

**Molendinar Park Housing Association
Minutes of the Management Committee Meeting held in the Offices and Remotely via MS
Teams on Tuesday 20th August 2024**

In Attendance: Staff

Present:

C McKinlay, Vice-Chair
N Thumath, Committee Member
C Boyle, Committee Member
M O'Donnell, Committee Member
A Gillespie, Committee Member
M Johnson, Committee Member
C Meighan, Committee Member
C Peacock, Committee Member
A Wood, Committee Member
A Scott, Committee Member
The Meeting was quorate

Scott Rae, Acting Director
Susan Paton, Corporate Services Officer
(Minutes)

Representative, Azets, Auditor
Representative, FMD, Finance Agent

The Vice-Chair Chaired the meeting.

1. Welcome, Apologies and Declaration of Interest

The Vice-Chair welcomed everyone. Apologies were received from the Chair and B Johnson.

2. Minutes of the Previous Meeting

a) Adoption of Minutes of Meeting held on 18th June 2024

The minute of the meeting held on the 18th June 2024 were proposed as a true record by M O'Donnell and seconded by A Gillespie.

b) Matters Arising from Minute of 18th June 2024

There were no matters arising.

3. Actions from Previous Meeting Report

The Committee noted the actions within the report.

4. Membership

There were no new applications for Membership.

5. Use of Seal

None.

6. Notifiable Event

None.

7. Business Planning

a) Corporate Plan Final Draft

The corporate plan was presented to committee by the corporate services officer. The corporate plan will run from 2024-2027. The Corporate Services Officer explained that the changes were made that the committee had suggested.

The Committee approved the content of the Corporate Plan and final proofreading will be completed by staff and the Chairperson before being designed and published for distribution.

8. Committee Digest & Training Schedule

The Committee noted the digest and training schedule. The committee noted that the Corporate Services Officer has now been trained on the SHARE e- learning platform and log in details will be organised for committee this month.

9. Equalities & Diversity Monitoring Report – Recruitment

10. Secretaries Report for AGM

The Acting Director, who is the Secretary of the Association presented the report confirming to committee that rules 62-67 of the Association’s model rules has been complied with.

The committee noted the report.

11. AGM Planning Report – Tuesday 10th September 2024

The Committee noted the venue, time and agenda for the upcoming AGM, The They noted that 1/3 of elected committee elected to stand down are who were

C McKinlay, C Meighan, M O’Donnell, C Peacock and the Committee were satisfied with the continued effectiveness of management committee members seeking re-election.

The 9 year rule affects M O’Donnell and C McKinlay. The Association’s Rules and Scottish Housing Regulator sets out the requirement for the Committee to be satisfied that anyone seeking re-election having completed nine years’ continuous service is able to demonstrate continued effectiveness. Both Committee members had completed their annual review with the Governance Consultant L Ewart. The Committee are assured of their continued effectiveness.

12. Audited accounts 2023-24 – Presented Jennifer Alexander

The representative from Azets reported on the audited accounts. The Association has a small but healthy surplus and the representative from Azets commented that the Association is managing its costs appropriately and doing better than some Associations during these tough financial times who are seeing a deficit for this period. Rental arrears had been well managed and the treasury management work to get the best interest rates had been paying off. There are £800k in investments which is making the best use of funds we currently have.

The Committee noted the audit findings report.

The committee noted the clean unqualified audit position and the audit findings letter. The committee noted that the clean letter will be sent to the Scottish Housing Regulator.

The Committee approved the signing off of the audit letter and the accounts for 2023-24.

13. Services Sub Committee – 6th August 2024 Minutes

The management committee noted the content of the minutes and the referrals of the policies to the management committee.

The minutes of the Services Sub Committee were approved by A Gillespie and Seconded by N Thumath as a true record of the meeting.

14. Annual Assurance Statement Working Group Update

The Corporate Services Officer said that the next annual assurance working group meeting will be sent out to members who volunteered. The first meeting hadn't covered enough and she will consider the format in order to ensure that the working group can more effectively evaluate the evidence before presenting it the management committee in October.

15. Staff Committee Awayday 27 July 2024 – Notes

The committee noted the priorities for 2024-2025 which was set by staff and committee at the awayday and noted the SWOT analysis of the previous year.

16. Procurement Policy

The committee approved the cover report and Procurement Policy that was referred by the Services sub-committee. The main change to this policy is the spending levels have changed.

The Committee approved the Procurement Policy and this will be reviewed in August 2027 or if legislation regarding procurement changes.

17. Shared Ownership Buy Back Policy

The committee approved the cover report and Shared ownership policy that was referred by the Services sub-committee. There were no changes to the previous policy and the Association's position on shared ownership buy back has not changed.

The Committee approved the Shared Ownership Buy Back Policy and this will be reviewed in August 2027 or if legislation regarding shared ownership changes.

18. Unacceptable Behaviour Policy

The committee discussed the policy and agreed to make amendments to the policy. The corporate services officer will amend the policy to include details of the types of ways the association may sanction someone who is dealing with staff in an unacceptable way whilst still maintaining high levels of service.

The Committee approved the Unacceptable Behaviour Policy and this will be reviewed in August 2027 with the changes agreed. The Corporate Services Officer will send a draft of the extra section to C Boyle to review before inclusion.

19. Whistleblower Policy

The Committee approved the Whistleblowers Policy and this will be reviewed in August 2027 as per the policy review schedule.

The Corporate Services Officer noted that committee haven't completed whistleblowing training since 2019 and she will arrange for this via the SHARE E- learning platform.

20. Director's Report

The Acting Director updated on the Director's secondment to RHA. He has been in regular contact with her and she is still enjoying the challenges of working with RHA. The Acting director reported that we have recruited a new member of staff to fill the Maintenance Assistant position. The Association is down two staff members currently with one leaving next week for an operation and another due to ill-health. The Acting Director assured committee that plans are in place to ensure their work is being covered internally.

The housing management/ maintenance system HomeMaster is testing a new version of the system with greater capability. The staff are happy to see this system evolve as MPHA was early adopters of the system and we rely heavily on this system to compile ARC reports and keep all tenant files up to date.

The files in the office are in the process of being sorted through to get digitised. This will give more office space once they are gone. We have received a good result from the ARC validation internal audit with no recommendations and full assurance. The report will be brought to the next management committee.

21. CX Feedback Renewal

The Committee noted the annual review by the Corporate Services Officer on the benefits of the CX Feedback software.

The Committee agreed to continue with the software package for another year as it proves to be cost effective and in the last year there's evidence that it enhances the customer feedback experience.

22. Tenant Participation Strategy – Work Plan Update

The Corporate Services officer updated committee on the on-going work plan for the tenant participation strategy and it's timescales. The committee noted the report.

23. Delegates Reports

a) Glasgow West of Scotland Forum

The AGM/Open meeting has been cancelled and will be re-convened on the 6th of October 2024. A Gillespie and F Sheeran were down to attend and will likely go to the re-convened one.

b) Meat Market Regeneration CIC

There has been planning consent given for a sports hub. There has been an influx of rats around the site because the site has been disturbed and the vegetation is overgrown.

c) Safe Injection Site – Hunter Street

The Committee noted that the safe injection site was going live. The committee noted the increased drug paraphernalia around Gallowgate in the past few months.

24. AOCB

There was no other business.

25. Date and Time of Next Meeting

Tuesday 17th September 2024

Signed by Chair: Redacted

Date approved: 17 September 2024