

MOLENDINAR PARK HOUSING ASSOCIATION LTD

Minute of the Meeting of the Management Committee held remotely on Tuesday 22nd February 2022 at 6.00pm.

Present:

Mr A Scott (Chairperson)
Mr F Sheeran (Vice Chairperson)
Mr M Johnston (Committee Member)
Miss C McKinlay (Committee Member)
Mrs M O'Donnell (Committee Member)
Mr C Peacock (Committee Member)
Ms A Wood (Committee Member)
Mr N Thumath (Co-optee)

In Attendance:

Scott Rae (Acting Director)
 Jayne Lundie (Corp Services Officer)

		Action
1.	<p>Welcome, Apologies and Declaration of Interest The Chair welcomed Committee and Staff to the meeting.</p> <p>Standing Apology from Mr P Mann. Apologies received from Mr B Johnston and Ms C Meighan.</p> <p>The Corporate Services Officer to write to Mr P Mann asking if he wishes to extend his Standing Apology.</p>	
2.	<p>Adoption of Minute of 18th January 2022 The minute of the meeting held on the 18th January 2022 was proposed as a true record by Ms Caroline McKinlay and seconded by Mrs M O'Donnell.</p>	
3.	<p>Matters Arising from the Minute of 18th January 2022 There were no matters arising.</p>	
4.	<p>Use of Seal There was no Use of Seal</p>	
5.	<p>Application for Membership There were no applications for membership.</p>	
6.	<p>Notifiable Events There were no Notifiable Events.</p>	
	Finance	
7.	<p>Cover Report for Quarterly Management Accounts. Deferred until 15th March 2022.</p>	
7.1.	<p>Quarterly Management Accounts Deferred until 15th March 2022.</p>	
8.	<p>Former Tenant Write Offs Noted. Committee were advised that the arrears for any evictions and abandoned properties will be pursued if any future application for housing is made to the Association.</p>	
	Committee agreed to write off the unrecoverable former tenant arrears.	

	Policies	
9.	<p>Hybrid Working Policy Committee were advised the Mentor Services recommended that the above policy should be adopted.</p> <p>The Chairperson advised committee that as the meeting last week was cancelled he and the Vice Chairperson had made the decision to adopt the policy. This was so that staff could be advised that the hybrid working model was to be implemented as from 28th February 2022.</p>	
	Committee noted that the Hybrid Working Policy was adopted on 15th February 2022.	
10.	<p>Menopause Policy Committee were advised that Mentor Services recommended that the above policy should be adopted.</p> <p>Committee considered and agreed to the adoption of the Menopause Policy.</p>	
	Committee agreed to adopt the Menopause Policy	
11.	<p>Wellbeing Policy Committee were advised that Mentor Services recommended that the above policy should be adopted.</p> <p>Committee considered and agreed to the adoption of the Wellbeing Policy.</p>	
	Committee agreed to adopt the Wellbeing Policy	
12.	<p>Workplace Testing Policy (Covid 19) Committee were advised that Mentor Services recommended that the above policy should be adopted as staff will be returning to office as from the 28th February 2022.</p> <p>Committee considered and agreed to adopt the Workplace Testing Policy with the proviso that the Corporate Services Officer would contact Mentor to ensure the policy is still fit for purpose in relation to the new guidelines issued by the Scottish Government.</p>	
	<p>Committee agreed to:</p> <ul style="list-style-type: none"> • Adopt the Menopause Policy • Adopt the Wellbeing Policy • Committee agreed to adopt the Workplace Testing Policy (Covid 19). Corporate Services Officer to clarify with Mentor if the Policy is in line with Scottish Government guidelines. 	
	Services Sub Committee	
13.	Services Sub Committee Report – 8th February 2022 Noted.	
13.1	<p>Minutes of the Services Sub Committee Meeting – 2nd November 2021 Noted.</p> <p>The Vice Chairperson advised the Committee of the fantastic work the Welfare Rights Services has provided to the Association over the past two</p>	

	<p>years. In excess of £250,000 has been accessed for our residents which is an astonishing amount of money. He made the point that the bulk of residents accessing the service were low paid working families.</p> <p>The Vice Chairperson said that any money coming in is likely being spent in the community which, in turn, benefits the community.</p> <p>After discussion it was agreed that the Acting Director looks into issuing a press release – perhaps with GWSF and SFHA - letting the sector know how well this service is performing and how the Association is managing to access funds for our residents. This may encourage other RSL's to use this service. The Corporate Services Officer will also put an article on the website.</p> <p>The Chairman raised the matter of the arrears performance. The figures are showing a low level of arrears which is testament to the hard work and dedication of the staff particularly during this difficult period.</p> <p>The Chairman asked that the Acting Director pass on Committee's appreciation to the staff.</p>	
13.2.	<p>Review of Abandonment Procedure Committee were advised that the Review of the Abandonment Policy was considered at the Services Sub Committee Meeting on 8th February 2022 where it was agreed to take the policy to the Management Committee for ratification</p>	
	Committee agreed to the Review of the Abandonment Procedure	
	General	
14.	<p>Staff Returning to Work – Hybrid Working Report Noted.</p>	
14.1	<p>Office Rota Noted.</p>	
15.	<p>Afghan Resettlement Scheme Report The Acting Director reported that two families have been housed in the Dalmarnock area. As this has been a successful venture he asked permission for housing management to allocate a further two properties under this scheme.</p> <p>After consideration Committee agreed to approve this recommendation.</p>	
	Committee agreed to the recommendation that a further two properties should be allocated under the Afghan Resettlement Scheme.	
16.	Acting Directors Report	

