



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 30th of May 2024 at 18:30 hrs in the Association's offices, 2310 Dumbarton Road, Yoker.

AGENDA

*** for approval / decision

- 1.0 MANAGEMENT COMMITTEE
 - 1.1 APOLOGIES
 - 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
 - 1.3 TRAINING
 - 1.4 REGULATORY & STATUTORY RETURNS 2024 / 25
 - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2024 / 25
 - 1.6 HEALTH & SAFETY MATTERS
- 2.0 NEW MEMBERSHIP APPLICATIONS
- 3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL
- 4.0 CORRESPONDENCE
- 5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 02.05.24
 - 5.1 APPROVAL OF MINUTES ***
 - 5.2 MATTERS ARISING
- 6.0 CORPORATE GOVERNANCE REPORTS
 - 6.1 QUARTERLY KEY PERFORMANCE INDICATORS REPORT
- 7.0 FINANCE REPORTS
 - 7.1 QUARTERLY CASH FLOW TO 31.03.24 REPORT
 - 7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 31.03.24 REPORT
 - 7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 31.03.24 REPORT
- 8.0 DEVELOPMENT REPORTS
 - 8.1 DEVELOPMENT SCHEME REPORT
- 9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS
 - 9.1 ANNUAL LEGAL ACTION 2023/24 REPORT
 - 9.2 ANNUAL ANTI-SOCIAL BEHAVIOUR & NEIGHBOUR NUISANCE COMPLAINTS 2023/24 REPORT
 - 9.3 TENANT SUSTAINMENT 2023/24 REPORT
 - 9.4 TENANCY MANAGEMENT 2023/24 REPORT
 - 9.5 WAITING LIST & ALLOCATIONS TO 31.03.24 REPORT
 - 9.6 RENT ARREARS CASES REPORT ***
 - 9.7 MAINTENANCE SCHEME REPORT
 - 9.8 POLICY REVIEW REPORT
 - 9.8.1 Tenant Participation Strategy ***
 - 9.8.2 Selection & Performance of Maintenance Contractors ***
 - 9.8.3 List of Approved Contractors 2024/25 ***
 - 9.8.4 Pest Control Policy ***
 - 9.8.5 Repair Standards to Unimproved Stock Policy ***
- 10.0 DATE OF NEXT MEETING 25.07.24
- 11.0 A.O.C.B.

Distribution

- | | | | | | |
|-------------------------------|-----|------------------------|-----|----------------------------|-----|
| 1. Shields, Graeme (Chairman) | ☑☑☑ | 6. Jarvis, Anna-Maria | ☑☑☑ | 11. Walker, Catriona | ☑☑☑ |
| 2. Ballantyne, Mary | ☒☑☑ | 7. McKendrick, Mick | ☑☑☑ | 12. Wronowska, Agnieszka | ☑☑☒ |
| 3. Busby, Elaine | ☑☑☑ | 8. Porter, Josephine | ☒☒☑ | 13. Vandermotten, Roderick | ☑☒☒ |
| 4. Donnelly, Lisa-Marie | ☑☑☑ | 9. Ryan, Isabella | ☑☑☑ | 14. <i>Casual Vacancy</i> | |
| 5. Fleming, Anne | ☑☑☑ | 10. Thompson, Margaret | ☒☒☑ | | |



MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 30th of May 2024 at 18:30hrs in the Association's offices at 2310 Dumbarton Road, Yoker, Glasgow.

Present

Wronowska, A (Acting Chairman)
Ballantyne, M
Busby, E
Cairney, L
Donnelly, L
Fleming, A
Jarvis, A
McKendrick, M
Porter, J
Ryan, I
Walker, C

In Attendance

Forrest, C J (Director)
Freeman, K (Secretary / Housing Services Manager)
McKay, K (Senior Finance Services Officer)

In the absence of G Shields, A Wronowska agreed to chair the meeting and welcomed L Cairney who had expressed an interest in taking up the casual vacancy currently on the Management Committee.

