

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 3 MARCH 2020 AT 6.00PM IN THE ASSOCIATIONS OFFICE, SKYPOINT, LENNOX DRIVE, FAIFLEY**

**Present:** Jackie Lorimer (Chair) Brenda Cameron (Secretary)  
 Marion Benson (Member) Thomas McGowan (Member)  
 Mandy White (Member) Daniel Wilson (Member)  
 John Anderson (Member) Audrey Murphy (Member)  
 Anne Culley (Co-optee) Allen Mullen (Co-optee)

**In Attendance:** Stephen Black, Interim Director  
 Lindsay Gemmill, Interim Director  
 Janette Meechan, Housing Manager  
 Stuart McQueen, Maintenance Officer  
 Teresa Jones, Housing Officer (Minute Taker)

		<b>Action</b>
	<p><b>Introductions</b></p> <p>The Chair welcomed everyone to the meeting and thanked the new members for coming along.</p> <p>Members introduced themselves and the meeting duly commenced.</p>	
<b>1.</b>	<p><b>Apologies</b></p> <p>There were no apologies submitted for the meeting.</p>	
<b>2.</b>	<p><b>Declaration of Interest</b></p> <p><u>Item 5 – Staffing</u></p> <p>One (member) attendee declared an interest in this item.</p> <p><u>Item 7 – Data Protection Officer Appointment</u></p> <p>Two members declared an interest in this item.</p> <p><u>Item 8 – Cyber Crime Security</u></p> <p>One member declared an interest in this item.</p> <p><u>Item 11 – Correspondence, Request for Donation</u></p> <p>One member declared an interest in this item.</p> <p style="text-align: right;"><i><u>Noted</u></i></p>	

<p><b>3.</b></p>	<p><b>Minutes of previous Management Committee Meeting 18 February 2020</b></p> <p>The minutes of the previous meeting were reviewed and approval sought from members.</p> <p><u>Matters Arising:</u></p> <p>3.1 It was noted that one member had been omitted from the minute and one member had been added in error. Amendment to be carried out as required.</p> <p>5.1 A query arose over a blank bullet point. It was confirmed that this was a typing error and no information had been omitted.</p> <p>Members approved the matters as described. Committee approved the minute as a true record.</p> <p style="text-align: right;"><u>Approved</u></p>	<p><b>Action</b></p>
<p><b>4.</b></p>	<p><b>SHR Engagement – Update by the Interim Director</b></p> <p>For the benefit of the new members, an update was provided with regard to the background of the ongoing SHR engagement which has arisen due to the Association’s failure to submit the 2019 Annual Assurance Statement (AAS) by the deadline of 31 October 2019.</p> <p>Members were advised that during the SHR engagement, several long-standing committee members resigned which had resulted in the Association seeking new members as a matter of urgency.</p> <p>In furtherance to the committee member’s resignations, the Association had advertised for new members and had been successful in this respect with the board now having eight full members and two co-optees.</p> <p>It was suggested that this has strengthened the Association’s position in moving forward. The new members were welcomed and thanked for their commitment.</p> <p>As well as the above, the Association has agreed to carry out an independent Governance Review.</p> <p><u>Governance Review</u></p> <p>In line with procurement procedures, tenders were invited for the provision of the above Governance Review of the Association.</p>	

	<p>Members were advised that prior to the closing date of Monday, 24 February 2020, the Association had received eleven registrations of interest and subsequently six tenders had been received.</p> <p>As agreed, these tenders were reviewed by members. After consideration, members agreed that the preferred consultant would be Indigo House Group.</p> <p style="text-align: right;"><u>Approved</u></p>	<b>Action</b>  <b>SB</b>
<b>5.</b>	<p><b>Staffing – Proposal for Temporary Appointment</b></p> <p>Members were provided with a report in relation to the following appointments:</p> <p><u>Director/Interim Director</u></p> <p>Members were reminded that an Interim Director had been appointed during December 2019 with the role having a finite date of 31 March 2020. This role has now passed to a new Interim Director with effect from 2 March 2020 for an initial period of six months.</p> <p>It was noted that the duties of both Interim Directors will overlap for a short period of time to enable the effective handover of duties.</p> <p>Delegated authority was given by the Chair and Vice Chair to approve this appointment.</p> <p style="text-align: right;"><u>Noted</u></p> <p><u>Temporary Administrative Support</u></p> <p>Members were reminded that the current administrative position is a fixed term temporary Contract for a period of six months and was due to end on 31 March 2020.</p> <p>Due to an increase in workload, members were requested to consider a recommendation to extend the contract for a further twelve months until 31 March 2021.</p> <p>The current job description has been expanded to include Housing Management and Technical duties, Office Management duties and servicing of the Management Committee.</p> <p>Members were advised that the current post holder has a good knowledge and experience of the Association and it was recommended that they be offered the enhanced position.</p> <p>Members discussed the proposed amendments as well as considering the possibility of including a Governance administrative role.</p>	<b>LG</b>

