



**Minutes of Management Committee Meeting
Held on Tuesday, 18th May 2021 at 6.30 p.m.
Via Zoom**

Present: Steven McCabe
Katie Devaney
Gary Clark
Rhona Polak
Hilary Edgar
Billy Stevenson
Yvonne McDonald
Ross Anderson
Janet Cassidy

In attendance:

Pierre De Fence	Director
Joe Wilson	Property Services Manager
Erica Davidson	Head of Finance
Sandra McPhee	Corporate Services / Compliance Officer
Sandra Love	Senior Corporate Services Officer

1.	<p>Apologies</p> <p>The following Committee members submitted their apologies</p> <ul style="list-style-type: none"> - Lynsey Chrystal - Lawrence O'Neill
2.	<p>Declaration of Interests</p> <p>There were no declarations of interest.</p>
	<p>Correspondence</p> <p>Pierre confirmed no correspondence had been received.</p>

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4	<p>Minutes of Previous Meetings</p> <p><u>Minutes of Management Committee Meeting held on 6th April 2021</u></p> <p>Minutes were approved by Billy Stevenson and seconded by Yvonne McDonald.</p> <p>There were no amendments or matters arising.</p>
4.1	<p><u>Minutes of Finance Sub Committee held on 24th April 2021</u></p> <p>The minutes were made available to Committee for information.</p>
4.2	<p><u>Minutes of Housing Sub Committee held on 24th April 2021</u></p> <p>The minutes were made available to Committee for information.</p> <p>Rhona stated that the arrears report provided by Martin was very good and staff have done a great job with the rent arrears.</p>
4.3	<p><u>Minutes of Strategy Day held on 16th April 2021</u></p> <p>The minutes were presented as a record of activities undertaken at the Strategy Day.</p>
5.	<p>Share Memberships</p> <p>Sandra advised there were new share membership applications</p>
6.	<p>Directors Report</p> <ul style="list-style-type: none"> • Stock Control at the 11th May 2021 was 1047 rented (including Dunn Street respite centre) and 689 owners. • Covid 19 Measures – Scottish Government has updated their guidance and now back in Level 3 from 26th April and the move to Level 2 hopefully from Monday 17th May. The working guidance is to continue to work from home. The Association needs to look at the options for re-opening the office and what the customers needs are. We are currently working towards the installation of Kiosks for customers which they can use to speak with staff via video link if they are not in the office, pay rent and other charges and access to links for benefits. • Rent arrears are stable but fluctuate from month to month and void loss is within the set targets.

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	<ul style="list-style-type: none"> • Successful recruitment to fill Sandra's post with Sandra McPhee who has been welcomed to the Knowes Team. With regards to the recruitment for the Housing Officer post, this has been put on hold until the outcome of the Faifley HA bid is known. If successful, this will allow both Housing Officers from Faifley to join the Knowes team. • Since writing the report we have successfully recruited to cover the maternity leave post and the person will join Knowes on the 1st June with a couple of weeks handover period. • The bid for Faifley Housing Association transfer is due to be submitted by 26th May 2021.
6.1	<p><u>Committee Attendance</u></p> <p>Rhona proposed that due to Lawrence's ongoing illness, that he be granted leave of absence for the next meeting in case he is not fully recovered by then. This was approved by the committee.</p>
7	<p>Health & Safety</p> <p>No health & safety update.</p>
8	<p>Property Services Report</p> <p>Joe presented the report and highlighted the following</p> <ul style="list-style-type: none"> • Surveys for the kitchen replacements carried forward from last year are due to be completed next week. • City Building have the work programmed for August 2021, but will contact to look at bringing this work forward as the installations for this year's replacements are due to commence November • The Stock Condition Survey is due to be carried out October / November • Backcourt improvements will be identified and work carried out later in the year • Dwelling doors on Waulkingmill Road surveys commenced with contract costs to follow. This work due to start in November but will look to bring this forward. • Pre-start meeting for the Electrical Testing to be arranged pending approval of tender award • Paint contract costs have yet to be received but will advise Committee once the costs have been confirmed. • Gutter cleaning contract still to be confirmed. • Landscaping works continue with no changes

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	<ul style="list-style-type: none"> • Reactive repairs works have resumed and working to catch up with the backlog of repairs due to lockdown • Waiting on council approval for the disabled adaptations with 3 carried forward from 20/21 for completion.
9	<p>Electrical Testing Contract 2021-26</p> <p>Joe advised Committee that the Electrical Testing contract tender has been completed and provisionally awarded to Valley Group pending Committee approval.</p> <p>Through legislation the Association is required to carry out electrical safety testing every 5 years within our properties.</p> <p>Rhona asked if Valley Group are a new company? Joe advised they have been in operation for a few years.</p> <p>Rhona asked if advice was provided by Ewing Sommerville on the Valley Group? Joe advised that even though the costs provided for the work by the Valley Group was lower than the other tenders the price was still competitive.</p> <p>The Committee approved the award of the tender to the Valley group with it being proposed by Rhona Polak and seconded by Gary Clark.</p>
10.	<p>Policies for Approval</p> <p><i><u>Flexible Working Policy</u></i></p> <p>Pierre presented the final draft of the policy which was discussed and reviewed at the Strategy Away Day. Changes discussed have been updated.</p> <p>The policy was proposed by Hilary Edgar and seconded by Billy Stevenson.</p>
10.1	<p><u>Short Term of Objectives 2021-22</u></p> <p>Pierre presented the completed Short Term Objectives for 2021-22 as discussed at the Strategy Away day.</p> <p>The objectives were approved by Committee.</p>
11	<p>EVH Report</p> <p>EVH Report provided for information.</p>

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12	<p>ARC Report 2020-21</p> <p>The draft ARC return for 2020-21 was presented to Committee for approval and final submission to the Scottish Housing Regulator.</p> <p>Rhona asked that for indicator 22 – Court actions initiated, should there be a number in the boxes for reasons for re-possession of properties? Pierre confirmed that 3 Decrees were awarded but due to the restrictions through Covid-19 the Decrees were not used.</p> <p>Once the final statistical information is available, benching marking will be carried out to show a clearer view of the performance of Knowes against other organisations.</p> <p>The ARC was proposed by Billy Stevenson and seconded by Gary Clark for submission to the Scottish Housing Regulator.</p>
12.1	<p><u>KPIs Targets for 2021-22</u></p> <p>The updated KPI table was presented to Committee showing the new targets set for 2021-22 in the last column. The targets have been set to take in the current situation with Covid-19.</p> <p>Pierre advised that due to staff working from home it is not possible to monitor the time for answering telephone calls therefore this will be removed.</p> <p>Pierre also advised committee that for the next ARC turn for 2021-22 the repairs performance will be affected due to not being able to carry out reactive repairs due to lockdown and with longer timescales being recorded as we report time taken from date repair reported to completion date for these repairs.</p>
13	<p>Faifley Housing Association Bid</p> <p>Pierre presented the draft bid for Faifley Housing Association and discussed in detail section by section of the bid objectives.</p> <p>The completed bid and supporting documents are due to be submitted by 26th May but as Pierre will be on annual leave the Knowes completed bid will be submitted by Friday 21st May.</p> <p>Committee approved the bid for submission.</p>
14	<p>Any Other Business and Apologies for future Meetings</p> <p>Billy Stevenson asked when the skips will be moved to a more suitable location. Joe advised that he has been looking at various locations in the area for re-location of the skips. He will advise Committee of progress with the re-location.</p>

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Date of Next Meeting

Tuesday, 6th July 2021 at 6.30 p.m.

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