

Report to:	Management Committee					
Date of Meeting:	18 th February 2025					
Agenda Item No. 4.0	Minutes of Previous Meeting – 28 th January 2025					
Report prepared by:	Teresa Gallagher, Governance & Corporate Services Officer					
Report for:	Approval	✓	Information		Decision	

SEDERUNT			
Members Present		In Attendance	
Secretary	Robert McLeary	Director	Elaine Lister
Member	Natalie Kirk	GCSO	Teresa Gallagher, Minute Secretary
Member	James Ross	SHARE	Deborah Campbell (to item 3)
Member	Heather Ross	Factoring Consultant	Jim Falconer (for item 9 only)
Member	Catrina Miller		
	Dareen Ward		
Member	Sharon Lynch		
Apologies		Leave of Absence	
Chair	Frances Cunningham	Member	Karha Hughes
Member	Karen McCartney		
Member	Mary Ellen McKeown		
Member	Karen Kirk		
Member	Adele Fraser		
Absent		Joining Remotely	
Member	Gary Gow	None	

AGENDA ITEM 1.0 – DECLARATIONS OF INTEREST

Robert McLeary declared an interest in agenda item No 13. He is the Vice Chair of EVH.

AGENDA ITEM 2.0 –NOTIFIABLE EVENTS

Discussed at AOCB

AGENDA ITEM 3.0 – PRESENTATION DEBORAH CAMPBELL, SHARE

Deborah gave an online demonstration of SHARE's E-Learning Platform and took members through the various parts of the system and highlighted the variety and types of online learning courses available for Governing Body Members and staff.

The current platform is being updated and members received a demonstration of this. Members noted the benefits that E-learning would bring to the organisation and thanked Deborah for her presentation.

[Deborah Campbell left the meeting at 6:30pm.]

Decision	Members noted the presentation on E-learning.
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Action Required:

Report to Committee on SHARE membership and E-learning costs.

Lead	Director	Due by:	18 February 2025
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AGENDA ITEM 4.0 – MINUTES OF PREVIOUS MEETING – 26 November 2024**Amendments noted:**

None

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

Approved	James Ross	Seconded	Darren Ward
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Agenda Item 4.1 – Matters Arising

For Information & Decision

Staff have been informed of the removal the Uniform Policy.

The Business Strategy Day was held on 18th January 2025.

A thank you card was received for our contribution to the Christmas Event and the annual tenants' calendar was distributed.

On behalf of the staff, the Director thanked the Management Committee for the Christmas Lunch.

Decision	
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AGENDA ITEM 5.0 – MINUTES OF PREVIOUS MEETING – 17 December 2024**Amendments noted:**

None

The minutes were approved as a true record of the meeting

Approved	Natalie Kirk	Seconded	James Ross
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Agenda Item 5.1 – Matters Arising

For Information & Decision

MCN Scotland were appointed for the bathroom renewal contract.

Committee noted that an agreement had been reached in line with the terms approved by the Management Committee and the staff member's employment with the Association would end on 31 December 2024.

Decision	
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AGENDA ITEM 6.0 – MINUTES OF PREVIOUS SUB-COMMITTEE MEETINGS			For Information & Approval
6.1 Minutes of the Finance, Assurance & Risk Sub-committee – 13 August 2024			
Amendments noted: None			
The Management Committee noted the minutes of the FAR Sub-committee held on 14 August 2024.			
Matters Arising Members held a discussion around whether it was appropriate for sub-committee minutes to be approved at the management committee meeting. Normally they are taken to the Management Committee meeting for noting and approved at the subsequent sub-committee meeting.			
Decision		Clarification needed regarding the approval of sub-committee minutes	
Action Required: The Director will query with Angela Spence to clarify which at which meeting the sub-committee minutes should be approved.			
Lead	Director	Due by:	18 February 2025
6.2 Minutes of Finance, Assurance & Risk Sub-committee – 13 November 2024			
Amendments noted: None			
The Management Committee noted the minutes of the FAR Sub-committee held on 13 November 2024.			
Matters Arising			
None			
AGENDA ITEM 7.0 – BUSINESS PLAN 2025-2028			For Noting
The Director presented this report to update members on the strategic framework decided at the strategic planning day held on 18 January 2025.			
Members noted staff will have input into the business plan at an event scheduled for 31 January 2025.			
Decision		The Associations strategic framework was noted.	
Action Required: Staff input into the business plan.			
Lead	Director	Due by:	18/02/2025

