



**Minutes of Management Committee Meeting
Held on Tuesday, 5th October 2021 at 6.30pm
Via Zoom**

Present: Katie Devaney Janet Cassidy
Hilary Edgar Lynsey Chrystal
Steven McCabe Yvonne McDonald
Rhona Polak Billy Stevenson
Ross C Anderson

In Attendance:

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

1.	<p>Election of Office Bearers</p> <p>Erica Chaired the meeting to facilitate the election of the Chair for 2021/22.</p> <p>Erica advised that Rhona Polak is stepping down as Chair due to the 5-year rule. Steven McCabe is standing for nomination as Chair. Steven was proposed by Rhona Polak and seconded by Yvonne McDonald.</p> <p>Steven took over the rest of the meeting and continued with election of Vice Chair, Secretary and Treasurer.</p> <p>Vice Chair – Katie Devaney was nominated by Yvonne McDonald and seconded by Janet Cassidy. Katie confirmed acceptance to continue as Vice Chair.</p> <p>Secretary – Billy Stevenson was nominated by Rhona Polak and seconded by Yvonne McDonald.</p> <p>Treasurer – Yvonne McDonald was nominated by Rhona Polak and seconded by Lynsey Chrystal.</p>
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2.	<p>Apologies</p> <p>The following members submitted apologies</p> <ul style="list-style-type: none"> - Cllr Lawrence O'Neill
3.	<p>Declaration of Interests</p> <p>There was no declaration of interests.</p>
4.	<p>Correspondence</p> <p>No correspondence received.</p>
5.	<p>Minutes of Management Committee of 3rd August 2021</p> <p>Change highlighted at Item 10a) - Staff Code of Conduct Policy – amend last line to read 'Minor change to point 12 from 'bring to bringing'.</p> <p>The minutes were approved by Janet Cassidy and seconded by Hilary Edgar.</p>
6.	<p>Minutes of Sub Committee Meetings</p> <ul style="list-style-type: none"> a) Housing Management Sub Committee Meeting 24 August 2021 No matters arising for information only. b) Finance Sub Committee Meeting 24 August 2021 No matters arising for information only. c) Audit Sub Committee Meeting 23 August 2021 No matters arising for information only.
7.	<p>New CEO</p> <p>Committee were advised that a request has been made of Aspen People to provide a minute or note of recruitment of the CEO position. Waiting on response. In the meantime, the full committee to confirm appointment of Erica Davidson as the CEO of Knowes from 1st October 2021.</p>

	Ross C Anderson proposed the appointment, and this was seconded by Lynsey Chrystal.
8	<p>Change to Committee Standing Orders</p> <p>Erica advised committee that following a recent audit it was advised that the Risk Management and Risk Maps should be presented to the Audit Sub Committee. As result Section 12 – Audit Sub Committee two new points have been added to take account of this change.</p> <p>The change was proposed by Yvonne McDonald and seconded by Katie Devaney.</p>
9.	<p>CEO Report</p> <p>Erica presented her report and highlighted the following</p> <ul style="list-style-type: none"> - Most of the staff are now on flexible working except for 4 members of staff. These being the two maintenance officers and cleaners. - New Tenancy Support Officer is in place and working well with the staff - Received £56,525 from Communities Recovery Fund Phase 2 which will be paid in two installments which will be allocated to <ul style="list-style-type: none"> • West Dunbartonshire CAB -£16,374 – this will be to delivery outreach service to Faifley two mornings per week at the Knowes HA office • The Leamy Foundation - £14,000 – to develop and deliver a small community growing area within the local Faifley area • The Lennox Partnership - £8,271 – development of employability skills • Y-Sort It - £15,000 – series of engagement activities in Faifley and Clydebank to support young people who have been struggling to engage with wider activities during the pandemic. - Recruitment of a Modern Apprentice for maintenance team – Joe will be presenting a report to the Management Committee at the November meeting - Recruitment for replacement of the Head of Finance. Erica will be presenting a report to the Employment Sub Committee for approval. <p>Erica thanked Rhona for her service as Chair for the past 5 years and for continuing as a member of the Committee.</p>
9.1	<p>Committee Attendance</p> <p>Attendance register presented for information.</p>

