

Molendinar Park Housing Association
Notice of the Management Committee Meeting to be held in the Offices and
Remotely via MS Teams on
Tuesday 20th February 2024 At 6pm

Present:	In Attendance: Staff
F Sheeran, Chairperson	Julie Smillie, Director
C McKinlay, Vice Chairperson	Scott Rae, Asset Manager
C Boyle, Committee Member	Susan Paton, Corporate Services Officer (Minutes)
B Johnson, Committee Member	
A Wood, Committee Member	David Ampofo, Finance Agent - FMD
M Johnston, Committee Member	
N Thumath, Committee Member	
M O'Donnell, Committee Member	
C Meighan, Committee Member	
A Gillespie, Committee Member	

The Meeting was Quorate.

1.	Welcome, Apologies and Declaration of Interest The Chair welcomed everyone to the meeting. Apologies were received from C Peacock and A Scott and from Depute Director, S Rae.
2.	a) Adoption of Minutes of Meeting held on 16th January 2024 The minute of the meeting held on the 16 th January 2024 proposed as a true record by C McKinlay and seconded by A Scott. b) Matters Arising from Minute of 16th January 2024 There were no matters arising.
3.	Actions from Previous Meeting Report Committee noted the actions from previous meetings report and noted the progress against the actions.
4.	Applications for Membership None.
5.	Use of Seal None.
6.	Bite-Size Training Scottish Housing Regulator - Notifiable Events The Corporate Services Officer gave committee a refresher training session on notifiable events, the notifiable events policy and the register.
7.	Notifiable Events None

8.	Business Planning The Director explained that after consultation with the Governance Consultant L Ewart, the business plan will be simplified and some of the content will be put into appendices to make it easier to read. The risk register, internal management plans for each section and a new SWOT analysis will be carried out by staff in the coming weeks.
9.	Committee Digest & Training Schedule The Corporate Services Officer reported on the training opportunities for committee including a SHARE course on confidence to participate in meetings training session and SHARE E-learning. The CSO also shared news that the regulatory framework had now been updated from the Scottish Housing Regulator and this will come into affect from April 2024. The Committee noted the training plan.
10.	Internal Audit Report – Equalities & Diversity The Corporate Services Officer explained that the Internal Audit was awarded a reasonable assurance status which means that there are adequate measures in place but some improvements will be made. The internal audit action plan will be updated with the recommendations and committee will monitor progress against it. The Committee agreed with the level three recommendation that the Association has a separate recruitment policy. The CSO will bring a draft recruitment policy to the next management committee for discussion.
11.	Letter From SHR regarding New Regulatory Framework The Committee noted the letter from the Scottish Housing Regulator.
12.	Complaints Monitoring Report The Director reported on the complaints monitoring report. The Committee agreed to ask for more detail in the next quarterly report, notably with upheld status and any lessons learned and if complainant was satisfied with outcome.
13.	Q3 23/24 Management Accounts & cover report The Finance Officer reported on the management accounts for Q3. For income, there were changes in general rents and shared owner structures implemented in Homemaster in October. There is a positive variance in Voids due to fewer than budgeted voids. Stage 3 Medical Adaptations have been claimed and paid for their work carried out during this period. The Stage 3 grant was increased by GCC for 23/24. One-off charges including payment for SFHA Fuel Grant and SFHA Winter Fund went through General Expenses but have now been paid out. For Expenditure, there is a negative variance in Reactive Maintenance due to increased calls regarding damp and mould and an increase in bulk uplifts. There is a positive variance in Cyclical Maintenance due to timing differences in programs. There is a Negative variance in Major Repairs due to chimney works and door replacement program. In Q3 there was higher service costs including roofworks, balcony repairs, and electricity charges.