AGENDA ITEM 8.0 – RESULT OF SMART SURVEY ON TENANT PARTICIPATION		For Information
The Director presented the survey response report that had been carried out by TPAs. Members noted a meeting was scheduled with participants to create an editorial panel.		
Decision	Members noted the recommendations from TPAS to; • Carry out a membership campaign, with forms being available at the community festival. • Ensure all tenant consultations are “interesting” and clearly state how the issue affects tenancies; • Develop a register of “engaged tenants”. • Develop a tenant participations strategy that details how communication with tenants will be carried out, all the ways to participate and how community events could be developed; • TPAS to assess if there is an appetite for community activity. • Any digital communications should be easily accessed and displayed on mobile phones; and; • Provide demonstrations on how to sign up for, and use, the tenant portal at the community festival.	
Action Required: None.		
Lead	Housing Manager	Due by:

AGENDA ITEM 9.0 – FACTORING UPDATE	For Information
This item was taken after agenda item number 3. Jim Falconer, Factoring Consultant, presented an update via PowerPoint and a covering report to give members an update on the factoring service review. He gave a brief background on his brief and summarised the strategy for dealing with the issues discovered in the factoring service. Members noted to date the work that has been carried out in pursuing factoring arrears, the amount of debt that has been recovered so far and the actions taken in dealing with those debtors who we have been unable to track down. The Factoring Consultant explained that it costs up to £70,000 per annum to run the factoring service and in discussions with our Finance Agent, it is projected we could possibly reduce these costs to between £40,000 and £50,000. Members queried the legalities of the factoring service regarding statements of service and were assured we had met with our solicitors for advice in this regard. We have a current staff member who has undertaken the factoring role and we are working with SDM to ensure the factoring dataset is properly integrated.	
The Factoring Consultant advised that part of his remit was to provide the Committee with options for the future of the factoring service. Members agreed that this could be delegated to a short-life working group to consider the options in detail and make recommendations to the full Committee. Redacted [Jim Falconer left the meeting at 7:15pm]	

Decision	Members noted the update of the Factoring Service Review.		
Action Required: Create working group.			
Lead	Director	Due by:	February 2025

AGENDA ITEM 10.0 – NATIONWIDE BS SIGNATORIES		For Approval	
The GCSO sought approval to change the signatories on the Nationwide Building Society as former staff and committee members had left.			
Decision	Members approved the removal of the former Chairperson and former Housing Manager and agreed to add our current Chairperson. Members noted the updated approved signatory list as detailed within the covering report.		
Action Required: Updated list to be signed by signatories and submitted to the Nationwide Building Society.			
Lead	GSO & Finance Agent	Due by:	18/02/2025

AGENDA ITEM 11.0 – ANNUAL ASSURANCE BANK UPDATE REPORT		For Information	
The GCSO explained a complete overhaul has been carried out on the Assurance Statement Bank and sample testing on the Constitutional Requirements (OC1 to OC3) will be brought to the next meeting on 18 February 2025. The Director explained all covering reports for meetings have been formatted to include relevance to the regulatory standards, relevance to the strategic objectives and relevance to the annual assurance bank. This will trigger submission of the report/appendices to the assurance bank.			
Decision		Members noted the update on the Annual Assurance Evidence Bank.	
Action Required: Sample testing to be carried out on Constitutional Requirements			
Lead		GSO	Due by: 18/02/2025

AGENDA ITEM 12.0 – AMENDMENTS TO THE ANNUAL RETURN ON THE CHARTER		For Information	
The Director presented the covering report to update members on the changes the Scottish Housing Regulator (SHR) have made to the Annual Return on the Charter (ARC). As detailed within the covering report, there are indicators that will be removed and new indicators added. The Association will have to start collecting data on this from 1st April 2025.			
Decision		Members noted the Amendments to the ARC.	
Action Required: None			
Lead	Senior Management Team	Due by:	

AGENDA ITEM 13.0 – COMMITTEE DIGEST		For Information & Approval	
The Director presented this report and informed members that Robert McLeary would be standing down at the AGM in September 2025, but at present would prefer to resign in his role as secretary as soon as a replacement has been identified. Members were asked if they would be interested in this role. James Ross indicated he would like to have more information on the role and possibly put himself forward. Members noted the schedule of reports attached and appendices and the governance policy review schedule. The Governing Body Code of Conduct has been updated by SFHA and will be presented for approval prior to the next date for signing. Members held a discussion around the request to purchase or lease a small piece of land from the Association to allow access to a new restaurant in Main Street. However, as the land was attached to a tenement where there were owners, there would need to be a full consultation exercise. There were concerns that the use of the land for access could be disruptive to the residents and that the Association could get involved in trying to resolve these with the restaurant owners. After consideration of the options, it was unanimously decided not to enter into negotiations to sell or lease the land. The Association is 45 years in operation this year and members were asked how we should celebrate this. Members were happy to delegate organising an event to the staff and intimated we should have a press release done. A staff working group should be established to oversee marking 45 years. Members noted Committee Members attendance for 2024 and were reminded our business plan has a 75% attendance rate target. Members were asked to approve EVH membership renewal and a discussion was held around the role of EVH, value for money and areas where we have utilised their services.			
Decision			
Action Required:			
Send James Ross Secretary Role profile			
Lead	GSO	Due by:	29/01/2025
Decision		Members unanimously approved renewing the EVH membership for 2025/26 and noted the content of the Committee Digest Report.	
Action Required: Renew EVH Membership			
Lead	Director	Due by:	February 2025

