



**Minutes of Management Committee Meeting  
Held on Tuesday, 7<sup>th</sup> December 2021 at 6.30pm  
At 10 Field Road**

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**Present:** Yvonne McDonald                      Katie Devaney  
                 Steven McCabe                      Hilary Edgar  
                 Rhona Polak                                  Lynsey Chrystal  
                 Bill Stevenson                              Janet Cassidy  
                 Cllr Lawrence O'Neill

**In Attendance:**

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

1.	<b>Apologies</b>  There were no apologies
2.	<b>Declaration of Interests</b>  There were no declarations of interest.
3.	<b>Correspondence</b>  Erica advised Committee that a letter has been received from Faifley Art Group requesting a donation of £100.  It was agreed to give the donation to the group.  Donation was proposed by Billy Stevenson and seconded by Hilary Edgar.

4.	<p><b>Minutes of Management Committee of 2<sup>nd</sup> November 2021</b></p> <p>There were no amendments or matters arising from the minute.</p> <p>The minutes were proposed by Rhona Polak and seconded by Ross Anderson Campbell.</p>
5.	<p><b>Minutes of Sub Committee Meetings</b></p> <ul style="list-style-type: none"> <li>a) Housing Management Sub Committee Meeting 30 November 2021</li> <li>b) Minutes of Employment Sub Committee Meeting 30 November 2021</li> <li>c) Minutes of Finance Sub Committee Meeting 30 November 2021</li> <li>d) Minutes of Employment Sub Committee Meeting 30 November 2021</li> </ul> <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>- New Head of Finance, Kennedy Chilambe has been appointed and will be taking up the post on 4<sup>th</sup> January 2022.</li> <li>- Latest round of Ipads received have been issued to customers</li> <li>- Y-sort-It have commenced their clubs and work within Faifley</li> <li>- Following the launch of the new tenant portal app, 150 customers have registered to use the app</li> <li>- Rent increase consultation for 2022/23 is being issued by email and text as well as on our website.</li> <li>- Clydebank CAB service is well underway and working well</li> </ul>
6.1	<p><b>Committee Attendance</b></p> <p>Attendance register presented for information.</p>
6.2	<p><b>Proposal for Sale of 33 Hillend Crescent</b></p> <p>Erica presented the report on the proposed sale of 33 Hillend Crescent and highlighted the following</p> <ul style="list-style-type: none"> <li>- Property is difficult to let</li> <li>- The rest of the building is factored by WDC</li> <li>- It was being used as homeless accommodation until the 1<sup>st</sup> December when the Council returned the keys</li> <li>- The sale would not have any effect on any other tenant/owner within the area.</li> </ul> <p>The proposal to move forward with the sale was proposed by Hilary Edgar and seconded by Steven McCabe.</p>

<p>6.3</p>	<p>[Redacted content]</p>
<p>7.</p>	<p><b>New Share Members</b></p> <p>No new share applications received.</p>
<p>8.</p>	<p><b>Health &amp; Safety</b></p> <p>Sandra presented her quarter H&amp;S update report and highlighted the following</p> <ul style="list-style-type: none"> <li>- Association has signed up the Landlord Safety Control Manual with the induction being carried out by ACS on 12 January 2022 with Erica, Joe and Sandra attending.</li> <li>- Continuing to monitor the ongoing Covid-19 guidance</li> </ul>

