

Knowes Housing Association
Management Committee Meeting
Tuesday 8th October 2019 @ 6:30pm
Knowes Housing Association Offices, Field Road, Faifley

MINUTE OF MEETING

In Attendance

Erica Davidson, Finance Manager
 Sandra Love, Senior Corporate Services Officer
 Kirsty Woods, Property Services Assistant (Minute)

Present

Rhona Polak	Sheila Cope
Billy Stevenson	Katie Devaney
Cllr Lawrence O'Neill	Yvonne McDonald
Janet Cassidy	Gary Clark
Lynsey Chrystal	

1.0

Apologies

Apologies were received from Claire McGraw

2.0

Declaration of Interest

2.1

None

3.0

Election of Office Bearers

Erica welcomed everyone to the meeting and asked for Nominations for Office Bearers for 2019/20. The following nominations took place:

Chairperson - Rhona Polak. Proposed by Sheila Cope and seconded by Billy Stevenson.

Thereafter, Committee agreed to maintain the status quo and the Office Bearers would remain unchanged.

Proposed by Janet Cassidy and seconded by Councillor O'Neill.

Vice Chairperson Katie Devaney.

Secretary Billy Stevenson.

Treasurer Sheila Cope.

	<p>Sheila stated her intention to act as Treasurer for one further year only and Yvonne McDonald stated her intention to act as shadow treasurer in line with the Association's succession policy with the intention to put herself forward for the post of treasurer in October 2020.</p>
4.0	<u>Minute of Meeting held on 6th August 2019 and Matters Arising</u>
4.1	<p>Janet advised that no apologies had been noted on the minute from August, but apologies were shown on the attendance sheet. It was noted that this would be corrected.</p> <p>Thereafter the minute was agreed and accepted. Proposed by Sheila Cope and seconded by Yvonne McDonald.</p> <p><u>Minutes of Sub Committees Meetings</u></p>
4.2	<p>The minutes of the Housing Management and Finance Sub Committees were for information and would be approved at their respective meetings.</p>
5.0	<u>Share Members</u>
	<p>There were 2 new Share members this month, both of which were duly nominated and signed.</p> <p>2 residents of Lawmuir Crescent</p> <p>Sandra advised that the new share members were members of the Scrutiny panel and the panel were aware of the differing roles of the Scrutiny Panel and the Management Committee. Both had confirmed they would prefer to remain in the Scrutiny group.</p> <p>Proposed by Sheila Cope and seconded by Katy Devaney.</p>
6.0	<u>Correspondence</u>
	SHAPS Report
	<p>Erica advised that this report was lengthy and as such it could be emailed to allow Committee time to read over the details. It was agreed that the report would be discussed in more detail at a future meeting and this would take place during the 3rd week in November prior to the Finance meeting.</p>
7.0	<u>Staff Reduced Working Hours</u>
7.1	<p>Rhona advised that two members of staff have taken the decision in advance of their retirement to reduce their working hours from five to four consecutive days. This was approved at a previous Employment Sub-Committee and holidays and bank holidays would be calculated on a pro-rata basis.</p>

8.0	<u>EVH</u>
8.1	No report was available from EVH
9.0	<u>Health and Safety</u>
	Sandra advised the Committee that this would be covered within the Corporate Services report.
10.0	Policies for Approval
10.1	<p>S32 – Retirement A discussion took place over the impact this new policy would have on staff nearing the age of retirement and Rhona advised that it would be beneficial and allow time to adjust prior to stopping work altogether. It was also agreed that training courses and information on retirement would be made available to staff in advance of their retirement.</p> <p>It was noted that retirement due to ill health would not be covered by this policy as SHAPS would deal with this absence separately by way of medical reports etc.</p> <p>Rhona advised that the Policy was a good base line and it was agreed that the review date would be changed from 3 years to 1 year and the policy would be reviewed in 2020.</p> <p>Proposed by Sheila Cope, Seconded by Councillor Laurence O’Neill.</p>
10.2	<p>G03 – Payment of Expenses to Committee Members Proposed by Billy Stevenson, Seconded by Yvonne McDonald</p>
10.3	<p>G05 – Declaration of Interest Sandra advised that this is completed and signed on an annual basis.</p> <p>Proposed by Sheila Cope, Seconded by Councillor Laurence O’Neill.</p>
10.4	<p>G13 – Membership This policy outlines Share Membership.</p> <p>It was agreed that the grammar in points 6 a, b and c should read ‘Association’s’ not ‘Associations’.</p> <p>Proposed by Yvonne McDonald, Seconded by Janet Cassidy.</p> <p>Following this, it was noted that some cover sheets have differing text where Knowes Housing Association can appear or Knowes Housing Association LTD can appear. Sandra advised that these would be streamlined to show all Policies to show Knowes Housing Association LTD.</p>
10.5	G21 – Customer Care

