

MOLENDINAR PARK HOUSING ASSOCIATION LTD
Minute of the Meeting of the Management Committee
held remotely and in MPHA Offices
on Tuesday 19th September 2023

Present:

F Sheeran Chairperson
C Boyle Committee Member
B Johnston, Committee Member
C Peacock Committee Member
C Meighan Committee Member
M O'Donnell Committee Member
A Scott Committee Member
N Thumath Committee Member
A Gillespie Committee Member

In Attendance: Staff

Julie Smillie Director
Scott Rae Asset Manager
Susan Paton Corporate Services Officer
(Minutes)
Representative of Quinn Internal Audit

The meeting is quorate.

1. Welcome, Apologies and Declaration of Interest

Apologies received from A Wood, C McKinlay, M Johnston.

Election of Chair

The Director in her capacity as Secretary welcomed all to the meeting and declared the election result. After a thorough examination of the election results, it was confirmed and declared that Frank Sheeran had been elected Chairperson for the 2023/2024 term.

The Secretary then handed the Chair and the election of Vice-Chair and Chair of the Services Sub Committee will be carried out under item 6 on the agenda.

The Chair thanked the Committee for their vote of confidence and he looks forward to working with the Committee and staff in the coming year.

2. Adoption of Minutes of Meeting held on 15th August 2023

Two corrections to the previous minutes were noted –

C Meighan indicated that the minute indicated she was present when she was not. The Director had noted a declaration of interest under item 1 at the previous meeting regarding item 22. These corrections will be updated before being published on the website and filed.

The minute of the meeting held on the 15th August were proposed as a true record (with agreed amendments) by A Scott and seconded by M O'Donnell.

3. Matters Arising from Minute of 15th August 2023

[REDACTED – CONFIDENTIAL INFORMATION]

The Corporate Services Officer reported that since the Committee agreed to the implementation of CX Feedback in August, staff had been trained and there has been one notification sent out about a stock condition survey. There was over 70% tenant interaction with the notification.

4. Applications for Membership
None

5. Use of Seal
None

6. Post Annual General – matters arising
Election of Committee Members

- a) **Ballot for Chairperson - previously Covered**
- b) **Ballot for Vice-Chair**

The Chair reported that there was a tie for the election of the Vice Chair. This means that under Rule 30 of the Association's Rules (*SFHA Charitable Model Rules (Scotland) 2020*) the Chair has the final and casting vote. The Chair had been informed of this before the meeting and has given due consideration to the vote.

The Vice Chair will be C McKinlay for the 2023/2024 term.

The Chair said that A Scott was an excellent committee member and office bearer over the years and has served the Association well. His decision came down to the fact C McKinlay and the Chair had a good working relationship, and had stepped in a number of times over the 2022/2023 term for the Chair. The Chair also said that in terms of succession planning, it's good to have a number of people with experience of Office Bearer responsibilities.

c) Membership & Chair of Services Sub Committee

The Services Sub Committee members were noted as; C McKinlay, M O'Donnell, A Scott, F Sheeran, A Wood, C Boyle.

The Chair asked of a nomination of the Chair of the Services Sub Committee. F Sheeran nominated A Scott and M O'Donnell Seconded the nomination. A Scott accepted the position and was duly elected as Chair of the Services Sub Committee.

7. Notifiable Events

There are no new notifiable events. The Chair confirmed that all other notifiable events were now closed and no further information is sought by the Scottish Housing Regulator (SHR). The Chair thanked the Director and Corporate Services Officer for their help during this period.

A committee member reminded the Chair that the committee were not notified of the complaint and the subsequent notifiable event until the following

meeting. The Chair apologised for the miscommunication and that processes will be followed in future.

8. Committee Induction Procedure

The Corporate Services Officer reported to this new procedure which lays out the ways in which the Association will recruit, retain and support new committee members.

The Management Committee approved the Committee Induction Procedure and its appendices. This procedure will be next reviewed in 2026.

The Chair noted that the Committee should look at how they recruit. The Director confirmed that there were 3 vacancies on the committee currently and that it's prudent to keep space if there is a specialism necessary during the term.

The Chair acknowledged that getting the right kind of committee member is important. The Director reminded committee that even after seeking advice from lawyers it can be difficult to exclude members who want to join the management committee. There are now robust procedures in place for committee applications and induction and all good practice recommendations will be adhered to from recent internal reports into governance.

