



**Minutes of Management Committee Meeting
Held on Tuesday, 5 July 2022 at 6.30pm
At 10 Field Road**

Present:

Steven McCabe Rhona Polak
Hilary Edgar Billy Stevenson
Ross Campbell Anderson
Yvonne McDonald
Katie Devaney

In Attendance:

Erica Davidson CEO
Joe Wilson Property Services Manager
Ethan Hart Property services modern apprentice

1.	Apologies The following members gave their apologies Lawrence O'Neill Lynsey Chrystal
2.	Declaration of Interests No declaration of interests
3.	Correspondence No Correspondence updates
4.	Minutes of Management Committee of 24 May 2022

4.1	<p>Minutes of Management committee meeting 24 May 2022 Minutes additional management committee meeting 31052022 There were no amendments to the previous committee minutes.</p> <p>The minutes of the previous committee meeting were proposed by Yvonne McDonald and seconded by Katie Devaney</p> <p>There were no amendments to the previous additional committee minutes.</p> <p>The additional committee minutes were proposed by Yvonne McDonald and seconded by Billy Stevenson</p> <p>Minutes of strategy away day 20th May 2022</p> <p>The minutes of the strategy away day were proposed by Yvonne McDonald and seconded by Katie Devaney</p>
5.	<p>Minutes of Sub Committee Meetings</p> <p>1B. Housing management subcommittee meeting minutes 31.05.2022 1B. Housing management subcommittee meeting minutes 28.06.2022</p> <p>Minutes presented for information only.</p>
6.	<p>CEO Report</p> <p>Erica presented the CEO report for July. Erica also presented an update on the Reactive Maintenance Contract and the continued use of different repairs contractors to allow Knowes to fulfil its responsibilities to its tenants.</p> <p>Erica reported that since the Committee met last there have been further problems experienced with McGill. McGill was now looking to novate the contract to a related group Saltire but so far Knowes HA had not received the legal agreements on this. Therefore the management team recommend that in the meantime we carry on with our arrangement with the new contractors who are performing well.</p> <p>Approval of the continued use of the 4 new contractors and continuing to use McGill mainly as a callout service, until further information was received from them on the proposed novation and how they would be meeting their contract with Knowes HA, was proposed by Hillary Edgar, and seconded by Rhona Polak</p>
6.1	<p>Committee Attendance</p> <p>Attendance register presented for information.</p>

7.	<p>Business Plan</p> <p>Erica presented the completed Business Plan for 2022-25 to the Committee for discussion and approval.</p> <p>Erica went through the Business Plan in detail with the Committee introducing each individual part for discussion,</p> <p>The Committee approved the Business Plan, and this was proposed by Billy Stevenson and seconded by Ross Campbell Anderson</p>
8.	<p>New Share Members</p> <p>Knowes HA is a member of the Qualities and Efficiencies Forum (QEF) which is a benchmarking group set up to look at processes and performance indicators over its 23 members. Erica presented the most up to date Benchmarking Report from the QEF to the Committee. The indicators looked at are taken from those reported in the ARC to 31-3-2022. As sector wide comparators are not available at this time the comparators used are those from 2021.</p> <p>Erica went through the report in detail with the Committee for discussion.</p> <p>The QEF Report was approved by the Committee - proposed by Steven McCabe and seconded by Hillary Edgar</p>
9.	<p>SHAPS Update</p> <p>Erica explained that The Pensions Trust have sent through a report on the Direct Benefit Scheme and the purpose of this report is to consult employers with regard to the estimated costs of running the final salary and care average (CARE) schemes. Erica stated that she was not able to comment on this report as there was a conflict of interest arising in that she is currently in the SHAPS final salary pension scheme.</p> <p>The Report from TPT explains that the cost of providing the final salary 60th and the CARE options are expected to increase significantly from the 1st of April 2023 to take into account the cost of providing future service benefits. The final salary by 10.2% across employees and employer and the CARE 1/60th by 9.3% across employee and employer.</p> <p>The Committee are being asked to comment on 3 questions: -</p> <ol style="list-style-type: none"> 1. Should changes to the current DB structure be implemented to reduce the percentage increase in future service costs 2. Should the final salary option be closed for further accrual? 3. Should the pre-retirement revaluation that applies to the CARE option be reduced in line with CPI and capped at 2.5%

