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| Report to: | Management Committee | | | | | |
| Date of Meeting: | 18 th March 2025 | | | | | |
| Agenda Item No. 4.0 | Minutes of Previous Meeting – 18 th February 2025 | | | | | |
| Report prepared by: | Teresa Gallagher, Governance & Corporate Services Officer | | | | | |
| Report for: | Approval | ✓ | Information | | Decision | |

| SEDERUNT | | | |
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| Members Present | | In Attendance | |
| Chair | Frances Cunningham | Depute Director/Housing Manager | Jim Kerr |
| Secretary | Robert McLeary | GCSO | Teresa Gallagher, Minute Secretary |
| Member | Natalie Kirk | Governance Consultant | Angela Spence |
| Member | James Ross | | |
| Member | Heather Ross | | |
| Member | Karen Kirk | | |
| Member | Gary Gow | | |
| Member | Sharon Lynch | | |
| Member | Mary Ellen McKeown | | |
| Member | Adele Fraser | | |
| Apologies | | Leave of Absence | |
| Member | Karen McCartney | Member | Karha Hughes |
| Member | Catrina Miller | | |
| Member | Darren Ward | | |
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| Absent | | Joining Remotely | |
| | None | | None |

| AGENDA ITEM 1.0 – DECLARATIONS OF INTEREST |
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| Item 8: Frances Cunningham - Salary Negotiations Item 8: Angela Spence – registered trainer with SHARE Item 8: Adele Fraser – EVH consultant |

AGENDA ITEM 3.0 – NOTIFIABLE EVENTS

The Scottish Housing Regulator (SHR) had requested further information in relation to the previous 2 Notifiable Events that the Governing Body were made aware of. Members were asked to note all information had been provided.

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| Decision | Members noted the contents of the information sent to the SHR. |
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| Action Required: None |
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| Lead | | Due by: | |
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AGENDA ITEM 4.0 – MINUTES OF PREVIOUS MEETING – 28 January 2025

Amendments noted:

The report at item 7 was for noting only as the staff planning day had yet to be held. The minutes would be amended to reflect this.

The minutes were approved as a true record of the meeting.

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| Approved | Natalie Kirk | Seconded | James Ross |
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| Agenda Item 4.1 – Matters Arising | For Information |
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4.1.1. Standing orders had been checked to confirm sub-committee minutes would be presented to the Management Committee for approval.

4.1.2 Members noted the factoring update and a discussion was held around when the working group meetings would be held. These would likely be a Tuesday evening. James Ross indicated he would be interested in joining.

4.1.3 Members noted those who will be attending the GWSF 50 years of Housing Associations event.

AGENDA ITEM 5.0 – MINUTES OF PREVIOUS SUB-COMMITTEE MEETING

Amendments noted: None

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| Agenda Item 5.1 – Operational Sub-committee | For Approval |
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| Decision | The Management Committee approved the minutes of the Operational Sub-Committee meeting held on 4 December 2024. |
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| Approved | Frances Cunningham | Seconded | Robert McLeary |
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| AGENDA ITEM 6.0 – Committee Appraisal Report | For Information & Approval |
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Angela Spence presented this report to inform members of the key outcomes from the Appraisal process undertaken.

Following the appraisals, learning and development plans were created with 17 actions on the plan. All individual learning plans had been sent out to members and the GCSO will liaise with members on their training delivery plans.

Members were asked to note that some members already access aspects of training through their own workplace and where possible they should provide evidence of this.

A discussion was held around the volume of paperwork and members were reminded of the support in place for any new and existing members. Members highlighted that the induction process could be better and were informed this is a work in progress as we build on a buddying system and the committee portal being constantly updated with relevant information. Members noted that we strive to find ways to support each individual.

AF indicated the appraisal process was really good and detailed but in relation to succession planning, she intimated she would not be interested in the chairperson's role at present.

RM explained he was very confident that the committee were progressing well and with the skills of the staff team, the Association is in a strong position to continue to move forward.

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| Decision | The Management Committee approved the revised Management Committee Learning & Development Plan for 2025/26 and noted the remaining content of the report. |
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Action Required:

GCSO to liaise with members and organise training.

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| Lead | TG | Due by: | Ongoing |
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AGENDA ITEM 7.0 – Strategic Planning Report

For Approval

Angela Spence presented the outcome report of the 2 strategy planning days and updated members on the successful planning day held with staff. Staff were very positive and contributed well at the session and whilst the value and mission were much in sync with all groups, the staff team came up with a vision of "Providing a home, not just a house". Members were really impressed with the staff input as detailed in the report and it was agreed to incorporate their views in our vision.

It was also suggested we could ask tenants to pick their top 4 or 5 words from the ones chosen by members and staff.

