and will have flexibility built in for work requirements - Bid of £40k has been submitted to the Scottish Government for Disabled Adaptations. Waiting on response.
13.1	<p>New Build Development - Update</p> <p>Joe provided Committee with an update and advised that the last project meeting was held on the 3 May 2022 and the Architects have provided the drawings to the QS to prepare cost plan for the development. There has been a delay with the submission of the Planning Application, which will now be submitted mid-June.</p> <p>Joe presented the Committee with the draft architect drawings for the development showing the proposed layout of the site as well as property design and elevation plans.</p> <p>Following discuss on the designs and garden layouts for the 4-in-a-block properties, Joe will check with the architects regarding the type of gutter systems that will be used and garden arrangements for the 4-in-a-block properties.</p> <p>Joe confirmed that we will be looking to make the new development as sustainable and energy efficient as possible.</p>
14	<p>Policies for Approval</p> <p>No policies presented at Committee.</p>
15	<p>EVH Report</p> <p>For information.</p>
16	<p>Notifiable Events</p> <p>Erica presented the committee with the report following the TIAA audit on our recruitment processes.</p> <p>The report gave 'reasonable assurance with 5 action points – 3 important, 1 routine and 1 operational.</p> <p>Erica will issue the report to the Regulator on their Portal.</p> <p>The report was proposed by Hilary Edgar and seconded by Katie Devaney.</p>

17	A.O.C.B. There was no other business.
18	Date of Next Meeting Tuesday, 5 th July 2022 at 6.30 p.m. in Knowes HA office at 10 Field Road.