10.	<p>New Share Members</p> <p>No new share applications received.</p>																		
11.	<p>Share Members Cancelled Under Rules 11.1.3 and 17.1</p> <p>Sandra presented the report following the AGM for Share Members applications that require to be cancelled under Rules 11.1.3 and 17.1 as follows;</p> <table data-bbox="300 562 767 931"> <thead> <tr> <th><i>Rule 11.1.3</i></th> <th><i>Rule 17.1</i></th> </tr> </thead> <tbody> <tr> <td>450</td> <td>21</td> </tr> <tr> <td>511</td> <td>368</td> </tr> <tr> <td>556</td> <td>336</td> </tr> <tr> <td>557</td> <td>367</td> </tr> <tr> <td>558</td> <td>479</td> </tr> <tr> <td>559</td> <td>489</td> </tr> <tr> <td>560</td> <td>541</td> </tr> <tr> <td>565</td> <td>585</td> </tr> </tbody> </table> <p>The cancellations were approved by Ross C Anderson and seconded by Billy Stevenson.</p>	<i>Rule 11.1.3</i>	<i>Rule 17.1</i>	450	21	511	368	556	336	557	367	558	479	559	489	560	541	565	585
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12	<p>Health & Safety</p> <p>Sandra advised Committee that the annual signing of the Health & Safety Control manual is required with Section 1.2 to be signed by the chairperson and CEO and Section 1.5 signed by each member of committee.</p> <p>Sandra advised that these will be sent out to members to sign and return.</p>																		
13	<p>Property Services Report</p> <p>Joe presented his report and advised the of following</p> <ul style="list-style-type: none"> - Fire safety equipment & Electrical Testing – there are 118 outstanding for the smoke and fire alarms and access issues also for the electrical testing. Further correspondence will be issued to outstanding cases. If no-accesses continue to be an issue possible forced entry may be carried out. - The 2020/21 kitchen programme now going into manufacturing with installations scheduled to start in November. The 2021/22 programme going out to tender shortly. Due to the delay in the 2020/21 programme both installations will be running at the same time. - Tender for new bathrooms will be issued shortly - Stock Condition Survey due to commence November 2021 once appointment of contractor. 																		

	<ul style="list-style-type: none"> - Backcourt improvements – working with Martin to collate ideas for taking this work forward - Dwelling doors on Waulkingmill Road should be completed by week ending 15 October 2021. - Landscape contractor continuing however contractor had issues with staffing levels due to Covid-19. They are working to catch up with the summer work - Currently around 200 re-active repairs remain outstanding. - There were 2 gas service cases which resulted in the Association not being 100% compliant for the year, one was due to a resident self-isolating due to Covid and the other was due to an administration error. City Building have now got procedures in place in order to deal with tenants self-isolating which will ensure services still being carried out. - 5 adaptations have been completed with a further 6 in progress. - Surveys have been completed for the gutter cleaning with work due to be done in November - Bowling Club –two options being considered for the appointment of a design team for the site. One being Anderson Bell Christie who had previously looked at the site. The other option is to use WDC Architecture Services which would enhance our joint working with the Council. A report will be provided at the next Committee meeting in November. <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> • Janet advised that there is still a problem with pigeons nesting at the solar panels. When netting was installed at some properties the pigeons just moved onto another area. Joe advised that a meeting has been held with the investors who installed the panels and they have agreed to contribute to the costs of installing netting to all properties where a problem is reported. Joe also advised that the block Janet lives in has been registered for the netting to be installed. • Billy asked if Quarryknowe is included for the netting to be installed? Joe advised that he would check and confirm. • Steven asked that when the reactive repairs were at their highest what was the numbers. Joe advised that there was between 350-400 outstanding repairs. Contractor working well to get the backlog repairs done.
14	<p>Policies for Approval</p> <p>a) <i>Smoke Free Policy</i></p> <p>Sandra advised changes included updated statistical information and job titles.</p> <p>Policy was proposed by Billy Stevenson and seconded by Yvonne McDonald.</p>

b) Absence Management

Sandra advised changes included updated job titles, process for saving information and addition of Self Certification form, Notification form and return to work.

