



**Minutes of Management Committee Meeting
Held on Tuesday, 7th March 2023 at 6.30pm
at Knowes Housing Association's Office**

Present: Rhona Polak
Katie Devaney
Yvonne McDonald
Hilary Edgar
Lynsey Chrystal
Cllr Lawrence O'Neill
Ross Campbell Anderson

In Attendance: Erica Davidson CEO
Peter French Head of Property Services
Amy Sweeney Corporate Services / Compliance Officer

6:30pm – 7pm	<p>GDPR Training Session with Claire from RGDP</p> <p>Claire from RGDP attended the Committee meeting to deliver a training session on GDPR. The session included information on:</p> <ul style="list-style-type: none"> • Legislation relating to GDPR • The lawful basis for processing personal data • Data protection principles • Data subject rights • Subject access requests • Personal data breaches <p>Claire advised that a Data Protection & Freedom of Information Action Plan has been put together to ensure that the Association is compliant with data protection.</p> <p>After Claire's training session the Committee thanked her for her time and she left the meeting at this point.</p>
1.	Apologies:

	<p>The following members submitted their apologies:</p> <ul style="list-style-type: none"> • Billy Stevenson • Steven McCabe
2.	<p>Declaration of Interests</p> <p>Cllr Lawrence O'Neill declared an interest under Item 7 – CEO Report – New Builds at Abbeylands Road.</p> <p>Ross Campbell Anderson declared an interest under Item 9 – Corporate Service Report – Energy Redress Scheme.</p>
3.	<p>Correspondence</p> <p>Erica provided the Committee with a consultation document sent from EVH. This consultation asked for the Committee's views on the following questions:</p> <p><u>Mental Health First Aid</u></p> <ul style="list-style-type: none"> • If an organisation chooses to have a Mental Health First Aider in place would you support that the employee receives the first aid allowance set by the terms and conditions of employment? • Both the physical first aid and mental health first aid roles are distinct from each other, and employees must carry out the necessary training. It is unlikely that an employee would carry out both roles, however if they did would you support them receiving the allowance for each role? <p>The Committee had no objections to either of these questions. Proposed by Lynsey Chrystal and seconded by Ross Campbell Anderson.</p> <p><u>Shared Parental Pay</u></p> <ul style="list-style-type: none"> • It is recommended that if an eligible parent chooses to use Shared Parental leave that they should receive the enhanced pay outlined above (minus any maternity / adoption pay already used). Do you agree with this? <p>The Committee had no objections to this question. Proposed by Ross Campbell Anderson and seconded by Yvonne McDonald.</p> <p>A discussion took place regarding leave for employees who are affected by miscarriage. The Committee agreed that it would be beneficial to propose providing leave for those affected to EVH. Cllr Lawrence O'Neill to liaise with Erica.</p>

4.	<p>Minutes of Management Committee on 7th February 2023</p> <p>There were no comments or amendments and the minutes from the meeting on 7th February 2023 were approved.</p> <p>Proposed by Hilary Edgar and seconded by Yvonne McDonald.</p>
5.	<p>Minutes of Sub Committee Meetings</p> <p>The minutes from the Housing Management Sub Committee meeting and the Finance Sub Committee meeting were provided to the Committee for information only.</p>
6.	<p>Management Committee Attendance Register</p> <p>The attendance register was presented to the Committee for their information. Amy to amend the spelling error on the register.</p> <p>The Committee requested for the KPI targets to be added to the register. Amy will add this.</p>
7.	<p>CEO Report</p> <p>Erica presented her report to the Committee which included the following information:</p> <p><u>Staffing</u></p> <p>Administrative Assistant – Following the recruitment process we have appointed Ethan-Craig Adamson to the post. Ethan-Craig’s start date with Knowes HA is planned for Monday 20th March 2023.</p> <p><u>Business Plan</u></p> <p>Our Strategy Day is planned for the afternoon of Monday 5th June. Unfortunately Auchentoshan is closed on Monday’s but we are looking at two alternatives – West Park Hotel or World of Golf. Heather Ballantyne will be available to facilitate for us.</p> <p><u>House Sales/Purchases</u></p> <p>None in last three months. There has been one house sale and one house purchase in financial year from start of April 2022. Housing stock numbers for Knowes HA remain at 1048 plus Dunn Street respite unit. We are currently in the process of purchasing one property back, but this is unlikely to be processed before the end of the financial year.</p> <p><u>Legal Services Update</u></p>

The notice for this has been published via the Public Contracts Scotland website.

Photocopiers

The existing photocopiers were purchased at the end of their lease in 2019. They are no longer providing value for money given current costs of maintenance and printing. It is planned to tender for new photocopiers/printers for the office and we will do this via the Public Contracts Scotland website using the quick quotes services (costs not likely to exceed £50k over a five year period).

25 Year Celebrations

Knowes HA is 25 years old this year and some of the celebrations we have planned are as follows:-

- Celebratory Easter magazine
- Summer bus trip for over 60s
- Event in the secret garden organised with Tony from Flourishing Faifley
- Celebratory AGM – ask previous staff members to attend, celebratory glass of fizz on arrival etc.

We will ask some of our contractors to help sponsor these events.