	<p>This policy is based on core values and applies to the relationship the Association has with Tenants/Owners etc. Billy mentioned that the phones being answered on two rings could be removed following the installation of the new phone system however Sandra advised that this is a target and still applies.</p> <p>Laurence advised that point 1.5 showed 'recognize' instead of 'recognise' and Sandra would amend this.</p> <p>Proposed by Billy Stevenson, Seconded by Gary Clark</p> <p>10.6 G29 – Committee Induction Sandra advised on the induction process and confirmed that every Committee member has a file that includes training modules and training notes from previous courses. Following a discussion, it was agreed that the newer members of the Committee who are going through this process can advise longer serving members of the accuracy of the policy and if anything should be changed.</p> <p>Proposed by Gary Clark, Seconded by Lynsey Chrystal.</p> <p>10.7 G02 – Committee Standing Orders, Change in Sub-Committee Frequency Erica advised that the Sub-Committee meetings may now meet at a minimum of 4 times a year and meetings can be scheduled to take place quarterly. Additional information on the running of meetings has been included and this is the only change to the text of the policy.</p> <p>Proposed by Rhona Polak, Seconded unanimously</p> <p>10.8 Customer Engagement Strategy Sandra went through the content of the document and advised that it was being updated from the 2016 version. Lawrence commented that this was a very detailed comprehensive strategy.</p> <p>Proposed by Billy Stevenson, Seconded by Rhona Polak</p>
11.0	Committee Appraisal and Training
	<p>Following Committee appraisals, Erica advised that training needs have been identified and feedback from the Committee would be welcomed.</p> <p>Erica advised that the association will prioritise training over the next year or so and the areas identified for training were as follows –</p> <ul style="list-style-type: none"> • Finance • Development • Succession Planning • Solar Panel income, community initiatives and nontraditional business • Procurement at Committee meetings • Networking • Social Entrepreneurship

12.4	<p>Tenant and Owner Surveys Update 600 surveys have now been completed. A report should be available early in the new year.</p>
12.5	<p>Freedom of Information Sandra advised that she is currently populating the website and it is scheduled to be up and running by the end of this month. Sandra confirmed that FOI's would be directed to a new section of this website that has been set up specifically to deal with these.</p>
12.6	<p>New Model Rules</p> <p>The Scottish Federation of Housing Associations (SFHA) are currently working on updating the model rules for RSLs. These will need to be approved by the Regulator, the FCA and OSCAR before being put to Knowes' members at a special meeting for approval</p> <p>Erica suggested to the Committee that this would be the opportunity to remove items from the rules which were now redundant.</p>
12.7	<p>Annual Assurance Statements SFHA has produced model guidance for RSLs making the annual assurance statement. Knowes has already submitted their statement. Erica advised that SHR will be spot-checking HA's randomly concerning this to ensure that the statement was factual.</p>
12.8	<p>Committee Member Attendance Record 2019-20</p> <p>Report attached for information.</p> <p>It was noted that due to ill health Knowes' local council representative has not attended a Committee meeting for over a year. As such, it was decided that Pierre would write to the representative to advise that they been removed from Membership of the Committee and to thank them for their contribution.</p>
13.0	<p><u>Corporate Services Report</u></p>
13.1	<p>Share Members Sandra confirmed at today's date we have 2 Share Applications to go before the Management Committee and both of the applicants are members of the Scrutiny Panel.</p>
13.2	<p>Share Register Following the AGM the Share Register has been updated to reflect those who have not adhered to the five-year rule and as such have had their name removed from the register.</p>

13.3	<p>Community Engagement</p> <ul style="list-style-type: none"> • Sandra has contacted The Bell Group and the plan is to hold another free paint giveaway before Christmas. • Pierre is liaising with Community Links to produce a funding bid whereby the two local primary schools would work alongside an artist to create an art installation. Sandra passed out notes from the Heritage Fund, she advised she would hopefully hear back from them in regards to the funding requested.
13.4	<p>Meeting at MSP Office</p> <p>Pierre and Sandra met with representatives from Glasgow University Archaeology department to discuss the volunteer led Rock Art Trail health walks planned for Auchnacraig wood. A discussion also took place over how best to promote Faifley's unique concentration of Rock Art and the MSP plans to host a Reception in the Scottish Parliament early in the New Year to which a number of key public figures will be invited, in addition to local people and Knowes HA.</p>
13.5	<p>Health and Safety</p> <ul style="list-style-type: none"> • Sandra attended a First Aid course and her certificate is now up to date. The office has two staff members who carry First Aid certificates. • Asbestos training has been arrange for the Property Repairs section and this is scheduled for November.
13.6	<p>Website</p> <p>Staff are in the process of uploading data onto the website including policies in preparation for the Freedom of Information act being extended to Housing Associations. Knowes intend to have as much information as possible available on our website so that FOI's can be directed there as a response. Sandra advised information on the Committee Membership, including names and a short CV would be drafted and can be discussed with Pierre prior to the next meeting.</p>
13.7	<p>Scrutiny Panel</p> <p>The Scrutiny Panel met on 19th Sept and the next topic for review is the Draft Domestic Abuse Policy.</p>
14.0	<p>Property Services Report</p>
14.1	<p>The report was passed out for Committee to review.</p> <p>Planned Cyclical Maintenance - The painting and gutter cleaning programmes are now complete with only checking and snagging to complete. Awaiting invoices to cover all completed work.</p> <p>Landscape Maintenance - Landscape work ongoing. Awaiting invoices to cover all completed work.</p> <p>Reactive repairs for all Contractors - See component report. Note the increased Projected Out Turn figure reflects the agreement to deliver the total smoke/heat</p>

