



**Minutes of Management Committee Meeting  
Held on Tuesday, 1<sup>st</sup> February 2022 at 6.30pm  
At 10 Field Road & by Zoom**

**Present:**      Lawrence O'Neill                      Katie Devaney  
                          Janet Cassidy                              Bill Stevenson  
                          Rhona Polak                                      Ross Campbell Anderson  
                          Hilary Edgar

**In Attendance:**

Erica Davidson      CEO  
 Joe Wilson            Property Services Manager  
 Sandra McPhee      Corporate Services / Compliance Officer

1.	<p><b>Apologies</b></p> <p>The following members gave their apologies</p> <p>Lynsey Chrystal          Yvonne McDonald          Stephen McCabe – difficulty logging into Zoom.</p>
2.	<p><b>Declaration of Interests</b></p> <p>There were no declarations of interest.</p>
3.	<p><b>Correspondence</b></p> <p>Erica advised that EVH sent an update regarding this year's salary negotiations to advise they will be meeting in February / March and will advise once complete.</p>
4.	<p><b>Minutes of Management Committee of 7<sup>th</sup> December 2021</b></p> <p>One amendment to update members present at the meeting to include Ross Campbell Anderson.</p>

	The minutes were proposed by Lawrence O'Neill and seconded by Janet Cassidy.
5.	<p><b>Minutes of Sub Committee Meetings</b></p> <p>a) Housing Management Sub Committee Meeting 25 January 2022 b) Minutes of Finance Sub Committee Meeting 25 January 2022</p> <p>Minutes presented for information only.</p>
6.	<p><b>CEO Report</b></p> <p>Erica presented her report and highlighted the following</p> <ul style="list-style-type: none"> <li>- Thomas has started his treatment and at this time unable to confirm when he will return.</li> <li>- Difficulty recruiting a temporary Housing Officer through EVH as a result Jackie Ferrie has returned and will work until the end of March to cover on a Tuesday, Wednesday and Thursday with Natasha covering on a Monday and Friday.</li> <li>- 33 Hillend Crescent has been sold and is with our solicitors to finalise the legal side of the sale</li> <li>- Leamy Foundation has commenced the work in the secret garden and are making good progress. Tony from the Leamy Foundation has set up a new Committee called Flourishing Faifley and this will be constituted with Chair and other office bearers elected at their meeting on 9<sup>th</sup> February. They will be looking to source funding to continue the work in the garden. As a result, they are looking for permission from the Association to continue the work in the garden into the future.</li> </ul> <p>The Committee agreed to let Flourishing Faifley continue to use the garden beyond March 2022 and will provide a letter to confirm. This was proposed by Rhona Polak and seconded by Billy Stevenson.</p> <ul style="list-style-type: none"> <li>- Meeting has been held with regarding the restructuring of the CSA post. EVH are providing advice throughout the process.</li> </ul>
6.1	<p><b>Committee Attendance</b></p> <p>Attendance register presented for information.</p>
6.2	<p><b>Rent Increase and Budget Report</b></p> <p>Erica presented the annual budget and rental report for 2022-23 and highlighted the following</p> <ul style="list-style-type: none"> <li>- The report was presented to the Finance Sub Committee on the 25 January 2022 and was approved</li> </ul>

	<ul style="list-style-type: none"> <li>- Rental income is the main source of income for the Association</li> <li>- Consultation with tenants was carried out with 141 responses received</li> <li>- Of the responses received 46.1% agreed with the rent increase of 2.9%, 78.7% felt current rent was affordable with 54.6% advising the new rent will still be affordable after the rent increase</li> <li>- Average weekly rent is comparable with other local RSLs</li> <li>- Inflation most important when deciding on annual rent increase</li> <li>- Large increase in voids in December and January</li> <li>- Major Improvements programme for 2022-23 requires approval</li> </ul> <p>Committee raised the following comments or queries:-</p> <ul style="list-style-type: none"> <li>• Tenants who are in receipt of benefits would have responded to the consultation that it is affordable. Erica advised that the respondents to the survey normally are those who have an interest in the rent being increased.</li> <li>• Will Knowes View be included in the next bathroom programme as they are over 20 years old? Joe advised that he would get this checked.</li> <li>• What work will be done to the balconies at Whitehill? Joe advised they would be replaced with similar designs.</li> </ul> <p>The Committee were asked to approve the following</p> <ul style="list-style-type: none"> <li>- 2.9% increase for rents and service charges for 2022/23</li> <li>- Approval of the budgets for 2022/23 and long term cash flow projections</li> <li>- Major Improvements Programme for 2022/23</li> </ul> <p>These were proposed by Billy Stevenson and seconded by Ross Campbell Anderson.</p>
6.3	<p><b>Quarterly Performance – October to December 2021</b></p> <p>Sandra presented the quarterly information for each department and confirmed should have the satisfaction information on time to use for the ARC report in May.</p>
6.4	<p><b>Quarterly Complaints Report</b></p> <p>Sandra presented the new report on complaints to provide an overview of the types of complaints being received by the association and that we are meeting response times.</p>
7.	<p><b>New Share Members</b></p> <p>No new share applications received.</p>

