

**Molendinar Park Housing Association
Minutes of the Management Committee Meeting held in the Offices and
Remotely via MS Teams on
Tuesday 21st May 2024**

Present:

F Sheeran, Chairperson

C Boyle, Committee Member

M O'Donnell, Committee Member

A Wood, Committee Member

N Thumath, Committee Member

C Peacock, Committee Member

C Meighan, Committee Member

In Attendance: Staff

Scott Rae, Interim Director

Susan Paton, Corporate Services Officer
(Minutes)

Finance Agent - FMD

The Meeting was Quorate.

1. Welcome, Apologies and Declaration of Interest

The Chair thanked everyone for attending. Apologies were received from A Gillespie, M Johnson, C McKinlay and a standing apology from A Scott.

2. Minutes of the Previous Meeting

a) Adoption of Minutes of Meeting held on 16 April 2024

The minute of the meeting held on the 16 April 2024 were proposed as a true record by N Thumath and seconded by C Boyle.

b) Matters Arising from Minute of 16 April 2024

There were no matters arising.

3. Actions from Previous Meeting Report

The Committee noted the actions from previous meetings report and update from the Corporate Services Officer on progress against the actions. The Chair said he and the Interim Director will put something in the diary for committee one-to-one catch up discussions.

4. Membership

a) Applications for Membership

None.

5. Use of Seal

None.

6. Notifiable Event

The Chair noted that the notifiable event regarding the Director's secondment to Reidvale Housing Association was now closed.

The Chair emphasised that the Scottish Housing Regulator (SHR) had requested proof regarding the thoughtful decision-making process of the MPHA Committee in approving the Director's secondment. The Chair was able to demonstrate during the notifiable event process that the Management Committee was confident that the temporary transfer of staff would not disrupt MPHA's operations and that thorough discussions were conducted before reaching the final decision.

7. Business Planning

The Corporate Services Officer and the interim Director met with the Governance Consultant L Ewart to go over the draft business plan. Staff have made changes as per her recommendation and is with her again to further comment. It was agreed that the business plan in its current form had become unwieldy as a working document and so Committee will be presented with a concise corporate plan which will be a better document to measure success against, monitor and publish for tenants, owners and other stakeholders.

8. Committee Digest & Training Schedule

The Corporate Services Officer reported to this paper. The Committee noted the update from the SHR regarding their three year strategy and work plans for 2024/25 and they noted the SHR's plan to review the charter performance indicators which they will carry out during 2024/25. The Committee noted the Committee Training Schedule.

The Committee agreed that the Corporate Services Officer organises the Committee and Staff Away Day and the Committee appraisal reviews before the Annual General Meeting in September. The Corporate Services Officer will send dates to them for decision via email.

9. Annual Return on the Charter

a) ARC Presentation

The Committee indicated that they had read the contents of the ARC submission. The Interim Director presented the main trends, changes from last year and some explanations within the submission. The Committee commented that there were some significant good results within this submission this year. The Interim Director noted that the figure for factoring services would not be ready until the end of the week because these invoices still had to be generated.

b) ARC Return for Committee Approval

The Committee approved the ARC submission based on the confirmation of the factoring services figures that will be available at the end of the week. The Committee gave the Office Bearers delegate authority to sign off the ARC submission when this figure has been generated.

c) Stock Return for Committee Approval

The Committee approved the Stock Return to be submitted to the SHR along with the ARC submission. The Committee noted there was one extra unit included due to mortgage to rent.

10. Committee Review Discussion

a) Hybrid Working Report

The Corporate Services Officer told Committee that she had surveyed staff regarding the hybrid working arrangements and detailed the results. The Committee noted that all staff were satisfied or very satisfied with the current hybrid working policy. The Policy will be discussed annually and reviewed in February 2025.

b) Annual Assurance Working Group – Discussion

The Committee and the Corporate Services Officer discussed the options for an annual assurance working group.

the committee agreed to hold 4 sessions of a short life working group which will run from the end of June – September 2024.

