



**Minutes of Management Committee Meeting
Held on Tuesday 8th August 2023 at 6.30pm
at Knowes Housing Association's Office**

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

In Attendance: Erica Davidson CEO
Peter French Head of Property Services
Kennedy Chilambe Head of Finance
Philip Maurice Relationship Partner, Alexander Sloan
(Item 6, Annual Accounts 22/23)
Amy Sweeney Corporate Services / Compliance Officer

1.	<p>Apologies:</p> <p>The following people submitted their apologies:</p> <ul style="list-style-type: none"> • Steven McCabe • Hilary Edgar
2.	<p>Declaration of Interests</p> <p>There were no declarations of interest.</p>
6.	<p>Annual Accounts 2022/23 (Philip Maurice from Alexander Sloan in Attendance)</p> <p>Item 6 was covered during this point of the meeting.</p> <p>Phil Morrice (Audit Partner) attended from Alexander Sloan to present the Report and Financial Statements for the year ended 31st</p>

March 2023 to the Management Committee. Phil started by presenting the Report of the Management Committee which stated the responsibility of the Committee and the Statement on Internal Financial Controls. In summary he highlighted that it was the responsibility of the Management Committee to have suitable accounting policies and to prepare the financial statements.

Phil next highlighted the auditor's opinion on the financial statements. He commented that the audit opinion was unmodified which meant it was a clean audit and that his team found no key audit issues to report on. He also mentioned that they could not identify any weaknesses in the internal control environment to bring to the attention of the committee. Thus, the accounts gave a true and fair view of the Association's financial position.

Phil then took the Committee through the various pages of the financial statements highlighting the Statement of Comprehensive Income (SOCl), Statement of Financial Position (SOFP) and Statement of Cash Flows in greater detail. The key points highlighted were:

- Income of £4.92m (£4.86m last year)
- £55k gain on sale of Housing unit.
- £400k loss on SHAPS pensions valuation (last year £654k gain)
- Comprehensive income (minus £131k) last year positive £1.98m
- Phil commented that his team had discerned a huge increase in repair costs which had also been observed across other RSL's. This was the reason for the sharp decrease in operating surplus.

On the SOFP, carrying value of properties had remained largely unchanged due to the investment in properties with capital contracts. Creditors continued to fall as the loan approached the end of its term. Overall, Net Assets were £17.1m. Opening cash and cash equivalents less long-term deposits were £2.81m with a £560k reduction in cash in the year, thus closing at £2.25m. It was explained that after adjusting for non-cash items like depreciation the majority of the spend was on capital repayments and investment in properties through component replacements.

Phil also presented the Audit Management Letter to the Committee which gave further explanation as to how Alexander Sloan had arrived at their Audit Opinion. A discussion took place about the signing of the Accounts, and it was agreed that they would be sent out by Docusign to the relevant committee members

Phil went on to thank Kennedy and Knowes HA's staff for their assistance during the audit process. Kennedy thanked the auditor for

	<p>presenting the Accounts at the meeting and to the staff at Knowes for their support in the process.</p> <p>The Financial Statements and the Management Letter was agreed by the Committee, proposed by Cllr Lawrence O'Neill and seconded by Billy Stevenson.</p> <p>The Committee thanked Phil for his time and then he left the meeting.</p>
3.	<p>Correspondence</p> <p>Erica provided the Committee with a letter from the Scottish Housing Regulator regarding Annual Assurance Statements (AAS) and what should be considered by landlords when they are completing and submitting their AAS. In particular, the SHR has a focus on equalities and human rights and tenant and resident safety.</p> <p>Erica advised that a short life working group has been set up to discuss the Annual Assurance Statement. This group will include Hilary, Yvonne and Steven who will meet with Erica and Amy at the end of August. Erica advised that Amy will be sending out a survey to tenants and the findings will be used as evidence for Knowes AAS.</p>
4.	<p>Minutes of Management Committee on 11th July 2023</p> <p>There were no comments or amendments and the minutes from the meeting on 11th July 2023 were approved.</p> <p>Proposed by Lynsey Chrystal and seconded by Yvonne McDonald.</p>
5.	<p>Minutes of Sub Committee Meetings</p> <p>No Sub Committee meetings took place during July 2023.</p>
7.	<p>CEO Report</p> <p>Erica presented her report to the Committee. The report included the following information:</p> <p><u>Staffing Matters</u></p> <p>ICT Officer - Erica advised that the ICT Officer post has been advertised and the closing date is 14th August however we have not received any applications yet.</p> <p>Housing Officer – Kara Halpin started at Knowes HA on 31st July 2023 and she is settling in well.</p> <p><u>Committee and CEO Appraisals</u></p>

Erica advised that we have been in contact with EVH regarding appraisals. EVH have confirmed that they will be able to carry out the appraisals for the Committee and that they will be able to assist with the CEO's appraisal.