16.1	<p>Decisions between meetings The Hybrid Working Policy was approved by the Chairperson and Vice Chairperson on 15th February 2022.</p>	
16.2	<p>Covid Update Noted.</p> <p>A discussion took place on the new government guidelines which will come into effect on 21st March 2022.</p>	
16.3	<p>Staffing Matters The Acting Director advised that the Director has indicated that she may be returning on the 1st April 2022 but this is only if her doctor agrees. She will speak to her doctor about a phased return and will let the Acting Director know as soon as she has a decision from her doctor.</p>	
16.4	<p>Business Plan Review The Acting Director recommended that the Business Plan Review be deferred until the Director returns to work to so she can get a feeling of the previous year's activities. This will allow her to have a more informative input in the Review.</p> <p>The Vice Chairperson raised concerns about the delay but understands the rationale behind the recommendation. After discussion it was agreed that the Business Plan Review could be deferred until May but no longer than that.</p> <p>In the meantime the Acting Director will work towards arranging a day in May.</p>	
16.5	<p>Office Refurbishment The Acting Director raised concerns on the costings provided by the architect. The original brief specified an amount of £60,000. The costs submitted are a total cost for the project to £95,530.52. The Acting Director stated that in his experience the final costs for projects rise and this could take the project over £100,000.</p> <p>The brief provided by the architect is basic with not a lot of information and the Acting Director is finding it difficult to get him to engage.</p> <p>He also raised his concerns about spending this amount of money in what is essentially a cosmetic exercise with no structural work involved.</p> <p>The acting Director recommended that this project be shelved in the interim and revisited it when the hybrid working model is tried and tested as this will mean there will be less people in the office at any one time. This will alleviate the problem of the working space in the office.</p> <p>After consideration Committee agreed to this recommendation.</p>	
16.6	<p>GWSF Affiliation Fee Letter</p>	

<p>16.7</p> <p>16.8</p>	<p>The Vice Chairperson proposed that the Association should reaffiliate with GSWF. The Chairperson seconded this motion</p> <p>RBS Mentor Services Renewal Letters Committee agreed that the Association would renew the contract with RBS Mentor Services.</p> <p>Smoke Alarm Programme The Acting Director advised Committee that the Smoke Alarm Programme was completed in the timescale specified. The Association was fully compliant as from the 1st February 2022. He further advised that only one Forced Access was implemented during the programme.</p>	
	<p>Committee agreed:</p> <ul style="list-style-type: none"> • To the recommendation to defer the Business Plan Review until May • To defer the office refurbishment until the Hybrid Working Model is tried and tested • To Affiliate with GWSF • To renew the contract with RBS Mentor Services 	
<p>17.</p> <p>17.1</p> <p>17.2</p> <p>17.3</p> <p>17.4</p>	<p>AOCB</p> <p>GWSF The Chairperson advised GWSF will be holding a Regeneration Conference on the 24th June 2022. The Corporate Services Officer will circulate details of the Conference and any Committee Member interested in attending should contact her and she will book a place for them.</p> <p>Cover Report and Rent Setting Policy The Corporate Services Officer presented the Report and asked Committee to consider and agree to the adoption of the Rent Setting Policy</p> <p>External Audit – Azets The Acting Director advised that a Planning Meeting has already taken place and that he has been informed by Azets that they are increasing their audit fee by 12%. This is predominantly due to staff shortages which is a problem across the sector.</p> <p>After discussion it was agreed that the audit should go ahead on this basis.</p> <p>Senior Housing Officer Vacancy The Acting Director advised that 16 applications had been received for the position.</p> <p>It was agreed that The Chairperson, the Vice Chairperson and Ms Angela Wood would make up the interviewing panel.</p> <p>The Acting Director will draw up a shortlist of candidates for interview and circulate this list to the interview panel alongside the unsuccessful candidates.</p>	

	<p>He will contact the Interview Panel to finalise dates for interviews.</p> <p>It was agreed that when advising the successful candidates for interview that they can choose whether the interview should be carried out face to face</p>	
	<p>Committee agreed to:</p> <ul style="list-style-type: none"> • Adopt the Rent Setting Policy • To proceed with the External Audit at an increase of 12% on the audit fee • The Interview Panel for the Senior Housing Officer post would consist of The Chairperson, the Vice Chairperson and Ms A Woods • The Acting Director to shortlist the candidates for interview 	
	<p>Date and Time of Next Meeting – Tuesday 15th March 2022 at 6.00 pm The next meeting of the Management Committee will be held remotely on Tuesday 15th March 2022.</p>	

Signed

Date