Angela highlighted the SHR had asked about an options appraisal which was triggered with the Director retiring. Members noted the decision held at the strategic planning day to remain to remain as a community based, community-controlled housing association had to be ratified at a constituted meeting.

The Caledonia Centre options appraisal discussion from the strategy day required approval and members agreed on a budget of up to £20,000.

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| Decision | The Management Committee <ul style="list-style-type: none">i) Ratified the options discussion to remain as a community based, community-controlled Housing Association with a review to be undertaken in 12 months, based on the consideration of stock condition survey data and an options appraisal for the Caledonia Centre and long-term business implications for both;ii) Approved funding for an options appraisal for the Caledonia Centre to be undertaken with a budget of £20,000; and;iii) Noted the content of the report and appendices. | | |
| Action Required: Submit ratified decision to SHR Options appraisal for Caledonia Centre | | | |
| Lead | Director | Due by: | 18/03/2025 |

| AGENDA ITEM 8.0 – Committee Digest | | For Information and approval | |
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| <p>8.1 The DD/HM presented this report on behalf of the Director and took members through the issues contained within the covering report and appendices. Robert McLeary has resigned as our representative with EVH and members were asked if anyone was interested in taking up this role then to contact the Depute Director.</p> <p>8.2 EVH and Unite Union have agreed on a 3 year salary increase deal and delegated authority was sought for the Director or Depute Director to submit the Management Committee’s decision. The proposed increase with a ceiling of 4% has been budgeted for in our financial projections.</p> <p>8.3 GWSF consultation paper was presented and members were asked to submit their views by the deadline of 10 March 2025. Members were happy to renew membership of GWSF as detailed within the report. Members discussed the benefits of e-learning through SHARE and decided to proceed with corporate membership.</p> <p>8.4 The ARC validation action plan was presented and members were informed of the progress to date. Some actions have started whilst others have a start date in the near future. Members will be kept updated with the progress.</p> <p>8.5. A discussion was held around moving the committee room to a ground floor space which has become available. There will be additional costs incurred over and above the decorating and carpet renewal required and the Depute Director was instructed to proceed with a cost analysis.</p> <p>8.6 SHARE inaugural awards will take place on 24 April 2025 and Robert McLeary confirmed he would be happy to be nominated due to his long service and commitment to the Association and the community.</p> | | | |
| Decision | <p>The Management Committee;</p> <ul style="list-style-type: none">• Approved the 3 year salary deal and gave delegated authority to the Director / Depute Director to submit this decision;• Approved renewing our membership with GWSF at a cost of £2,201.00;• Approved corporate membership with SHARE at a cost of £2,5000;• Noted the progress on the ARC action plan;• Instructed the Depute Director to cost up refurbishing the office space for a board room; and;• Noted we will submit a nomination to the SHARE awards for Robert McLeary. | | |
| <p>Action Required: Submit 3 year salary approval</p> | | | |
| Lead | Director / DD/HM | Due by: | 18 March 2025 |
| <p>Action Required: Renew membership with GWSF</p> | | | |
| Lead | Director / DD/HM | Due by: | 28 February 2025 |

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| Action Required: Approve corporate membership with SHARE | | | |
| Lead | Director / DD/HM | Due by: | 28 February 2025 |
| Action Required: Cost Analysis for new Board Room | | | |
| Lead | DD/HM | Due by: | 18 March 2025 |
| Action Required: Submit award nomination to SHARE | | | |
| Lead | GCSO | Due by: | 28 February 2025 |

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| AGENDA ITEM 9.0 – Annual Rent Consultation | | For Approval | |
| The DD/HM presented the annual rent increase consultation survey response and took members through the main issues contained within the covering report. The final budget will be presented reflecting the Management Committees decision to increase rent by 4.5% | | | |
| Decision | The Management Committee approved a rent increase of 4.5%. | | |
| Action Required: Issue tenants with rent increase letter. | | | |
| Lead | DD/HM | Due by: | February 2025 |

| AGENDA ITEM 10.0 – TPAS Update | | For Approval | |
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| <p>The DD/HM presented this report on behalf of the Director and members held a lengthy discussion on whether we have met the objectives set out on the tender. The recent tenant participant events were covered and members noted there has not been much in the way of success in tenant engagement. Members queried whether we will meet the regulatory standards and evidence this in our annual assurance statement. Angela Spence confirmed we can evidence work undertaken to engage with tenants and members should be confident in submitting the statement in this regard.</p> <p>Members agreed the commission hasn't demonstrated value for money and we should have a discussion with TPASS to mutually agree bringing the commission to an end.</p> | | | |
| Decision | The Management Committee gave delegated authority to the Director / DD/HM to enter discussions with TPASS and mutually agree to bring the commission to an end and negotiate the final account. | | |
| Action Required: Contact TPAS | | | |
| Lead | Director DD/HM | Due by: | 28 February 2025 |