1.0 MANAGEMENT COMMITTEE

1.1 APOLOGIES

Apologies for absence were received from G Shields, R Vandermotten and M Thompson.

1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

A Wronowska referred to the requirement to complete registration details, make any necessary declarations and sign the Code of Conduct on the part of L Cairney as a new Committee Member.

L Cairney then duly completed the relevant documentation and was formally welcomed to membership of the Management Committee.

There were no other declarations beyond those already reported in the Register of Interests.

1.3 TRAINING

A Wronowska noted that a number of committee members had not yet achieved their training hours target and suggested that this matter be addressed as part of the training review being undertaken by SHARE.

1.4 REGULATORY & STATUTORY RETURNS 2024 / 25

A Wronowska referred to the report and noted that all of the regulatory and statutory returns due for the current financial year that could be completed or submitted had been completed or submitted.

The report was then noted by those present.

1.0 MANAGEMENT COMMITTEE

1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2024 / 25

A Wronowska referred to the report and all those present or in attendance confirmed that they were not aware of any new whistleblowing, fraud or notifiable events having been raised since the last meeting.

The report was then noted by those present.

1.6 HEALTH & SAFETY MATTERS

There were no matters to report at this time.



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2.0 NEW MEMBERSHIP APPLICATIONS

There was one new membership applications from a bona fide applicant as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1350	[REDACTED]	[REDACTED]

Approval of this membership application was proposed by A Jarvis, seconded by L Donnelly, and unanimously agreed by those present.

3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

Other than the aforementioned share certificate there were no documents for signing and use of the Seal.

4.0 CORRESPONDENCE

There were no items of correspondence.

5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 02.05.24

5.1 APPROVAL OF MINUTES

The Minutes were proposed by I Ryan, seconded by A Fleming, and unanimously approved by those present.

5.2 MATTERS ARISING

There were no matters arising.

6.0 CORPORATE GOVERNANCE REPORTS

6.1 QUARTERLY KEY PERFORMANCE INDICATORS REPORT

A Wronowska referred to the report and those present noted performance for the financial year to the end of March 2024.

The report was then noted by those present.

7.0 FINANCE REPORTS

7.1 QUARTERLY CASH FLOW TO 31.03.24 REPORT

A Wronowska referred to the report noting that cash flow to the end of March 2024 was better than budgeted by almost one hundred and forty thousand pounds. The Senior Finance Services Officer provided a brief analysis of the key variances from budget.

The report was then noted by those present.

7.2 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 31.03.24 REPORT

A Wronowska referred to the report and noted that the level of property management arrears had reduced by approximately thirty-six thousand pounds over the quarter and was now at around half the level of arrears compared to a year ago.

Following brief discussion, the report was noted by those present.



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7.0 FINANCE REPORTS (Continued)

7.3 QUARTERLY MANAGEMENT ACCOUNTS TO 31.03.24 REPORT

A Wronowska referred to the Management Accounts and the Senior Finance Services Officer provided a brief overview of the results for the year and confirmed that these were consistent with the audited year-end Financial Statements.

In the absence of any questions, the report was noted by those present.

At this point the Senior Finance Services Officer left the meeting.

8.0 DEVELOPMENT REPORTS

8.1 DEVELOPMENT SCHEME REPORT

Blawarthill Hospital Site

The Director confirmed that a site visit had been completed and that feedback from those that had attended had been very positive. He also confirmed that another opportunity to view the properties would be made available to those who had been unable to attend on the day.

There then followed discussion on handover and M McKendrick noted that this had been pushed back further. The Director confirmed that there may be a further slight delay due to the timing of the installation of electricity meters but that this was only likely to add days to the handover timetable.

The report was then noted by those present.

9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

9.1 ANNUAL LEGAL ACTION REPORT

A Wronowska referred to the report and the Housing Services Manager explained that there had been a small reduction in cases in comparison to the previous year.