New Build at Abbeylands Road

The design team are at the stage where they are able to submit the detailed drawings for planning permission. We are currently looking at alternative energy sources for the properties including ground and air source heat pumps.

7.1

Report on Appointment of Administrative Assistant

Erica provided the Committee with a report on the appointment of an Administrative Assistant at Knowes HA. She advised that Ethan-Craig Adamson has been appointed to the post and will start with Knowes HA on Monday 20th March 2023. Erica recommended that this post is graded as EVH Grade 4. The Committee were asked to approve the appointment of Ethan-Craig Adamson to the post of Administrative Assistant at Knowes HA and to approve the salary of £23,362 with a cost of living increase on 01/04/2023 and moving up the salary increments scale from 01/04/2024 until the top rung of Grade 4 is reached.

The Committee approved the request. Proposed by Yvonne McDonald and seconded by Cllr Lawrence O'Neill.

8.	<p>New Share Members</p> <p>Amy advised that there have been no new applications received.</p>
9.	<p>Corporate Services Report</p> <p>Amy provided the following information.</p> <ul style="list-style-type: none"> • Fuel Vouchers – We are still waiting to hear back from our application to the Energy Redress Scheme. The deadline for applications was 30th January 2023 and we are hoping to hear the result over the next few weeks. • EVH Cost of Living Support Grant – I have been in contact with Edinbarnet Primary School and St Joseph’s Primary School to discuss how they have spent the funding that we provided them with. Both schools advised that they are still in discussions about how they will spend the funding. • The National Lottery Cost of Living Community Anchor Fund – The Housing Officers have worked through the applications that we have received and they have selected 65 tenants from each patch to receive vouchers. We have started distributing the vouchers for fuel, food and clothing. We are using a website called Charis to help with this as we can purchase vouchers from the one platform, and it helps with managing our spending and will ensure accurate recording of data. • SFHA Winter Hardship Fund – Unfortunately our application for this grant was unsuccessful. We have been advised that the demand for this funding has been very high and the panel took into consideration any funding that had been received previously by the Association. • Customer Service Excellence – Our assessment took place on 13th February 2023 and we were re-accredited with our Customer Service Excellence Award. Overall, we received positive feedback from our assessor, however she recommended that we publish our customer satisfaction results and the steps that we are taking to make improvements more. • Knowes HA’s 25th Anniversary – At our last staff meeting we were brainstorming ideas for events that we could hold to celebrate 25 years of Knowes. We are planning to incorporate a celebration into the AGM and organise an over 60s bus trip. We will also be putting together a newsletter which will include positive work that Knowes has been involved in over the

	years. Amy requested any stories or photos to be sent to her.
10.	<p>Health Safety and Wellbeing Report</p> <p>Amy provided the following information to the Committee.</p> <p><u>Updates</u></p> <ul style="list-style-type: none"> • Fire Alarm – Weekly Fire alarm tests are continuing every Thursday. • Monthly Checks – Monthly housekeeping, legionella checks, emergency lighting and ladder checks continue to be carried out with no issues. • Office PAT Testing – This was carried out on 21st February 2023. The Committee room, rooms upstairs and 3 staff members homeworking equipment still needs to be tested so we have arranged another date to complete this. <p><u>Training</u></p> <ul style="list-style-type: none"> • The Management Team attended Managing Stress for Employees training with SHARE on 24th February 2023. • Amy attended a Health and Safety Administrator course with ACS on 1st March 2023.
11.	<p>Property Services Report</p> <p><u>Repairs and Maintenance spend until the end of March 2023</u></p> <p>Peter provided the Committee with a breakdown of repairs and maintenance spend until the end of March 2023 which included:-</p> <ul style="list-style-type: none"> • Major Component Replacement • Planned/Cyclical Maintenance • Landscape Maintenance • Reactive Repairs • Gas Servicing and Maintenance • Medical Adaptations <p>He advised that the largest spend continues to be on reactive repairs. This is partly due to the increased spending on voids due to them being returned in a poor condition and needing additional repairs.</p>
12.	<p>Policies for Approval</p> <ul style="list-style-type: none"> • MDS10 – Medical Adaptations Policy • MDS18 – Gas Maintenance Policy • MDS15 – Inspection Policy

	<ul style="list-style-type: none"> • MDS03 – Maintenance Policy – Peter advised that the references to ‘Property Services Manager’ and ‘Senior Property Services Officer’ have been updated to Head of Property Services. The dates and pricing under section 15.1 and 19.1 have also been updated. <p>The four policies were approved by the Committee. Proposed by Rhona Polak and seconded by Cllr Lawrence O’Neill.</p>
13.	<p>EVH Report</p> <p>The Committee were provided with the February 2023 EVH report for their information.</p> <p>A discussion took place regarding the EVH Long Service Awards. Amy will contact EVH for more information.</p>
14.	<p>Notifiable Events</p> <p>No notifiable events.</p>
15.	<p>Any Other Business and Apologies for Future Meetings</p> <p>Erica submitted apologies for the meeting on 4th April 2023.</p> <p>Amy advised that each of the Committee members are required to sign the annual declaration of interest form. The forms were completed by the 7 members present at the meeting.</p>
16.	<p>Date of Next Meeting</p> <p>The next Committee meeting will be held on Tuesday 4th April 2023 at 6.30pm.</p>