

**MOLENDINAR PARK HOUSING ASSOCIATION LTD**  
**Minute of the Meeting of the Management Committee**  
**held remotely and in MPHA Offices**  
**on Tuesday 16<sup>th</sup> May 2023, 6.30pm**

<b>Present:</b>		<b>In Attendance:</b>	<b>Staff</b>
F Sheeran	Chairperson	Julie Smillie	Director
C McKinlay	Vice-Chairperson	Scott Rae	Asset Manager
C Boyle	Committee Member	John Mallon	Senior Housing Officer
B Johnston	Committee Member	Susan Paton	Corporate Services Officer ( <i>Minutes</i> )
C Meighan	Committee Member		Finance Agent
M O'Donnell	Committee Member	FMD	
A Scott	Committee Member		
N Thumath	Committee Member		

The meeting is quorate.

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**1. Welcome, Apologies and Declaration of Interest**

The Chair welcomed all Committee to the meeting. Apologies were received from A Wood and M Johnston.  
There were no declarations of interest.

**2. Adoption of Minutes of Meeting held on 18th April 2023.**

The minute of the meeting held on the 18th April 2023 was proposed as a true record by A Scott and seconded by C McKinlay.

**3. Matters Arising from Minute of 18th April 2023.**

There were no matters arising.

**4. Notes of the Working Group meeting of 26th January 2023**

To be passed to the Corporate Services Officer.

**5. Applications for Membership**

None.

**6. Use of Seal**

None.

**7. Committee Digest**

The Corporate Services Officer presented the Digest. A Scott reported that the SHARE e-learning is going well. C Boyle and N Thumath agreed to join the Services Sub Committee.

**8. Annual Return on the Charter**

**a) Presentation**

The Asset Manager presented the Annual Return on the Charter. He highlighted the variances from last year and noted the overall favourable performance. The Director congratulated staff on the excellent ARC performance results.

A committee member asked about the 77% quality of homes figure.

The Director responded that the figure had been disappointing from the

2021 tenant satisfaction results and the Association had instructed the research company to carry out a further analysis of this. There were no conclusive results on why satisfaction was lower with the quality of homes, other than that lower satisfaction with social housing is seen industry wide since Covid-19.

**b) Return for approval**

The Committee approved the content of the ARC return and instructed the office bearers to sign the return off to submit to the Scottish Housing Regulator.

**9. SHR Notifiable Events**

The Committee noted the updated position on the notifiable event. The SHR responded regarding the anonymous letter to the elected official regarding governance and noted that they were happy with the Association's response and closed the notifiable event with no need for further action.

**10. Treasury Management & Strategy Report & Loan Appendix**

The Finance Agent provided committee with an overview of the current treasury management operations including the amount and status of existing loans; the amount of stock secured against loans; future likelihood of borrowing more and the management of cash available for investment.

The Finance Agent assured Committee that the long term treasury management projections are favourable, even against rising loan interest rates and stress tested to ensure that the Association could perform against different economic environments. The Committee noted the treasury management and strategy report with loan appendix.

A committee member asked about investment opportunities. The finance agent responded that the sector is low-risk appetite when it comes to investing tenant's money and that it's prudent to ensure that savings products tend to be easily accessible and not tied up in long term investments like pension funds etc.

**11. Energy Contract Delegated Spend**

The Asset Manager referred to the report. The report recommends that Committee delegate authority to find the best energy deal with Citrus energy. The Asset Manager explained that energy prices fluctuate from day to day and to secure a good deal we have to act quickly.

The Committee agreed to delegate authority to staff to seek out the best deal from Citrus Energy despite it being above the delegated authority level as set out in the standing orders.

**12. 30th Anniversary Working Group – Update from meeting 16th May 2023.**  
The Vice Chair and the Corporate Services Officer updated Committee on the working group meeting that was held directly before the committee meeting. The 30<sup>th</sup> Anniversary celebration plans are progressing and ideas for the '30 acts of giving' are being explored. Further opportunity for Committee input will be sought over the coming months, including opportunities to volunteer.