	<p>Members agreed that the contract be extended as per the terms discussed subject to the above considerations.</p> <p style="text-align: right;"><i>Approved</i></p>	
6.	<p><b>Asset Management</b></p> <p><b><u>Planned Cyclical Maintenance Programme 2020/21</u></b></p> <p>A report was issued to members with regard to the Maintenance Programme for 2020/21. Members were advised that the maintenance programme falls into 3 broad categories</p> <ul style="list-style-type: none"> <li>• reactive repair</li> <li>• cyclical maintenance</li> <li>• planned/major repairs</li> </ul> <p><b><u>Cyclical Programme</u></b></p> <p>Members were advised of the cyclical programme works that require to be undertaken in the coming year. The indicative costs are based on the existing contract costs.</p> <ul style="list-style-type: none"> <li>• Gas Maintenance &amp; Servicing for 331 properties</li> <li>• Fire Alarm Servicing to 11 properties</li> <li>• Stair lift Contract</li> <li>• Common Grass cutting</li> </ul> <p>The following works are also required to be carried out, it is proposed they are procured using the quick quote option, which covers works up to £50,000.</p> <ul style="list-style-type: none"> <li>• Close cleaning</li> <li>• Painting, Hart St/Langfaulds Cres</li> </ul> <p>A discussion took place with regard to the possibility of the tenants taking responsibility for cleaning the closes. It was agreed that in the past, this was not practical due to some tenants failing to take their turn. It was noted that the majority of organisations now provide this type of service for tenants.</p> <p>It was noted that the Close Cleaning Contract is a rolling contact, it was suggested that the Association discuss the contract in more detail with the contractor with regard to the standards of cleaning being provided.</p> <p style="text-align: right;"><i>Noted</i></p> <p>The following works are also subject to procurement. However, due to the low value of the contracts it is proposed that the Association obtain three competitive quotes.</p> <ul style="list-style-type: none"> <li>• Gutter Cleaning, Phase 1, 2, 3, 6, 8</li> </ul>	<p><b>Action</b></p> <p><b>SMcQ</b></p>

<ul style="list-style-type: none"> <li>• External Cleaning of Cladding and Glass Enclosed Deck Access, Phase 1, 2, 3</li> <li>• Roof Anchor inspections</li> <li>• Smoke Vent Window Servicing to Phase 1, 2,3</li> </ul>	
<p>This course of action was approved by members.</p> <p style="text-align: right;"><i>Approved</i></p>	<b>Action</b>
<p><b><u>Planned Maintenance</u></b></p>	
<p><u>Fascia, Soffit and Gutter Replacement Phase 4</u></p>	
<p>A considerable discussion took place with regard to the significant difference between the three tender submissions.</p>	
<p>It was recommended that the contract be awarded to Go-Wright Ltd.</p>	<b>SMcQ</b>
<p>Members were reluctant to award this contract until further investigation is carried out with regard to difference in costs.</p>	
<p>It was agreed that the Association requires more details/information with regard to quality of materials, health and safety standards and processes involved.</p>	
<p>It was agreed that a further report would be provided to members at the next meeting.</p> <p style="text-align: right;"><i>Noted</i></p>	
<p>With regard to the Internal Close Lighting Renewal and Smoke Alarms Renewal it was proposed that these two contracts be procured as one contract to obtain a more competitive quote.</p>	
<p>A discussion took place in relation to legislative requirements with regard to the installation of Smoke Alarms. Members were advised that this new legislation states that additional smoke alarms require to be installed in circulation areas (vestibules/porches), which provide a means of escape should a fire occur.</p>	
<p>It was noted that the costs for these works are only indicative costs and it was provisionally agreed that these costs would be included in the budget for next year.</p> <p style="text-align: right;"><i>Noted</i></p>	
<p>It was agreed that the following repairs could be deferred from the 20/21 budget as they are not required as yet.</p>	
<ul style="list-style-type: none"> <li>• Timber Fencing, Phase 3</li> <li>• Timber Fencing, Langfaulds</li> <li>• Door Entry Systems, Phase 3</li> <li>• Cloakrooms, Phase 1, 2</li> </ul> <p style="text-align: right;"><i>Approved</i></p>	<b>SMcQ</b>