The Chair, Director, Vice-Chair and Corporate Services Officer will meet to discuss Governance arrangements in the coming weeks.

The Director encouraged Committee to speak to staff about reports or paperwork that the need more information on to make a clear and reasoned decision about.

Committee agreed to include contact information for the front cover of reports to make queries easier.

9. Committee Digest

The Corporate Services Officer updated Committee on training opportunities.

10. Business Plan

The Director updated Committee that the business plan will be discussed at the 30th anniversary tour of our stock and presented once we arrive at Drakemire.

11. Committee Annual Review – Improvement Action Plan

The Corporate Services Officer introduced this proposed action plan. This action plan consists of the recommended actions from report into the Committee Reviews.

The Committee agreed to the Committee annual review action plan.

12. Assurance Statement Preparation Report

The Corporate Services Officer presented this report. The assurance statement is due in October 2023 and the preparation report explains and reminds Committee of the process.

13. Internal Audit, Presentation by the Managing Director of Quinn Internal Auditing.

a) Annual Report

The representative from Quinn Internal Auditing explained that the annual report brings together the internal audit work that has been carried out during this period and shows the assurance levels for risk management, procurement, tenant participation and follow up reports that were carried out. He gave the Committee full assurance that the internal audit was carried out under the internal audit charter and gives independent opinion without prejudice of being a consultant or other services provided retained in any way.

The representative said it was their opinion that there are adequate and effective controls in place, the internal audit reports do have recommendations to improve the process or follow good practice where necessary.

b) Follow Up

The Representative reported to committee the progress against last year's internal audit into Anti-Social Behaviour, Payments and Payroll. There were 9 recommendations made and all but two which are ongoing have been implemented.

The Chair asked how the Association fairs against the Internal Audit results across the Sector and the Representative responded that the Association is doing well and improvements are being swiftly addressed. He said that there has been an increase in pressure on staff with increased workload due to cost of living, inflationary pressures and a changing regulatory regime. It is understandable in these conditions that some recommendations aren't always been able to be acted upon and implemented across the sector.

The Internal Auditor thanked Committee and reminded them that his contact details are on the front of the report and can be spoken to in confidence or if they need anything clarified.

14. Maintenance Framework Report

The Asset Manager said that this maintenance framework report was a recommendation from the procurement audit and although they now come to the services sub-committee they will also come to management committee. The Committee noted the content of the maintenance framework report.

15. 30th Anniversary Working Group

The Corporate Services Officer explained to Committee that she was having trouble finding a reasonably priced mini-bus. She will go and look at other options and send out a poll to see what day suits everyone best. The Chair

asked that only Saturdays be included in the poll and to look at business insurance if seeking a driver(s).

16. Directors' Report

The Corporate Services Officer declared an interest.

The Director reported that the Corporate Services Officer will do some extra hours to help create governance processes between now and the end of the year.

The Director updated Committee on the extra SFHA funding that the Association has received. The Wise Group will assist in administering the process and the Association will be working with Cadder HA and Hawthorn HC to refine the process in the coming weeks.

The Committee noted the Directors' report.

17. AOCB

The Chair suggests that an intranet is created for committee. This would allow real time reporting and updating of information. He is also interested in setting up a whatsapp group. There is times between meetings that it's important to contact everyone urgently and it's not always practical that everyone checks emails everyday.

Staff will look at creating an intranet site on SharePoint.

The Corporate Services Officer said that SFHA has recently developed digital governance guidance, she agreed to share this with the Chair and look to implementing recommendations within the guidance.

The Chair said that Governance had to be at the top of the agenda going into this new term. There has been a difficult 6 to 8 months and now we need to make sure we are working to ensure regulatory compliance, we are acting in the best interest of the Association, behaving in the correct manner. The Director pointed out that robust challenge and creating an informed view point was the key to committee good governance.

The Chair updated the Committee on the progress with the Sheds. There has been little progress due to funding requests being submitted. The Community Interest Company has been set up. A committee member asked for more regular updates on the Sheds. Glasgow City Council funding has not yet been approved. The Director asked for an update on the linear path plans as this will have a huge impact on the residents. The Chair said that there stills needs to be funding approved and that a pub on Bellgrove Street was planned but it's still in early stages.

Committee asked that future meetings now start at 6pm.

**18. Date and Time of Next Meeting –
Tuesday October 17th 2023 at 6.00pm**

Sign.....

Date.....