

## **1.0 Sederunt**

### **Action**

- Present: Liz McEwan, (Chairperson)  
Cathie Reid ( Committee Member)  
Margaret Stewart, (Committee Member)  
William Blunn, ( Committee Member)  
Babs McCluskey, (Committee Member)
- In Attendance: Patricia Gallagher, Director  
Scott McCready, item 11 only  
Louise Kirkland, Senior Finance Officer, items 12 &13 only

## **2.0 Apologies**

- 2.1 Rodger Harley, (Committee Member)  
Tracy Coutts, (Committee Member)  
Christine Morris, (Secretary)  
Clarice Spaine, (Committee Member)  
Linda Cameron, ( Committee Member)

## **3.0 Special Leave request – Verbal report by the Chairperson - Approved**

- 3.1 The Chairperson advised that a verbal request had been received from Clarice Spaine for 4 months. The Chairperson explained the circumstances. Special Leave was approved. **D**

## **4.0 Registration Of Interest**

- 4.1 The Director registered an interest in Item 17.

## **5.0 Minutes of previous meeting 1<sup>st</sup> November 2021**

- 5.1 The previous minutes were approved by Babs McCluskey and seconded by Cathie Reid.

## **6.0 Matters arising from previous meeting of 1<sup>st</sup> November 2021**

- 6.1 It was noted that Rodger Harley was noted as both present and in apologies. It was confirmed that Rodger Harley was present at the last meeting.

## **7.0 Minutes of previous meeting of 15th November 2021**

- 7.1 The minutes of the previous meeting of 12<sup>th</sup> July 2021 were approved by Babs McCluskey and seconded by Liz McEwan

**8.0 Matters arising from previous meeting of 15<sup>th</sup> November 2021.**

- 8.1 Item 4: the Director advised that it had been omitted from the previous minutes that a Tenant Participation event had been held on 11<sup>th</sup> November 2021 on the Business Plan. She advised that although turnout had been low, there was agreement from those in attendance on the aims and objectives of the Business Plan.

**9.0 Minutes of previous meeting of the Staff, learning and Development Sub Committee of 26<sup>th</sup> April 2021**

- 9.1 The minutes of the previous meeting of 12<sup>th</sup> July 2021 were approved by William Blunn and seconded by Liz McEwan.

**10.0 Minutes of previous meeting of the Staff, learning and Development Sub Committee of 15<sup>th</sup> November 2021**

- 10.1 The minutes of the previous meeting of 15<sup>th</sup> November 2021 were approved Babs McCluskey and seconded by Liz McEwan.

Scott McCready from Wylie Bisset joined the meeting at this point.

**11.0 Internal Audit programme – 2022/25 – written report by Director - Approved.**

- 11.1 A written report by the Director, and a presentation from Scott McCready of Wylie Bisset, were given at the meeting and approved.
- 11.2 Scott McCready advised the Management Committee of the process involved in carrying out the audit needs analysis which informed the three year programme.
- 11.3 Scott further advised that there would be an annual review of key risks carried out to ensure there were no changes that would necessitate any changes to the programme – which is flexible,
- 11.4 The Management Committee advised that they had found the presentation very clear and were happy with the recommended programme.
- 11.5 There were no further queries on this report and Scott left the meeting at this point.

Louise Kirkland, Senior Finance Officer, joined the meeting at this point.

**12.0 Quarterly Accounts Q2 -July-September 2021 – written report by Director and Senior Finance Officer – Approved**

- 12.1 A written report by the Director and Senior Finance Officer was circulated prior to the meeting and approved.
- 12.2 The Senior Finance Officer (Senior Finance Officer) went through the accounts via an on screen presentation. She highlighted a couple of minor changes from the accounts previously circulated.
- 12.3 The Senior Finance Officer highlighted the variances in the accounts against the budgeted amount and explained all variances over £500 in turn.
- 12.4 The Senior Finance Officer highlighted a refund due from one of the Contractors who processed a Direct Debit in excess of £2000 erroneously. She highlighted that the refund will reduce the Heat, Lighting and Cleaning spend detailed.
- 12.5 Additional legal fees due to the Rule Change were noted. It was noted that subscriptions were higher due to new software bought which has allowed for more online and efficient working e.g. Docu. sign, power apps and zoom.
- 12.6 The Covid catch up repairs spend was highlighted. It was noted that this is being carefully tracked and repair expenditure being reported with and without COVID catch up spend.
- 12.7 The Senior Finance Officer advised that there were no concerns with the ratios and all covenants were being met.
- 12.8 The Senior Finance Officer then presented the new quarterly Treasury Management Report. The Management Committee confirmed that they were happy with the layout and content of this report.
- 12.9 Re long term investments, the Senior Finance Officer advised that the previous investment that had been approved was not placed due to low ratings of Nationwide. The SFO advised that she is looking at other suitable options and will report back to the Management Committee asap on this. SFO

12.10 It was noted that of the Association's loans are on variable rates. D/SFO  
It was noted that the Senior Finance Officer and Director will review this to see if a fixed rate may be more prudent in the current economic climate.