8.	<p><b>Health &amp; Safety</b></p> <p>Sandra presented the latest report which included information on the H&amp;S Audit that was carried out by ACS on 12<sup>th</sup> January. A copy of the Audit report was provided to Committee along with the workplan for the actions to be done to bring the requirements fully up to date.</p> <p>Sandra advised that she will provide an update on the workplan at the meeting in March.</p>
9.	<p><b>Property Services Report</b></p> <p>Joe presented his report and advised of following</p> <ul style="list-style-type: none"> <li>- There are 8 outstanding tenancies for the smoke and heat detectors. Letters will shortly be issued to advise of forced access to have these installed</li> <li>- Kitchen programme commenced on the 10<sup>th</sup> January, however, this has been paused due issues with kitchens been measured wrong. City Building are re-surveying the properties with the hope that the work will re-commence by the end of February.</li> <li>- New surveyor in place, Nick Smart who are resumed the stock condition surveys.</li> <li>- Martin has issued letters to 2 Watchmeal Crescent and 176 Faifley Road for the pilot backcourt improvement works. Joe and Martin are meeting with an architect this week to.</li> <li>- Paint and gutter cleaning contracts have been completed</li> <li>- Electrical testing work continuing, however poor response from tenants to allow access. Work is continuing to get access arranged.</li> <li>- Reactive repairs backlog has increased due to the increase in the number of voids that have been received and the amount of work needed to bring them back up to a lettable standard.</li> </ul>
9.2	<p><b>New Build Development - Update</b></p> <p>Joe provided Committee with an update and highlighted the following</p> <ul style="list-style-type: none"> <li>- Brief comprises of houses and cottage flats with 20 initially sought but with a potential to fit 22 on the site</li> <li>- Waiting on feedback from WDC after updated pre-application submitted.</li> <li>- Surveys undertaken in 2014 can be used with the Arboriculture Survey and Ecology &amp; Bat Survey completed in January 2022.</li> <li>- Architects to provide details of sites to visit that have been built with sustainability products.</li> <li>- Decision to be made on procurement route, either design and build or traditional.</li> <li>- Next Project Team meeting is scheduled for 28 February 2022 and further update will be provided to committee at the next meeting on 1<sup>st</sup> March.</li> </ul>

	<p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> <li>Ross raised the point of having to install heat pump systems to properties and high costs this would be for the Association. Joe advised that we need to have a balanced approach to look at aspirations against affordability of the new site.</li> </ul>
10.	<p><b>Policies for Approval</b></p> <p>Sandra provided a review of the policies and changes within each as follows</p> <p><i>a) Carers Policy</i></p> <p>Minor changes to equalities information.</p> <p>Policy was proposed by Ross Campbell Anderson and seconded by Lawrence O'Neill.</p> <p><i>b) Settlement Agreements</i></p> <p>Minor changes to equalities information</p> <p>Policy was proposed by Billy Stevenson and seconded by Katie Devaney.</p> <p><i>c) Anti-Bribery Policy</i></p> <p>Minor changes to equalities information and job titles</p> <p>Policy was proposed by Janet Cassidy and seconded by Billy Stevenson.</p> <p><i>d) Anti-Fraud Policy</i></p> <p>Minor changes to equalities information</p> <p>Policy was proposed by Rhona Polak and seconded by Katie Devaney.</p>
11.	<p><b>Supplier List for Approval</b></p> <p>Erica presented the updated supplier list for approval by Committee.</p> <p>Updates of companies provided by Committee. Erica will update the list as required.</p> <p>Supplier list was approved pending changes and was proposed by Billy Stevenson and seconded by Lawrence O'Neill.</p>

12.	<p><b>EVH Report</b></p> <p>For information.</p>
13.	<p><b>Notifiable Events</b></p> <p>No Notifiable Events</p>
14.	<p><b>A.O.C.B.</b></p> <p>No other business raised.</p>
14.1	<p><b>Share Member Prize Draw</b></p> <p>Sandra advised that the prize draw should have been carried out at the AGM in September.</p> <p>The member selected at random is row 67 of register and is member number 561.</p> <p>Sandra will notify winner.</p>
14.2	<p><b>Rent Consultation Prize Draw</b></p> <p>The response selected for the prize draw for the rent consultation is row 101 on list.</p> <p>Sandra will notify winner.</p>
14.3	<p><b>Upgrading of Housing Assistant covering Housing Officer Post</b></p> <p>Erica provided report to committee to seek approval to upgrade the Housing Assistant from Grade 5 to Grade 7 as the HA has been covering the Housing Officer post since December full time and then two days per week from mid-January.</p> <p>Savings have been made in recruitment of a temporary Housing Officer as no fee costs incurred as not needed to use EVH.</p> <p>This approved and proposed by Billy Stevenson and seconded by Ross Campbell Anderson.</p>
14.4	<p><b>Recruitment of Data Protection Officer</b></p> <p>Erica advised that Elaine Lewty will be going on maternity leave in March. The post is not being filled and will be using Tecnica and Aareon for services during Elaine's time off.</p> <p>Elaine is also our Data Protection Officer and we do need to have someone in place with this post. Erica advised that she has meet with two companies, RGDP and Independent Law. Erica advised that we can use RGDP without the need for further costs or a tender exercise as the annual costs are less than £5k</p>

	<p>Recommendation for Committee to approve was to appoint RGDP as our temporary Date Protection Officers.</p> <p>This was proposed by Lawrence O'Neill and seconded by Billy Stevenson.</p>
15.	<p><b>Date of Next Meeting</b></p> <p>Tuesday, 1<sup>st</sup> March 2022 at 6.30 p.m.</p> <p>Following discussion it was agreed that the full Management Committee will be held in the office with a zoom login provided for members unable to attend in person.</p> <p>Sub Committee meetings will continue, for the time being, to be held over Zoom.</p>