The Corporate Services Officer will send out meeting information and committee can volunteer their time to look at the evidence bank.

c) Committee Benefits & Motivations Report

The Committee noted the testimonials that the Corporate Services Officer has gathered from the management committee to help with future recruitment.

11. Internal Audit Report – Responsive Repairs

The Committee noted the excellent responsive repairs internal audit report. The Committee wished to congratulate the staff for great results in the internal audit.

12. Loan Portfolio – SHR return

The Finance Agent gave an overview of the loan portfolio. The Association currently holds loans amounting to £1.8775 million with Nationwide Building Society, Energy Savings Trust, and the Scottish Government as of March 31, 2024. Approximately 65% of the total debt is fixed, including interest-free loans, while around 35% is variable. The average all-in rate as of March 2024 is approximately 5.5%. These loans are scheduled to be repaid between 2024 and 2043. The Association had met its loan covenants based on the latest reports provided to Nationwide Building Society.

13. Treasury Management & Strategic Review

The Committee noted the treasury management and strategic review as presented by the finance agent. He went over the information on secured stock, loans, asset cover, stock valuation, potential future borrowings, cash flow projection, covenant compliance, interest earnings, long-term deposit rates, financial sources, investment review, policy compliance, and the treasury strategy for the next 12 months. The committee approved the report.

The finance agent left the meeting.

14. Services Sub Committee Minutes – Tuesday 7th May 2024, 6pm

The Committee noted the sub committee minutes contents. There were two policies referred for approval after discussion. They were the rechargeable repairs policy and the Alterations and Improvement Policy.

The Corporate Services Officer appealed for more committee members to join the sub committee as there is at times, low numbers.

N Thumath agreed to join the services sub-committee.

15. Rechargeable Repairs Policy Report & Policy

The Committee discussed the Rechargeable Repairs Policy and approved it.

16. Alterations & Improvement Policy Report & Policy

The Committee heard that the Sub Committee asked for changes to the draft of this policy and they were duly amended.

The committee approved the Alterations and Improvement Policy.

17. Director's Report

The interim Director gave a verbal report. He noted that he had instructed FMD our finance agents to update the Financial Conduct Authority on the change of Company Secretary whilst the Director is on secondment.

The Interim Director said that he felt his appointment was going well. He is keeping in regular contact with the Director in her new post.

Staffing update is that the Corporate Services Officer and the Finance Officer's temporary extra hours was coming to an end in June. This can be revisited in the future. The new Housing Assistant had just started and is settling in well. The outgoing Housing Assistant was able to come back for 1 week to help him settle in, this was invaluable.

18. Recruitment – Equalities and Diversity Report

The Committee noted the equalities and diversity report from the recent recruitment process that was carried out for the housing assistant position.

19. SHARE Membership Affiliation Report

The Corporate Services Officer wrote a report recommending that from a value for money perspective, the individual membership option for some staff and all committee would be the best option to ensure that Committee are able to take advantage of the E-learning platform.

Committee who are not planning to use the e-learning platform should contact the Corporate Services Officer to opt out of the individual membership.

The Corporate Services Officer will progress membership of SHARE.

20. Tenant Participation Strategy Planning Update

The Corporate Services Officer detailed the two indicative costs and timescales from two leading tenant participation organisations.

The Committee agreed to the recommendation to progress most of the tenant participation strategy in-house with some support of an external agency if needed once revisited.

21. Delegates Reports

a) Glasgow West of Scotland Forum

The Interim Director will attend the open meeting on Wednesday.

b) Meat Market Regeneration CIC

The Chair had nothing to add, they have submitted a lottery application and is awaiting outcome.

c) Safe Injection Site – Hunter Street

Nothing to add.

22. AOCB

The Chair noted a formal complaint that he lodged with the Association as a customer. It has been resolved to a satisfactory outcome.

23. Date and Time of Next Meeting – Tuesday June 18th June 2024

The Committee noted the next meeting details the chair thanked everyone for attending.

Signed by Chair. Redacted

Date approved 18 June 2024