



**Minutes of Management Committee Meeting
Held on Tuesday, 5th April 2022 at 6.30pm
At 10 Field Road & by Zoom**

Present: Steven McCabe Cllr Lawrence O'Neill
 Katie Devaney Yvonne McDonald
 Rhona Polak Billy Stevenson
 Ross Campbell Anderson Hilary Edgar

In Attendance:

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

1.	<p>Apologies</p> <p>The following members gave their apologies</p> <ul style="list-style-type: none"> - Lynsey Chrystal
2.	<p>Declaration of Interests</p> <p>The staff in attendance declared an interest in Agenda Item 13 – Ballot 2022 – Payroll Proposal 2022-23.</p>
3.	<p>Correspondence</p> <p>Erica presented a letter received from WDC regarding the crisis in Ukraine. They are looking for the Association to confirm how many properties we could make available for housing people from Ukraine.</p> <p>Following discussion it was agreed that we would advise WDC that we are happy to accept referrals through the homeless application route for rehousing or as other local authorities/RSLs are doing we would be prepared to lease two properties on a six month to 12 month basis to the</p>

	<p>Council and offer a SST agreement to the occupants after 6 months if they wished to stay in the area.</p>
4.	<p>Minutes of Management Committee of 1st March 2022</p> <p>There were no amendments or matters arising from the previous Minutes.</p> <p>The minutes were proposed by Billy Stevenson and seconded by Ross Campbell Anderson.</p>
5.	<p>Minutes of Sub Committee Meetings</p> <p>5.1 Housing Management Sub Committee Meeting 29 March 2022</p> <p>Minutes presented for information only.</p>
6.	<p>CEO Report</p> <p>Erica presented her report and advised Committee of the sad news of Thomas passing at the weekend. Erica advised Committee that staff were in the process of collecting money to buy Thomas a gift but the money will now be donated to the Hospice who cared for Thomas. Erica asked if the Committee would approve for the Association to make a donation to match the staff collection. Committee agreed that the Association would top up the donation to £500.</p> <p>Other information provided included</p> <ul style="list-style-type: none"> - The draft report has been received following the completion of the Customer Satisfaction survey. This will be discussed in further detail at the Committee and Staff away day on 20 May. - IIP Assessment has been completed and we are awaiting the final report - A new group has been sent up for Senior Officers in neighbouring RSLs to discuss local issues - We now have 202 customers signed up to the Customer Portal - Refresher training on Data Protection was carried out by RGDP for all staff - Internal Audit for Recruitment commenced on 1st April and no issues have been raised of significance. Awaiting final report. <p>Property Analysis ESSH2 – Appointment of Changeworks</p> <p>Erica advised Committee that a meeting was held recently with Changeworks to look at carrying out a survey and analysis of our properties to report on the current levels of energy efficiency of our stock and the costs to bring up to the required ESSH2 standard by 2032.</p>

	<p>The costs received for Changeworks to carry out the work is £11,925, however the Association will apply for a grant from the Social Housing Net Zero Heat Fund that will cover up to 50% of this cost. Erica also advised that as this is specialised work there are very few consultants who would be able to carry out this type of work, Changeworks are a partner organization of the Scottish Federation of Housing Associations and have carried out similar surveys for a number of other RSLs and therefore, in this instance it is recommended that we award this work to Changeworks.</p> <p>Discussion took place on whether this appointment is in line with our Procurement Policy. Erica advised that she will check policy to ensure that for specialised work of this nature we do not require further quotes.</p> <p>Pending the checks within the policy the appointment of Changeworks to carry out the energy efficiency survey for Knowes was proposed by Hilary Edgar and seconded by Yvonne McDonald.</p> <p>Post meeting note; Erica has checked the procurement strategy for Knowes and the updated strategy does not prohibit the award of specialist consultancy work of this nature and value.</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"> - <i>Flourishing Faifley Committee</i> – work continuing within the secret. Good progress has been made. - <i>Cochno Stones</i> – Walkabout at Auchnacraig Woods took place on 23rd March followed by a meeting to discuss next steps and possible future funding - <i>Fuel Vouchers</i> – we are continuing to issue vouchers to tenants £63,980 worth of fuel vouchers to our tenants as at the 24th March 2022. - <i>CAB</i> – Community Links have confirmed that CAB are looking and applying for other funding so all being well this service will be able to continue beyond the 31st March. - <i>Resident Satisfaction Survey</i> – The survey field work has now been completed and a report and presentation were given to the Senior Management Team and Sandra 31st March to review the results of the survey. - <i>Customer Working Group</i> (formerly Scrutiny Panel) – first meeting was held on 22nd March with 2 tenants attended with one apology. Sandra