12.11 In response to a question from a Committee Member the SFO advised that the expected increases in component parts had been taken into account in the budget and the 30 year projections. She advised that sensitivity analysis was always carried out when setting the budget, and in the business plan, to look at such scenarios.

12.12 In response to a question from a Committee Member the SFO advised that unexpected expenditure can be accommodated through changes to the 30 year projections, re timings of work, if required.

### **13.0 Draft Treasury Management policy – written report by Director - Approved**

13.1 A written report by the Director was circulated prior to the meeting and approved.

13.2 The Committee went through the report in detail and discussed the approved institutions for lending and investments. The Senior Finance Officer advised that she always checks the banking ratings prior to using any financial institution and would not make a recommendation for the Management Committee to use one who's rating was not high enough due to the risk involved.

13.3 There were no further questions on this policy and it was approved.

The Senior Finance officer was thanked for her attendance and left the meeting at this point.

### **14.0 Insurance Renewal– verbal report by Director - Approved**

14.1 A verbal report by the Director was given at the meeting and approved.

14.2 The Director advised that the Insurance Broker had advised that due to price increases it may be sensible to negotiate another year

with the current insurance provider and go back out to tender next year. He advised that if price through negotiation is not competitive, he would recommend that we go straight to tender.

- 14.3 The Management Committee discussed value for money implication re this and agreed to accept this recommendation. The Director will report back at a later date. D

**15.0 Approval of membership applications- verbal report by Director**

15.1 A verbal report by the Director was given at the meeting and approved.

15.2 Approval was given to membership Application numbers:748-751

**16.0 Response to SHIP – written report by Director - Ratified**

16.1 A written report by the Director was circulated prior to the meeting and ratified.

16.2 There were no further queries in relation to this report.

The Director noted an interest in the next item and left the meeting at this point.

**17.0 Recruitment Update – verbal report by Chairperson - Noted**

17.1 Confidential minute

The Director re-joined the meeting at this point.

**18.0 SFHA update – verbal report by Director – Noted**

18.1 A verbal report by the Director given at the meeting.

18.2 The Director advised that all emails from SFHA had been passed on to all Management Committee members. She asked any Management Committee member who wished any further information on any of the items circulated to let her know.

18.3 There were no requests for further information, at the present time.

**19.0 EHRA update – written report by Director - Noted**

19.1 A written report by the Director was circulated prior to the meeting and noted

19.2 It was noted that the minutes of the last meeting will be circulated with next month's papers.

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19.3 EHRA reps gave a verbal update EHRA issues at present.

**20.0 EVH update – written report by Director - Noted**

20.1 A written report by the Director was circulated prior to the meeting and noted

20.2 The Director asked any Management Committee member who wished any further information on any of the items circulated to let her know.

**21.0 Correspondence Received**

21.1 Correspondance was received for EVH re the wage agreement. Management Committee noted it's contents.

**22.0 A.O.C.B.**

22.1 PAIH Advert – the Director advised of a Co-wheels event being held on 3<sup>rd</sup> November to promote the scheme.

22.2 PAIH Winter Destitution Appeal – Management Committee agreed D that as the EHRA community festival was not taking place this year, the Association would do these awards in house and all 3 nominees would receive an award and £50 cash prize.

22.3 Ph13 Contract – Kitchen Compensation – the Director advised the Management Committee of compensation that had been verbally TSM offered to tenants in Phase 13 who did not receive the kitchens they had chosen. She advised that she was aware of this offer after it was made, but that there are no written records of it. All relevant personnel have now left the site. The compensation was £60 for a maximum of 6 properties. The Management Committee agreed to pay this compensation as a good will gesture to the tenants affected.

22.4 Staff, Learning and Development Sub Committee membership – A D nomination was received to appoint Linda Cameron to the sub - committee to assist with the recruitment was approved -subject to Linda accepting the nomination.

22.5 Connect CCT – It was agreed to invite CCT to the next D Management Committee meeting for an update on their work.

22.6 Xmas Lunch -It was agreed to hold a Staff and Committee Xmas D event on Friday 17<sup>th</sup> December 2021, in the same format as last year.

22.7 Rubbish at Shops– A committee Member raised concerns re the D recurrence of rubbish being left outside the grocers shop. The

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Director advised that she will forward this on to Housing Services Staff to refer to relevant Dept.

**23.0** Review of Meeting

The Management Committee advised that they felt the pace of the meeting had gone well and a lot had been covered. They felt it had been a good meeting.

**24.0** Date And Time Of Next Meeting – 20<sup>TH</sup> December 2021 at 3.30pm via zoom. NB not 31 January 2022, as stated on the agenda.



Signed By Chairperson:

Date: 20/12/21