Policy was proposed by Hilary Edgar and seconded by Yvonne McDonald.

c) Stress at Work

Sandra advised changes included updated job titles, inclusion of a new staff Stress Questionnaire that will be used for assessing and putting in place actions to combat issue raised by staff members as well as procedure for management to deal with cases.

Policy was proposed by Rhona Polak and seconded by Billy Stevenson

d) Staff Performance Improvement Training Review

Sandra advised only minor changes to some wording.

Policy was proposed by Billy Stevenson and seconded by Yvonne McDonald.

e) Eye Tests for Users of DSE

Sandra advised only minor changes to some wording.

Erica advised in point 1.3 change Health & Safety Administrator to Corporate Services / Compliance Officer. Sandra noted the change and will get this updated.

Policy was proposed by Yvonne McDonald and seconded by Ross C Anderson.

f) Code of Governance for Committee Members

Erica advised changes made following the publication of the updated code earlier in the year by SFHA.

Rhona advised that the layout is much easier to follow than the previous version.

It was agreed that this would be posted out to members to sign and return.

	<p>Policy was proposed by Billy Stevenson and seconded by Rhona Polak.</p>
15	<p>Annual Assurance Statement</p> <p>Erica advised that to confirm compliance the SFHA model was used as well as audit being carried out which confirmed compliance.</p> <p>The Annual Assurance Statement will be posted out to Steven to sign and return as soon possible then this will be sent to the SHR and posted on our website and published in our next newsletter.</p> <p>The Statement was proposed by Yvonne McDonald and seconded by Billy Stevenson.</p>
16.	<p>EVH Report</p> <p>August and September reports provided for information.</p> <p>Erica asked Committee for approval to be given for the office closure arrangements over the festive period. The office will close on Christmas eve and will re-open on the 4th January 2022. This will use the 6 days holidays highlighted in the EVH public holiday calendar.</p> <p>The closure arrangements was proposed by Janet Cassidy and approved by Katie Devaney.</p>
17.	<p>EVH Committee Appraisals Report</p> <p>Erica summerised the content of the final report provided by EVH on the recent Committee appraisals. Sandra advised that following the appraisals there were some areas for development and training and these included</p> <ul style="list-style-type: none"> - Updates on changes to legislation - Finance awareness - IT Support / training - Sessions on new build development - Greater understand of roles and responsibilities of committee members - More understanding on people management as a committee member. <p>Sandra advised that she would continue to email out the SHARE training bulletins and any other training that might be of interest. If any member is interested in training events, to let Sandra know and a place will be booked.</p> <p>Sandra also advised that she has ordered copies of the A-Z books that EVH produce which will be of use to Committee. Once these are received, these will be posted out to Committee.</p>

	<p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> - Janet asked if the prices shown on the courses for SHARE are correct as they seem expensive. Sandra confirmed the costs for SHARE courses are correct and advised we pay more as not members of SHARE. Erica confirmed that there is a committee training budget available to cover any costs incurred. <p>Erica advised that in the past joint training has been carried out with Clydebank HA and she will contact to look at arranging other joint courses.</p>
18.	<p>Notifiable Events</p> <p>Notifiable register presented for information and to confirm that the SHR have been advised of the appointment of Erica as CEO.</p>
19	<p>AOCB</p> <p>There was no other business raised.</p>
16.	<p>Date of Next Meeting</p> <p>Tuesday, 2nd November 2021 at 6.30 p.m.</p> <p>Yvonne McDonald submitted are apologies for this meeting.</p>