	<p>The Committee took time to discuss the reports and the implications of the increase in employer and employee future contributions on Knowes HA.</p> <p>The Committee felt that as there were only 7 members of staff left in the final salary scheme with an average age of over 50, then this was as projected a number of years back when staying in the scheme was first discussed – that is, the number of staff in the scheme would steadily dwindle by itself over time. The Committee felt that there was a contractual obligation on their part for the staff in the scheme as it had been part of their terms and conditions of service. It was also an incentive for long serving members of staff to stay with Knowes HA and for Knowes to retain their expertise and knowledge. The additional cost to Knowes of the increased employer contributions (assuming a 50/50 split of the increased amount) would not be significant. For those staff who could not afford to stay in the scheme then the DC scheme was on offer. Therefore the Committee decided that no changes to the scheme were necessary and that the response to all of the questions posed by the Pensions Trust was to be ‘No’.</p> <p>Proposed by Yvonne and seconded by Steven.</p>
10	<p>IIP Report</p> <p>Erica presented the most recent IIP review which was carried out in March 2022. At the time there was a survey issued to all employees as well as interviews carried out with 5 members of staff. Erica explained that the good news is that we have improved since last year and the 2022 survey shows a score which is above average and a significant improvement on the last survey in 2018. Areas where there is still room to improve are recognising and rewarding high performance and measuring and assessing performance.</p> <p>The IIP Report was approved by Committee - proposed by Ross Campbell Anderson and seconded by Rhona Polak</p>
11.	<p>Corporate services report</p> <p>As Sandra was on leave, Erica presented the Corporate Services Report as per the Agenda papers.</p>
12.	<p>New share members</p> <p>No new share members this month</p>
13.	<p>Health safety and wellbeing</p> <p>Erica presented the Health and Safety and Wellbeing report as per the papers for note by Committee.</p>
14	<p>Property Services Report</p>

	<p>Joe presented the Property Services Report showing spend against budget and progress to date of the Repairs and Maintenance Projects.</p> <p>#</p> <p>The property services report was approved by the Committee - proposed by Billy Stevenson and seconded by Yvonne McDonald</p>
14.1	<p>New Build Development update</p> <p>Joe presented an updated report on the former Bowling Club site new build development.</p> <p>Knowes HA has received the cost plan for the new development proposal from the QS, Reid's. The management team are disappointed that costs per unit are so high – £196k per unit before fees to be added on. Part of this is due to high inflation in construction costs but part is due to the significant external costs to preparing the land. It would therefore be possible to decrease the unit costs if we could fit more properties on the land and this is something which we will explore with the architects. It is felt that the site is very generous and could take more dwellings easily but that WDC Planning department were resistant to this before. We can only put the question to them again based on the high costs of preparing this site and cost efficiencies which could be made by introducing more properties.</p>
15	<p>Policies for Approval</p> <p>Erica presented the Flexible Working Policy and the Internal Controls Policy highlighting changes and the needs for updates to the policies for discussion by the Committee.</p> <p>After due deliberation by the Committee both the changes to the policies were approved.</p> <p>The changes to the flexible working policy were proposed by Ross Campbell Anderson and seconded by Yvonne McDonald</p> <p>The changes to the Internal controls policy were proposed by Yvonne McDonald and seconded by Katie Devaney</p>
16	<p>EVH Report</p> <p>As per papers – for note by Committee.</p> <p>The Committee expressed disappointment that the EVH conference is not on a weekend this year as none would be able to attend due to this change in the time of the week.</p>
17	<p>A.O.C.B.</p> <p>There was no other business.</p>
18	<p>Date of Next Meeting</p>

	<p>The Annual accounts are due to be presented by the external auditor, Alexander Sloan, at the August Management Committee meeting.</p> <p>As a significant number of the Committee are on holiday the first Tuesday in August it was decided to change the date of the next meeting to Tuesday, 9th August 2022 at 6.30 p.m. in Knowes HA office at 10 Field Road.</p>
19	<p>Notifiable Events</p> <p>Steven wished to update the Committee on a notifiable event of a confidential nature. The members of staff were asked to leave the meeting at this point to allow Steven to do so.</p>