



**Minutes of Management Committee Meeting
Held on Tuesday, 6th December 2022 at 6.30pm
at Knowes Housing Association's Office**

Present: Rhona Polak
Lynsey Chrystal
Katie Devaney
Billy Stevenson
Hilary Edgar
Yvonne McDonald
Steven McCabe

In Attendance:

Erica Davidson CEO
Amy Sweeney Corporate Services / Compliance Officer

1.	<p>Apologies:</p> <p>The following members submitted their apologies:</p> <ul style="list-style-type: none"> • Cllr Lawrence O'Neill • Ross Campbell Anderson
2.	<p>Declaration of Interests</p> <p>There were no declarations of interests.</p>
3.	<p>Correspondence</p> <p>Erica provided the Committee with a letter from Faifley Art Group requesting a donation of £100. The Committee agreed to increase the donation to £150. Proposed by Rhona Polak and seconded by Steven McCabe.</p> <p>Erica provided the Committee with an email from EVH confirming that the Association had been successful in the application for the EVH Cost of Living Support Grant. The Association will receive £2,500 which will be</p>

	<p>donated to the two local primary schools – Edinbarnet Primary School and St Joseph’s RC Primary School. The donation made to each school will be based on the number of pupils.</p>
4.	<p>Minutes of Management Committee on 1st November 2022</p> <p>Amy to amend the spelling error on the minutes. There were no further comments or amendments and the minutes from the Committee meeting on 1st November 2022 were approved.</p> <p>Proposed by Billy Stevenson and seconded by Katie Devaney.</p>
5.	<p>Management Committee Attendance</p> <p>The attendance register was presented to the Committee.</p>
6.	<p>Minutes of Sub Committee Meetings</p> <ol style="list-style-type: none"> 1. Housing Management Sub Committee Meeting 2. Finance Sub Committee Meeting <p>Presented to the Committee for information only.</p>
7.	<p>CEO Report</p> <p>Erica presented her report to the Committee which included the following information:</p> <ul style="list-style-type: none"> • Post of Property Services Assistant – This post has now been filled and Moria Cordiner started at Knowes HA on 14th November 2022. • Post of Head of Property Services – This post has now been filled and Peter French will start at Knowes HA on 3rd January 2023. • Post of Housing Assistant – A candidate has now been selected for this post and will be starting at Knowes HA in January 2023. • Post of Office Cleaner – Helen our Office Cleaner left Knowes HA in November 2022 due to other work commitments. We have advertised this post on our website and S1 jobs and we plan to hold interviews this week. • Wider Role and Community Funds – We have been successful in obtaining £2,500 from the EVH Cost of Living Support Grant. We are still waiting to hear back from The National Lottery fund (funding up to £25,000) which will use to provide fuel, food and clothing vouchers and essential white goods for tenants. A breakdown of the community spend from 1st April 2022 – 30th November 2022 was also provided to the Committee. • Administrative Assistant – This post has now been advertised on EVH, SFHA, Scottish Housing News and S1 jobs.

	<ul style="list-style-type: none"> • Donations – A discussion took place regarding donations. The Committee agreed to donate £100 to the two local churches and £100 to Flourishing Faifley. • Christmas/New Year opening hours – The office will close from Friday 23rd December 2022 at 4pm till 3rd January 2023. • FOI/EICR/SARs – None have been received in the last three months. • House sales/purchases – There has been 1 house sale and 1 house purchase in year to date. Housing stock numbers for Knowes HA remain at 1048 plus Dunn Street respite unit.
8.	<p>New Share Members</p> <p>No new applications have been received.</p>
9.	<p>Corporate Services Report</p> <p>Amy provided the following information.</p> <ul style="list-style-type: none"> • Fuel Vouchers – Funding was applied for at the start of October 2022 but unfortunately we have still not heard back. • Winter Newsletter – We are planning to send this out in the second week of December. • Customer Working Group – Meeting took place on 10th November 2022 at 7pm. A member of the CAB West Dunbartonshire attended the meeting to provide the group with cost of living advice including what funding available to help. • EVH Cost of Living Support Grant – Our application for this grant has been successful and we will be donating £2,500 between the two local schools. • The National Lottery Cost of Living Community Anchor Fund – We have applied for this fund that supports individuals and families who are currently experiencing severe hardship as a result of the cost of living crisis. If successful we will use this to supply tenants with vouchers for fuel, food, winter clothing and white goods.
10.	<p>Health Safety and Wellbeing Report</p> <p>Amy provided the following information.</p> <ul style="list-style-type: none"> • Fire Alarm – The fire alarm is tested every Thursday. • Monthly Checks – Monthly housekeeping, emergency lighting checks and legionella checks continue to be carried out with no

	<p>issues.</p> <ul style="list-style-type: none"> • Training – Amy will be attending IOSH Managing Safely® in Social Housing Course on 13th, 14th and 15th December 2022.
11.	<p>Property Services Report</p> <p><u>Repairs and Maintenance Spends vs Budgets</u></p> <p>Erica provided the Committee with the report which included information about progress made on contracts and the budget and expenditure for each.</p> <p>Voids – Erica advised that the expenditure for voids has been higher than usual this year due to an increase in the number of repairs needed.</p> <p>Electrical Testing – This work will now be allocated between 5 contractors therefore we should make more progress in this area.</p> <p><u>Major Component and Planned Maintenance Updates</u></p> <p>A spreadsheet with a breakdown of Major Component and Planned Maintenance Programmes was provided to the Committee for their information.</p> <p><u>Update on Abbeylands Road Development</u></p> <p>The QS met with WDC’s Planning Department on 17th November to discuss design changes which were viewed as positive from WDC.</p> <p>Further feedback from WDC following the meeting was to add a further two properties to the row of terraced properties facing Abbeylands Road. This is to increase the new development presence on Abbeylands Road.</p> <p>The architects have a further pre app workshop with WDC Planning on 19th December and then there will be a following one at the end of January to allow us to discuss the landscape design in more detail once a landscape architect is on board.</p> <p>We are now required to appoint a suitable Landscape Architect and an Energy Consultant. We will be able to make these appointments using the City of Edinburgh Procurement Framework.</p> <p>A discussion took place regarding the development. The Committee asked if bike parking would be included. Erica advised that she will find out if this is included.</p>

	<p>The Committee were asked to approve the following:-</p> <ul style="list-style-type: none"> • Appoint a Landscape Architect and Mechanical Engineer/Energy Consultant to the design team using the City of Edinburgh Framework. • Proceed to the next stage for submitting a planning application. <p>The Committee were happy to proceed to the planning stage and approved the requests above. Proposed by Billy Stevenson and seconded by Rhona Polak.</p>
13.	<p>Policies for Approval</p> <ul style="list-style-type: none"> • Freedom of Information Policy – Amy advised that minor changes have been made to the policy. There were no comments or queries and the policy was approved. Proposed by Lynsey Chrystal and seconded by Katie Devaney. • Recoverable Repairs Policy – There were no comments or queries and the policy was approved. Proposed by Steven McCabe and seconded by Hilary Edgar.
14.	<p>EVH Report</p> <p>The Committee noted the content of the November 2022 EVH report.</p>
15.	<p>Notifiable Events</p> <p>No notifiable events.</p>
16.	<p>Any Other Business and Apologies for Future Meetings</p> <p>No other business.</p>
17.	<p>Date of Next Meeting</p> <p>The next Committee meeting will be held on 7th February 2023 at 6.30pm.</p>