The report was then noted by those present.

9.2 ANNUAL ANTI-SOCIAL BEHAVIOUR & NEIGHBOUR NUISANCE COMPLAINTS 2023/24 REPORT

A Wronowska referred to the report and the Housing Services Manager confirmed that there had been a similar reduction in the number of cases with no identified trends. M McKendrick commented upon the extremely low levels of anti-social behaviour complaints.

The report was then noted by those present.

9.3 TENANCY SUSTAINMENT 2023/24 REPORT

A Wronowska referred to the report and noted that thirty-one of the thirty-three new tenancies created in the previous year had been sustained for more than twelve months.

Following brief discussion, the report was noted by those present.

9.4 TENANCY MANAGEMENT 2023/24 REPORT

A Wronowska referred to the report and following a brief discussion, the content of the report was noted by those present.



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9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)**9.5 WAITING LIST & ALLOCATIONS TO 31.03.24 REPORT**

Referring to the report, the Housing Services Manager provided a detailed review of the waiting list movements and allocations made during the course of the year. In response to a question from M McKendrick, he confirmed that there had been an increase in the number of homeless referrals received from Glasgow City Council in recent months.

The report was then noted by those present.

9.6 RENT ARREARS CASES REPORT

A Wronowska referred to the report which recommended enforcement of the decree for recovery of possession in this case.

The Housing Services Manager explained that there had been a change in the tenant's circumstances since the report had been issued and provided an update.

Following lengthy discussion it was unanimously agreed that enforcement of the decree be deferred and an update in the case be provided to the next meeting.

9.7 MAINTENANCE SCHEME REPORT

A Wronowska referred to the report and the Housing Services Manager responded to a number of questions from those present on the tendering process and progress of stone repair works.

The report was then noted by those present.

9.8 POLICY REVIEW REPORT**9.8.1 Tenant Participation Strategy**

A Wronowska noted that there were a significant number of recommended changes to the policy and the Housing Services Manager explained that these were to ensure compliance with the Scottish Government's "Guide to Successful Tenant Participation" publication.

There then followed lengthy discussion following which the strategy was proposed by C Walker, seconded by L Donnelly and unanimously approved by those present.

9.8.2 Selection & Performance of Maintenance Contractors

A Wronowska referred to the policy and noted that only minor amendments were being recommended at this time.

In the absence of any proposed amendments, the policy as drafted was proposed by I Ryan, seconded by A Jarvis and unanimously approved by those present.

9.8.3 List of Approved Contractors 2024/25

A Wronowska referred to the approved list of contractors and following brief discussion the list was approved by A Fleming, seconded by A Jarvis and unanimously approved by those present.

9.8.4 Pest Control Policy

A Wronowska noted that there were no major amendments to the policy being proposed at this time and following brief discussion the policy was proposed by I Ryan, seconded by C Walker and unanimously approved by those present.



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9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

9.8 POLICY REVIEW REPORT (Continued)

9.8.5 Repair Standards to Unimproved Stock Policy

A Wronowska referred to the policy and noted that only minor amendments were being recommended at this time.

In the absence of any questions, the policy was proposed by M Ballantyne, seconded by E Busby and unanimously approved by those present.

10.0 DATE OF NEXT MEETING 25.07.24

A Wronowska confirmed that there would be no meeting in June and that the next meeting of the Management Committee was scheduled to take place on Thursday the 25th of July 2024. It was anticipated that this would be an in-person meeting.

11.0 A.O.C.B.

Options Appraisal

The Director confirmed that the options appraisal process was now essentially complete and that P McNeill of HRC would be presenting his report to the meeting at the end of July.

Open Day

M Ballantyne reminded those present that the open day was scheduled to take place on Thursday the 1st of August and K Freeman confirmed arrangements were in hand.

There being no other competent business the meeting closed at 20:15 hrs.

Proposed By _____

Seconded By _____