**13. Cover Report and Services Sub Committee Minutes – 2nd May 2023 for Adoption.**

The Chair of the Services sub committee presented this report and updated Committee on the minutes and referrals of the services sub-committee. The Corporate Services Officer explained that Sub Committee agreed to bring the previous minutes to the next management committee meeting instead of waiting for the next quarterly meeting to agree them. This will allow management committee to see the minutes sooner and have up to date information.

The minute of the Sub Committee meeting held on the 2<sup>nd</sup> May 2023 was proposed as a true record by A Scott and seconded by C McKinlay. The Committee noted the content of the report and minutes.

**14. Procurement for Housing – Membership**

The Asset Manager explained that the Association has an opportunity to join a free procurement framework that will allow the Association to call off their frameworks in the future without obligation to do so.

The Committee agreed for the Association to become a member of Procurement for Housing.
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**15. Maintenance Policy**

The Asset Manager presented the policy update. This policy sets out how the Association will provide an effective housing maintenance service that complies with its landlord obligations. This policy also takes into account the new Committee agreed timescales. The policy includes an equalities impact assessment.

The Management Committee approved the Maintenance Policy and agreed to review this in 2026.
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**16. Legionella Policy**

The Asset Manager presented this policy. This policy clarifies the duty of care the Association has to employees, tenants, visitors and the general public with regards to legionella control and prevention. The policy includes an equalities impact assessment.

The Management Committee approved the Control of Legionella Policy and agreed to review this in 2026.
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**17. Right to Repair Policy**

The Asset Manager presented this policy. This policy sets out how the Association will ensure that tenants have the highest standard of reactive maintenance which includes safeguarding tenants who may qualify for financial compensation where the service does not comply with the agreed legislation. The policy includes an equalities impact assessment.

The Management Committee approved the Right to Repair Policy and agreed to review this in 2026.

**18. Internal Audit report – Risk Management**

The Corporate Services Officer presented the findings of the internal audit report on Risk Management. The Committee heard that staff were pleased to receive full assurance from the internal auditor that the Association has a good system of controls for risk management in place.

**19. Director’s Report**

The Director updated the Committee that the ARC return had been the main priority of the Association in the last month. The Director updated Committee that a ballot had been issued to tenants at our neighbouring Association Reidvale on their proposed transfer of engagement. GWSF will meet tomorrow and the Asset Manager will attend to represent the Association.

**20. Value for Money Report – SHARE Affiliation**

The Corporate Services Officer spoke to this report. The Committee asked at the April Committee meeting to do an analysis of how well used SHARE was and if it provided good value for money. The CSO agreed to work with SHARE to ensure that we are utilising the member benefits.

The committee agreed to renew the subscription to SHARE

**21. AOCB**

**SHEDS** – The Chair updated the Committee on the progress since joining the SHEDS Board of Trustees. A project team has been appointed and the first stage is due to commence 24<sup>th</sup> June 2023 with cleaning and clearing the area. The Director asked about the linear park. The Committee expressed concern that this area with potential an anti-social behavior impact on our tenants. There was some discussion about commercial and residential plans for the development. The Chairperson will report back to Committee when more information is available.

**Alison Thewless MP** – A letter was received from the office of Alison Thewless MP regarding claims made by a named member. The Director and Chair responded immediately to email and informed the Scottish Housing Regulator as to the new development. The Regulator is happy with the response of the Association and seeks no further information. The Chair has contacted the member in question to meet with the Director and himself to go over concerns and offer support. As yet there has been no date agreed for the meeting. The Committee will be kept up to date on outcomes.

**22. Date and Time of Next Meeting –**  
Tuesday 20th June 2023 at 6.30pm

Meeting Close 7.50pm

**Signed**.....

**Date**.....