

Management Committee Meeting – 26th November 2024	
Agenda Item 5.0	Minutes of Previous Meeting – 22nd October 2024
From	Elaine Lister - Director
For Approval	
Present: Frances Cunningham Robert McLeary Karen McCartney Gary Gow Mary Ellen McKeown Heather Ross Catrina Miller Adele Fraser James Ross Karha Hughes Darren Ward Karen Kirk Sharon Lynch	In Attendance: Elaine Lister - Director Angela Spence – Ideal Outcomes

The Chair noted that the meeting started at 5.55pm

AGENDA ITEM 1.0 – APOLOGIES

Apologies were received from Natalie Kirk

AGENDA ITEM 2.0 – DECLARATION OF INTEREST

Adele Fraser declared that she was part of GWSF’s mentoring programme

AGENDA ITEM 3.0 – NOTIFIABLE EVENTS

Elaine advised that a Notifiable Event had been submitted regarding the change of Rules approved at the Annual General Meeting in September.

AGENDA ITEM 4.0 – MINUTES OF PREVIOUS MEETING – 22nd October 2024

The minutes of the previous meeting held on 22nd October 2024 were noted as a true record.

Proposed: Karen McCartney
Seconded: Mary Ellen McKeown

Agenda Item 4.1 - Matters Arising

4.1.1 Standing Orders Review (previous agenda item 9.0 June’s meeting)

Full, updated copies of the standing orders were provided to all members

4.1.2 Rule Change (previous agenda item 10.0 June's meeting)

Members noted that the SHR had been notified of the Rule change and that the solicitors had been instructed to update the Rules and notify all appropriate Regulatory bodies

4.1.3 GWSF Consultation (previous agenda item 9.3 August's meeting)

Members noted the findings of the consultation

4.1.4 Martin Aitken Associates (previous agenda item 9.5 August's meeting)

It was noted that Martin Aitken Ltd had ended their lease for the office space. Members asked the Director to invite Tom and Hugh to an event to mark their long relationship with the Association.

4.1.5 Training Session (previous agenda item 9.9 August's meeting)

Members noted the details of the training session arranged for Saturday 2nd November

4.1.7 Meeting with SHR (previous agenda item 9.10 August's meeting)

Members noted the follow up email

AGENDA ITEM 5.0 – MINUTES OF PREVIOUS MEETING – 24th September 2024

The minutes of the previous meeting held on 24th September 2024 were noted as a true record.

Proposed: Karen McCartney

Seconded: Mary Ellen McKeown

5.1 Matters Arising

There were no matters arising

AGENDA ITEM 6.0 – MINUTES OF PREVIOUS SUB-COMMITTEE MEETINGS

6.1 Minutes of Finance, Assurance & Risk Sub-Committee – 13th August 2024

The members noted that the papers to the FAR Sub-Committee had previously been presented to the full Management Committee for consideration and approval

The minutes of the previous sub-committee meeting held on 13th August 2024 were noted as a true record.

Proposed: Frances Cunningham

Seconded: Gary Gow

AGENDA ITEM 7.0 – ANNUAL ASSURANCE STATEMENT

Members discussed the draft Annual Assurance Statement and, in particular, the areas highlighted as needing further work to improve the level of assurance.

For the benefit of new members, Frances gave some background information on the work that had been carried out to strengthen the Association's systems and processes, including the work on the Evidence Bank, compliance with residents' health and safety, procurement etc.

The progress made with the Assurance Action Plan and the commission with TPAS to help develop meaningful engagement with customers was noted. Members also advised that they felt the reporting processes was providing them more awareness of performance in the key areas.

Members also discussed the ongoing improvements planned and felt these would continue to strengthen the level of assurance they were receiving.

Taking the points made into consideration, members approved the Annual Assurance statement and authorised the Chair to sign it on the Committee's behalf.

Elaine confirmed the Statement would then be submitted to the Regulator and made available on the website and in the next newsletter.