	<p><u>Stock condition Survey</u></p> <p>Members agreed that the Asset Management Programme requires review to ensure all proposals have evidence-based support and a Stock Condition Survey should be carried out. This will benefit the Association in moving forward.</p> <p>This will be included in the overall budget.</p> <p style="text-align: right;"><i><u>Noted</u></i></p>	
7.	<p><b>Data Protection Officer Appointment</b></p> <p>Members received a report requesting that consideration be given to the appointment of a Data Protection Officer in line with GDPR Requirements.</p> <p>Members were advised that at present, the Housing Manager is working in conjunction with an external consultant when dealing with Freedom of Information requests and general Data Protection issues. However, the staff member concerned does not have the time or expertise to meet the GDPR requirement in respect of the Data Protection Officer role.</p> <p>In line with procurement requirements, members were asked to consider options for the appointment and received proposals from three interested parties:</p> <ul style="list-style-type: none"> <li>• Dr Stewart Montgomery</li> <li>• Information Law Solutions</li> <li>• RGDP</li> </ul> <p>After a full discussion and consideration of the issues, members agreed to procure services from Information Law Solutions. It was suggested that we negotiate on some of the terms regarding visits and the Housing Manager agreed to action this.</p> <p style="text-align: right;"><i><u>Approved</u></i></p>	<p><b>Action</b></p> <p><b>JM</b></p>
8.	<p><b>Cyber Crime Security</b></p> <p>Members were advised that the Scottish Council for Voluntary Organisations (SCVO) is promoting the Cyber Essentials Scheme. The Scheme is a government backed standard which provides confirmation that an organisations IT system is fit for purpose and has passed a key set of standards. This confirmation provides clients with the confidence that the Association is aware of gaps in our IT systems and has taken action to protect against Cyber-attacks.</p> <p>Members were advised that the Association has already secured a £1,000 grant to enable the Association to achieve the Cyber Essentials Accreditation.</p>	

	<p>After discussion, members agreed that cyber security is necessary and approval was given for the Association to proceed subject to costs being provided by relevant accreditation bodies.</p> <p>It was agreed that the Housing Manager would provide a further report to members at the next meeting with regard to suitable companies who are approved to carry out this accreditation.</p> <p style="text-align: right;"><i>Approved</i></p>	<b>JM</b>
<p><b>9.</b></p>	<p><b>New Member Applications</b></p> <p>It was agreed by members to discuss this item at the next meeting.</p> <p style="text-align: right;"><i>Noted</i></p>	<b>Action</b>
<p><b>10.</b></p>	<p><b>Approval for Use of Seal</b></p> <p>Not required</p>	
<p><b>11.</b></p>	<p><b>Correspondence</b></p> <p><u>Letter from West Dunbartonshire Council</u></p> <p>Members were advised that the Association has received a letter from West Dunbartonshire advising that they are currently considering a proposal for the Skypoint Centre to be demolished and a new building constructed which would merge the Centre and a local nursery and primary school.</p> <p>The Council has confirmed that there will be office space allocated to the Association for new office space.</p> <p style="text-align: right;"><i>Noted</i></p> <p><u>Request for Donation – Edinbarnet Primary School Parent Council</u></p> <p>Request received from the Parent Council for a donation towards their Walking Fund for local children. This will provide wellington boots, waterproof jackets for the children to go on walks etc.</p> <p>A discussion took place with regard to agreed donation amounts and it was unclear what the Associations donation requirements were at present. After discussion, it was agreed that this request should be deferred until the next meeting.</p> <p>It was also agreed that the Donations Policy should be brought to the next meeting for review to ensure that defined parameters are agreed with regard to donations.</p>	<b>JM</b>

	<p>It was also requested that a report be provided on donations that have been given over the past financial year. This will be provided at the next meeting.</p> <p style="text-align: right;"><i>Noted</i></p>	
<p><b>12. AOCB</b></p>	<p>Members were reminded that the next Committee Training Sessions will be held on 17<sup>th</sup> and 24<sup>th</sup> March 2020 at Clydebank Housing Association Offices.</p> <p>It was also noted that Induction Training would be organised for the Association's new members.</p> <p>Stephen Black advised members that it was very uplifting to see so many new members joining the Committee. This was a very positive step for Failley Housing Association and thanked all members for their commitment.</p> <p>Members thanked Stephen for his hard work, assistance and support over the past few months.</p> <p>The Chair also thanked all members for their commitment.</p> <p style="text-align: right;"><i>Noted</i></p>	<p style="text-align: center;"><b>Action</b></p>
<p><b>13. Date of Next Meeting</b></p>	<p>It was agreed to hold the next meeting on Tuesday, 31 March 2020 at 6pm in the Associations offices at Skypoint.</p> <p style="text-align: right;"><i>Noted</i></p>	

Chairperson Signature..... Date.....