AGENDA ITEM 14.0 – DATA PROTECTION POLICY		For Approval	
The Director explained there was a host of GDPR policies drafted by our Data Protection Officer (DPO) that were ready for approval and presented the Data Protection Policy.			
Decision	The Data Protection Policy was proposed by Darren Ward and seconded by Natalie Kirk.		
Action Required: N/A			
Lead	N/A	Due by:	N/A

AGENDA ITEM 15.0 – INFORMATION SECURITY POLICY				For Approval	
The Information Security Policy was presented for approval.					
Decision		The Information Security Policy was approved, proposed by James Ross and seconded by Natalie Kirk.			
Action Required: N/A					
Lead		N/A		Due by: N/A	

AGENDA ITEM 16.0 – MOBILE DEVICE POLICY		For Approval	
The Mobile Device Policy was presented for approval.			
Decision	The Mobile Device Policy was approved, proposed by James Ross and seconded by Natalie Kirk.		
Action Required: N/A			
Lead	N/A	Due by:	N/A

AGENDA ITEM 17.0 – CORRESPONDENCE		For Information	
GWSF – invite to event the 50th Anniversary of Housing Associations.			
It was noted that invites were limited to 4 per HA. RMcL stated he would like to go and it was suggested that another long standing Committee member and 2 long standing staff members could also be invited to attend.			
Decision		N/A	
Action Required: RMcL to be booked to attend. Other long standing Committee members and staff to be invited.			
Lead	GSO	Due by:	N/A

AGENDA ITEM 18.0 – ANY OTHER BUSINESS			

18.1 The GCSO explained the Finance Agent (redacted) and Finance Assistant Hollie Beattie have requested access to online banking with the Associations Royal Bank of Scotland account.

18.2 GWSF are marking 50 years for housing in the Trades Hall in Glasgow. There are 4 spaces and it was agreed for Robert McLeary to attend with staff member Wilma McInerney. Members intimated a space should be offered to long serving staff and committee members.

18.3 The Director explained Committee Member Mary McKewon had submitted apologies for this meeting but may require an extension to their leave of absence. Members suggested contacting Mary to establish if this was required.

18.4 Karha Hughes has requested Leave of Absence for 2 months, January & February 2025 which was unanimously agreed.

The Chair advised that due to the time, members would have to agree to suspend the Standing Orders if they wished to complete further business to be discussed.

It was unanimously agreed to continue with the meeting to conclude the business and, therefore, to suspend the Standing Orders.

18.5 The Director tabled the scoring sheet for the Director recruitment specialist tender. Three returns were submitted and members discussed the necessity to use a specialised agency for the recruitment of a Director. The scoring panel consisted of our Chair, Vice Chair and consultant Dougie Gold. Members unanimously agreed to go with the recommended agency Eden Scott who had scored highest.

18.6 The Director had submitted a Notifiable Event to the SHR informing of her resignation. The SHR had been in touch to say they would require our 3 year business plan to be in place and an options appraisal carried out. The Director has responded to inform them that the business plan will be finalised by March/April 2025 and an options appraisal has been carried out as part of this process.

18.7 The Director explained the Notifiable Event & supporting documents had submitted in regards to the recent settlement agreement of the factoring officer. Our SHR Manager has since requested the full minute from the staffing sub-committee meeting where this was discussed and agreed. As there were confidential items on this minute, the Director had only supplied an extract. After some discussion, the Management Committee agreed to send the full un-redacted minute.

Decisions: Members unanimously approved;

- i) access to online banking for the Finance Agent (redacted) and the Finance Assistant Hollie Beattie.**
- ii) 2 months Leave of absence for Karha Hughes (January & February 2025.**
- iii) appoint the recommended recruitment agency Eden Scott.**
- iv) submit the full staffing sub-committee minute to the SHR.**

As there were no other items of business the meeting closed at 8.10pm

DATE OF NEXT MEETING	Tuesday 18th February 2024 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

Signed by Chairperson	
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Name	Frances Cunningham	Date	18/02/2025
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