AGENDA ITEM 8.0 – ANNUAL ASSURANCE ACTION PLAN UPDATE

Angela Spence presented the updated plan and noted that;

Action Status	No of Actions
No progress or behind schedule	6
In progress	25
Completed since August	14
Not yet due	10
Ongoing activity	2

Angel advised that a number of the actions behind schedule were those that came within the TPAS commission and reported that the Association had not, as yet, received the monthly updates as requested. A meeting had been held with the CEO of TPAS who seemed to be taking the lead in delivering the commission and a rescripted timetable had been agreed with some key dates that had to be met.

Members expressed concern at the lack of progress being made as engagement was recognised as a key area that needed to be developed to ensure compliance with the regulatory requirements.

Angela advised that the project would need to be closely monitored and management to ensure it achieved the desired outcomes.

Members noted satisfaction with the progress that was being made and agreed that the plan was delivering noticeable improvements for the Association, Committee and tenants.

Committee noted the progress being made with the Annual Assurance Action Plan.

They also noted the potential issues with the TPAS commission and asked for monthly updates.

AGENDA ITEM 9.0 – ANNUAL ASSURANCE EVIDENCE BANK REVIEW

Elaine presented the report on the evidence for two sections of the Regulatory Framework;

- Scottish Social Housing Charter Performance, CH1-5
- Requirements for RSLs, SG1-6

It was noted that the intention was to meet the requirements to involve tenants as part of the TPAS commission which had proposed establishing an 'editorial group' with tenants to feed into the development of key publications such as the Tenants' Annual Report.

Members asked how the Evidence Bank could be made more accessible for scrutiny. Elaine advised that maintaining and updating the Evidence Bank would be a core task for the Governance Assistant who would also be developing more robust reporting methods to strengthen the level of assurance for members such as including hyperlinks to the relevant documents, making it available through the portal etc.

Members noted the review.

AGENDA ITEM 10.0 – COMMITTEE LEARNING AND DEVELOPMENT PLANS

Angela Spence presented the report and highlighted that there were a lot of sessions required and that, as the Committee was about to start the annual appraisal process, these might be added to. She expressed concern that there was not as much progress with the delivering the plans as hoped.

She asked if members would consider additional training sessions, perhaps on a Saturday to avoid a back log or a short session before scheduled Management Committee meetings.

After discussion, members noted a preference to have additional sessions on a Saturday morning rather than before meetings which could already be lengthy. It was acknowledged that some members had personal commitments that might make it difficult for them to attend. Angela suggested that the training materials could be

made available to members to look at in their own time. These could be made available through the Committee portal.

Members noted the plan and agreed to bi-monthly Saturday sessions in order to get through the plan within a reasonable timescale.

AGENDA ITEM 11.0 – REVIEWED SETTLEMENT AGREEMENT POLICY

Members noted that a few relatively minor changes had been made to the policy for clarification.

The policy was unanimously approved.

AGENDA ITEM 12.0 – CORRESPONDENCE

Members noted the items of correspondence

AGENDA ITEM 12.0 – ANY OTHER BUSINESS

12.1 Strategy Planning Days

Elaine explained that the current 1-year Business Plan would need to be reviewed and incorporated into a full 3-year Business Plan for the period 2025 – 2028. There were a number of sections in the plan that would need revisited and she was therefore proposing to have 2 planning days to allow members time to fully consider the strategic direction, options etc.

She further explained that good practice was to have input from staff and that this could be achieved either by having a separate day for staff or as a joint day with the Committee.

Members agreed to have one session in January and one of February. The second session could be with staff if this was the preferred option.

12.2 Staffing Sub-Committee

Elaine advised that there needed to be a staffing sub-committee as there were a number of staff-related items for consideration.

Members of the Staffing Sub-Committee agreed to hold a meeting on Tuesday 29th October 2024.

12.3 Committee Appraisals

Committee discussed the format for this years appraisals and agreed that they could be carried out 'in-house' by the Chair with the support of an external governance advisor, given this would be the Chair's first time overseeing the process.

Angela Spence left the meeting due to a potential conflict of interest, given her role as a consultant.

REDACTED.

Members unanimously agreed to have Angela Spence provide support to the Chair to carry out the appraisal process and write up the final reports, learning and development plans etc.

AGENDA ITEM 15.0 – DATE OF NEXT MEETING

The next meeting will be held on Tuesday 17TH December 2024.

As there were no other items of business the meeting closed at 7.05pm.