	<p>gave a short presentation on the purpose of the group and we looked at schedule of meetings and topics to review. The first topics will be the Association Business of Objections for the coming year and scrutiny of the results of the Satisfaction Survey. This will be discussed at the meeting on 21st April 2022 with a report provided on the outcomes of the discussion.</p> <ul style="list-style-type: none"> - <i>Staff Health & Wellbeing Group</i> – group has been set up to discuss and work towards the Health and Wellbeing Strategy for the organisation. First stage is to prepare and issue a staff survey with the results feeding into the strategy. <p>Complaints Report – Quarter 4 – January to March 2022</p> <p>Sandra presented the quarterly complaints report and advised that 15 complaints were received for the period with two complaints responded to outwith with one complaint remaining outstanding but within timescale.</p> <p>For future reports, Committee has asked if we can provide outcomes of complaints e.g. complaint upheld.</p>
8.	<p>New Share Members</p> <p>No new share applications received.</p> <p>Email has been sent to all staff asking that if speaking with customers to promote membership of the Association.</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>Property Services Report</p> <p>Joe presented his report and advised of following</p> <ul style="list-style-type: none"> - City Building has provided a new programme received for the kitchen installations which will re-commence on 19th April - Tender for the next kitchen programme will be issued so the new programme will commence once the current kitchen programme ends. - Costs for the backcourt improvement pilots have been received. The costs for one of the pilot properties is a lot higher than expected. Another address has been identified which should be of similar costs to the Failley Road address. - Landscaping programme for the year has commenced with the first cut now complete

	<ul style="list-style-type: none"> - There are currently 250 reactive repairs outstanding. Meetings have been held with the contractor to discuss performance for the reactive repairs work. - Increase in the costs from McGills' has been received which our QS is currently reviewing. Average increase may be 25% - Will shortly be submitting claim for the disabled adaptation funding from the Scottish Government. <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> • When the next phase of the kitchen programme goes out to tender would there be an opportunity to include boiler replacement at the same time? Joe advised that he will look into this as an option.
10.1	<p>New Build Development - Update</p> <p>Joe provided Committee with an update and highlighted the following</p> <ul style="list-style-type: none"> - Design is going well, however no response from WDC planning department on what has already been submitted. - The design team are continuing to work on the plans and will submit them once complete. - Aiming to submit the planning application by 23rd May. - Draft plans and drawings will be made available for Committee at the next meeting - Bat surveys will be done in June and then the second one in September. - WDC will not carry out the asbestos survey for the building on site. - For the development, we will be using a novated design and build programme. The current design team will transfer over to the contractor once appointed for the build.
11.	<p>Policies for Approval</p> <p>Sandra presented two new policies for the organisation.</p> <p><i>a) Disciplinary Policy</i></p> <p>Sandra advised Committee this is a new policy for the Association and the EVH template policy has been used.</p> <p>Minor wording amendments to be done.</p> <p>Policy was proposed by Rhona Polak and seconded by Billy Stevenson.</p> <p><i>b) Disciplinary Policy – Less than 2 years' Service</i></p>

	<p>Sandra advised Committee this is a new policy for the Association and the EVH template policy has been used.</p> <p>Policy was proposed by Rhona Polak and seconded by Billy Stevenson.</p>
12.	<p>EVH Report</p> <p>For information.</p> <p>Ballot 2022 – Pay Proposal 2022-23</p> <p>Erica presented the letter and ballot received from EVH for the Pay Proposal 2022-23.</p> <p>The proposed increase has been negotiated with Unite Union who will be going out to ballot with their members. EVH are looking for approval from its members.</p> <p>Following discussion, the proposal of 4.1% increase was proposed by Billy Stevenson and seconded by Hilary Edgar.</p> <p>Erica will complete and return the correspondence to EVH.</p>
13.	<p>Notifiable Events</p> <p>Erica advised that once the Recruitment Audit report has been received she will send to the SHR via the Portal. The Management Committee will also receive the copy of the report.</p> <p>There are no further notifiable events at present</p>
14.	<p>A.O.C.B.</p> <p>No other business raised.</p>
15.	<p>Date of Next Meeting</p> <p>Tuesday, 24th May 2022 at 6.30 p.m. in Knowes HA office at 10 Field Road.</p> <p>Sub-Committees – 31st May 2022 from 6.30 p.m. on Zoom</p> <p>Committee and Staff Away day – 20th May 2022 – all day at Auchentoshan Distillery.</p>