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| AGENDA ITEM 11.0 – Annual Assurance Bank Constitutional Requirements OC1 -OC3 | For Information |
| <p>The GCSO presented this report and highlighted this part of the assurance bank was complete with links to the evidence bank and will continue to be populated with relevant evidence.</p> <p>Sample tests were carried out on some of the documents to satisfy members that all documents and evidence listed were in place. Members noted the huge volume of work contained within this document and the importance of keeping it updated and reported back to meetings regularly.</p> | |

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| Decision | Members noted the update on the Annual Assurance Evidence Bank. | | |
| Action Required: None | | | |
| Lead | | Due by: | |

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| AGENDA ITEM 12.0 – Committee Handbook | | For Information and approval | |
| The GCSO presented the committee handbook and explained this was available on the committee portal. Angela Spence had supplied the jargon buster as an appendice and the 3 year business plan will be added once it has been approved by the Management Committee. | | | |
| Decision | The Management Committee approved the Committee Handbook. | | |
| Action Required: None | | | |
| Lead | | Due by: | |

| AGENDA ITEM 13.0 – Policies | | For Approval | |
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| <p>The GCSO presented 3 policies for approval that had been drafted by our acting Data Protection Officer at Information Law Solutions. These are standard model policies which the GCSO had updated with staff members names where applicable.</p> <p>13.1 The ICT, Internet and Email use policy was presented for approval.</p> <p>13.2 The Data Protection Policy was presented for approval.</p> <p>13.3 The Data Breach Management Policy was presented for approval.</p> <p>Members noted staff had received GDPR training and training on approved policies and procedures would be carried out.</p> | | | |
| Decision | <p>The Management Committee approved the following policies.</p> <ul style="list-style-type: none">• The ICT, Internet and Email use policy• The Data Protection Policy• The Data Breach Management Policy• | | |
| Action Required: N/A | | | |
| Lead | N/A | Due by: | N/A |

| AGENDA ITEM 15.0 – Correspondence | | | For Information |
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| <p>Members received a demonstration on accessing the Committee portal and noted they should contact the GCSO if they have any issues.</p> <p>The SHARE training brochure has been made available on the Committee Portal and members were informed of upcoming conferences with SHARE, EVH and GWSF. Members were asked to contact the GCSO to note interest in attending events.</p> | | | |
| Decision | Members noted the correspondence received on upcoming conferences. | | |
| Action Required: | | | |
| Email members details of the conferences | | | |
| Lead | GCSO | Due by: | 28/02/2025 |

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| AGENDA ITEM 16.0 – Any Other Competent Business | For Information and Approval |
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16.1 The Chairperson gave an update on the recruitment progress of the Directors post and explained the job description would be presented at the next meeting for approval. Members were asked if the Director title should be changed to Chief Executive Officer and views were sought on changing the Management Committee to Management Board. Angela Spence explained the time to change the name of the Committee now is ideal as we prepare the new business plan.

16.2 The GCSO sought 4 signatures for the rule amendment in order for our solicitors to submit the rule change to the Financial Conduct Authority on our behalf.

16.3 The DD/HM gave an update on our I.T. strategy and highlighted we have money in the budget for a new server and electronic devices for committee. In the next financial year we have budgeted for an I.T. upgrade of equipment for staff in the office. Members noted our housing management system SDM isn't cloud based and is stored on our internal server which requires replacement. Members held a discussion around preference of electronic devices for receiving and reading papers. Going forward for security purposes, all members could be issued a RANDCHA email address.

Standing orders were called at 19:45pm

16.4 Robert McLeary submitted his resignation as at close of the meeting and Mary Ellen McKewon verbally submitted her resignation. Members thanked both for their many years of commitment and hoped they would still be involved in some capacity with the Association. Members agreed to invite both members back to a formal event to show our appreciation.

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| Decision | <p>The Management Committee approved</p> <ul style="list-style-type: none"> Changing the name of the Management Committee to Management Board, and the job title of Director to Chief Executive Officer; and; The installation of an internal server as contained within the budget and the purchase of electronic devices for committee members. |
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Action Required:

Installation of server and purchase of tablets/laptops.

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| Lead | DD/HM | Due by: | March 2025 |
| As there were no other items of business, the meeting closed at 7:50pm | | | |

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| DATE OF NEXT MEETING | Tuesday 18th March 2025 at 5.45pm |
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I certify that the above minute has been approved as a true and accurate reflection of the proceedings

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| Signed by Chairperson | | | |
| Name | Frances Cunningham | Date | 18/03/2025 |