	<p>There was an overspent in staff costs due to various factors, including an unexpected re-grading of Asset Manager to Depute Director.</p> <p>The Finance Officer also highlights information on the Statement of Financial Position (SOFP), Cashflow, Covenants, and KPIs, indicating compliance with covenants, specific budget considerations, and variances in key performance indicators.</p> <p>The Committee noted the Q3 management accounts.</p>
14.	<p>Financial Controls procedure policy & cover report</p> <p>The Chair noted that the policy doesn't read as well as other policies and asked that the Finance Agent be asked to be tidied up.</p>
	<p>The Committee approved the content of the financial controls procedure and policy on the condition that the policy is tied up and the final policy sign off will be by the Chair and Finance Officer to ensure the content reads well.</p>
	<p>The Committee discussed that policies having different formats can be problematic and for consistency it would be best if all policies followed an approved template.</p>
	<p>The Corporate Services Officer will look at developing a policy template.</p>
15.	<p>Treasury management policy review & cover report</p> <p>A committee member asked if it was prudent to have a company credit card for more than just the Depute Director. The Director said that the credit card is so infrequently used that it hasn't been a problem so far. The Director will continue to review the use of the credit card and will evaluate if another named credit card should be ordered from the bank.</p>
	<p>The Committee approved the Treasury Management Policy. The Committee also asked that updated policies should have the new sections in red for ease of focusing on the new parts of the policy. The Corporate Services officer will ensure that is part of the new template.</p>
16	<p>Rent debt Write Off</p> <p>The Director reported on this report by the Senior Housing Officer. It had already been discussed at the sub committee and a discussion on tracing was had then. A committee member noted that tracing can be very cost effect, sometimes only costing £80.</p>
	<p>The Committee approved that the cases presented in the report should have the debt written off.</p>
17	<p>Minutes of the 6th February 2024 Services Sub Committee</p> <p>The minutes of the Sub Committee on the 6th of February were noted for information. They will be formally approved by the next sub committee in May 2024. The Sub Committee referred the Void Management Policy and the Asbestos Policy and Management Plan to the management committee as recommended policies.</p>
18.	<p>Void Management Policy</p> <p>The committee discussed the void management policy and approved the policy. The policy will be reviewed in February 2027 or before if legislation or good practice changes.</p>

19.	<p>Asbestos Policy & Management Plan Cover report typo noted and will be corrected.</p> <p>The committee discussed the Asbestos policy and management plan and approved the policy. The policy will be reviewed in February 2027 or before if legislation or good practice changes.</p>
20	<p>Membership Policy The Corporate Service Officer reported on the membership policy. She noted that the policy was updated with an added equalities and diversity section. The policy is further enhanced by a strategy and an action plan that committee will be able to monitor progress against.</p> <p>The committee discussed the Membership Policy and approved the policy, strategy and action plan. The policy will be reviewed in February 2027 or before if legislation or good practice changes.</p>
21	<p>Director's Report The Director reported that she had been co-opted onto the Cadder HA Committee. She has discussed this with Dunbritton HA who she also sits on their Board and they are happy that there is no conflict of interest. If there is any conflict of interest arising from this appointment she will seek a leave of absence from Dunbritton as she sees the Cadder appointment as being temporary.</p>
22	<p>Affiliation Renewals a) Glasgow West of Scotland Forum</p> <p>The committee agreed to re-affiliate to the Glasgow West of Scotland Forum.</p>
	<p>Delegates Reports</p> <p>a) Glasgow West of Scotland Forum A Scott is not at the meeting to update.</p> <p>b) Meat Market Regeneration CIC The Chair reported that there had been little movement in the project beyond the funding applications going in.</p> <p>c) Safe Injection Site – Hunter Street The Chair reported that the project had an action plan and it was progressing well. There was film work carried out by BBC regarding the implementation of the project. The Chair asked committee to consider how much we want to be involved in promoting the open days. The Committee agreed, after discussing that in the community interest it's best to get information out there to dispel myths around the safe injection site.</p> <p>The Chair will pass the Corporate Services Officer information for inclusion on the website.</p> <p>The Committee discussed the use of social media such as facebook to promote local activities. The Corporate Services officer offered to put together a social media strategy document to committee to discuss the pros and cons of using social media.</p> <p>The Chair will work with the Corporate Services Officer on a social media strategy.</p>

24.	AOCB
	Community Buy Back – [REDACTED – PERSONAL DATA]
	<p>Bulk Uplift The Chair noted that in the financial papers there was £11,000 for bulk uplift. He suggested looking at a controlled bulk uplift to ensure we are not overspending on reactive bulk uplift. The Director said that the new landscaping contract will have some provision for bulk removal. This should reduce bulk costs as it'll be part of the contract. It was noted that the Baltic street area was particularly bad for bulk waste right now and that the Queenslie Industrial estate will be closing. It was also noted that GCC cleansing team refused to remove contaminated recycling waste.</p> <p>Committee Contribution The Chair discussed issues around confidence to contribute to management committee meetings. There is always a level of scrutiny and challenge needed at committee meetings and training and support is always offered to committee to develop these skills. There are no silly questions and committee need to ensure that governance of the Association is critical to a well run organisation.</p> <p>The Chair and the Director will arrange a one to one with each committee member to discuss any challenges they find in being involved in the management committee.</p> <p>The Chair asked for suggestions on how to make meetings more inclusive. A Committee member suggested circulating questions before the meeting to facilitate more open discussion. The Committee will consider this further.</p>
25	<p>Date and Time of Next Meeting Tuesday March 19th March 2024</p>
26	<p>Meeting Closed The Chair thanked everyone for attending and the meeting closed at 8.11pm</p>

Signed.....

Date.....