	<ul style="list-style-type: none"> <li>- Weekly and monthly checks are continuing</li> <li>- Fire Safety and Warden training has been arranged for all staff on 17<sup>th</sup> and 19<sup>th</sup> January 2022 and will be carried out by ACS.</li> </ul>
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>- Fire safety compliance – possible force access will be carried out in January 2022</li> <li>- Continued delay with the 2020/21 kitchen programme with City Building advising that there are issues with sizes of the units and the options tenants were given for the worktops were the wrong ones.</li> <li>- The next phase of the kitchen programme is being delayed due to the ongoing issues with City Building</li> <li>- The Bathroom replacement tender will be issued this month</li> <li>- Two properties have been chosen for a pilot project for the backcourt improvements</li> <li>- One door still to be installed in the dwelling doors project due to not being given access by the tenant.</li> <li>- Still facing access issues with some tenants for the electrical testing. Possible forced access may be needed.</li> <li>- Painting contract has now been completed.</li> <li>- Gutter cleaning project is scheduled to commence on 10 January 2022.</li> <li>- Landscape maintenance is now on the winter programme and working well</li> <li>- McDougall's are struggling with working through the backlog of reactive repairs. This has been due to the number of voids being received that are requiring substantial works.</li> </ul> <p>In addition to the report Joe advised that he has contacted our window contracts with 10 addresses for costs and replacement of windows. Sidey have advised that the earliest these could be done would be November 2022 as they are fully booked.</p>
9.1	<p><b>Repairs Modern Apprentice</b></p> <p>Joe advised that the advert has been out but was published without a closing date. This has now been updated and the closing date will be 20 December 2021 with potential interviews early in the new year.</p>

9.2	<p><b>New Build Development - Update</b></p> <p>Joe advised that the Civil Engineers are reviewing the drawings by the architects at present and will provide a report on their findings.</p> <p>Joe will keep Committee updated on progress.</p>
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) Complaints Policy</i></p> <p>Changes include update to point 2.2 to Complaints Handling Procedure for Registered Social landlords and updated Equalities Statement</p> <p>Policy was proposed by Lynsey Chrystal and seconded by Yvonne McDonald</p> <p><i>b) Employee Engagement Policy</i></p> <p>Minor changes to wording and addition of Equalities Statement and policy review.</p> <p>Policy was proposed by Billy Stevenson and seconded by Katie Devaney.</p> <p><i>c) Disclosure Scotland</i></p> <p>Included that Disclosures should be requested for staff every 3 years and added Policy Review.</p> <p>Policy was proposed by Yvonne McDonald and seconded by Lawrence O'Neill.</p> <p><i>d) Tenant Participation Policy</i></p> <p>Minor changes to job role titles.</p> <p>Policy was proposed by Janet Cassidy and seconded by Billy Stevenson.</p> <p><i>e) Whistleblowing</i></p> <p>Added in the contact details for the internal and external auditor.</p> <p>Policy was proposed by Ross Anderson and seconded by Hilary Edgar.</p>

	<p>f) <i>Unacceptable Actions Policy</i></p> <p>Removed contents table and updated the Equality Statement.</p> <p>Policy was proposed by Billy Stevenson and seconded by Lynsey Chrystal</p> <p>g) <i>Lone Working Policy</i></p> <p>Removed procedure as updated stand-alone procedure for staff use.</p> <p>Policy was proposed by Bill Stevenson and seconded by Janet Cassidy</p>
11.	<p><b>Resident Satisfaction Survey – Draft Questions</b></p> <p>Sandra advised committee that the draft questions have since been slightly amended following a meeting with the SMT.</p> <p>Pilot surveys will be carried out next week with 5-6 tenants being contacted for Knowledge Partnership to go out and go through the survey. They will then feed back the outcome of surveys.</p> <p>It was agreed to add a question for the owner survey about satisfaction on the area they live in.</p> <p>Sandra will update the questionnaires and send them onto Knowledge Partnership.</p>
12.	<p><b>EVH Report</b></p> <p>Erica advised that EVH have confirmed the proposed review of the salary increase is on hold to see what happens with the interest rates.</p>
13.	<p><b>Notifiable Events</b></p> <p>Will be advising the SHR on the appointment of the new Head of Finance.</p>
14.	<p><b>A.O.C.B.</b></p> <p>No other business raised.</p>
15.	<p><b>Date of Next Meeting</b></p> <p>Tuesday, 1<sup>st</sup> February 2022 at 6.30 p.m.</p>