Erica advised that all elements of the Committee appraisals will cost a total of £1,750 + VAT. The CEO's appraisal is chargeable under EVH's HR consultancy service at the daily rate of £450 + VAT and they anticipate that this would take around 2 days' work. Therefore, the total cost of the Chair, Committee and CEO appraisals is £3,180 including VAT. This will be funded from the Committee and Staff training budgets.

The Committee agreed that they were happy to proceed with EVH carrying out the appraisals.

New Build at Abbeylands

Erica advised that she and Peter will be attending a site visit at Abbeylands tomorrow which will be followed by a meeting with the design team at Knowes HA's office.

She advised that some concerns have been raised by local residents about the development. These have been down to worries about additional traffic being created by the development, the noise and disruption once work commences at the site, parking issues and disruption to local wildlife.

Erica advised that WDC has also requested that a further wheelchair adapted property be added to the site so that there is a total of three adapted properties. ABC will look at adapting one of the ground floor properties in the block of flats in order to accommodate this request.

Plans for Battery Energy Storage Facility on land near Cochno Road

Erica advised that Knowes HA has concerns over plans to build a battery storage facility on land near Cochno Road in East Dunbartonshire. She advised that a company called AAH Consultants plan to submit a planning application on behalf of their client Green Power Consultants to the Energy Consent Unit of the Scottish Government. Erica advised that the main concerns are:

- The size of the facility which will take up 71 acres of land and will damage the local environment.
- The safety of the facility and the risk of fires which would cause toxic fumes.
- There will be no jobs created and no benefits for the local community.

7.1	<p><u>Investors In People</u></p> <p>Erica and Amy attended a meeting at East Kilbride District Housing Association on 20th July to discuss how they achieved their IIP Platinum Award. One of their recommendations was for the CEO to have annual one to ones with all staff which may help the Association to make improvements and achieve an IIP Gold Award. Amy has set up a working group made up of staff members from each section to review the IIP survey results and put forward suggestions to make improvements staff.</p> <p><u>Annual Assurance Statement Short Life Working Group</u></p> <p>Erica advised that a short life working group has been set up to discuss the evidence behind our assurance statement and compliance. Steven, Yvonne and Hilary will meet with Erica and Amy at the end of August for the first meeting. Erica advised that Amy will be sending out a questionnaire for tenant consultation.</p> <p><u>AGM</u></p> <p>Erica reminded the Committee that Knowes HA's AGM will be held on Tuesday 5th September at 6:30pm at Skypoint.</p> <p><u>Management Committee Attendance Register</u></p> <p>The attendance register was presented to the Committee for their information.</p>
8.	<p>Quarterly KPIS – April to June 2023</p> <p>The Committee were provided with the quarterly KPIs for each department – Finance, Housing Management, Property Services and Corporate Services.</p>
9.	<p>Business Plan 2023-2026</p> <p>The Committee were provided a copy of the Business Plan for 2023-26. Erica advised that the departmental objectives have been updated.</p> <p>She advised that the risk management plan will go to the Audit Sub Committee meeting and that separate papers will go to Committee for the IT Plan which considers Knowes HA's move to the Cloud.</p> <p>Erica highlighted page 254 to the Committee which covers information on maintenance costs and the 5 year budgets which incorporate current projections.</p>

	The changes to the Business Plan were approved by the Committee. Proposed by Rhona Polak and seconded by Yvonne McDonald.
10.	<p>Corporate Services Report</p> <p>Amy provided the following information to the Committee about the ongoing activities that the Association is involved in within the community:</p> <ul style="list-style-type: none"> • Over 60s Bus Trip – Amy advised that the bus trip was a great success and we have received positive feedback from the attendees. Overall, 34 people attended the trip and we received donations from three contractors (MJM – £1000, Guardian Scaffolding – £500, £100 – Continental) to put towards the cost of the coach, afternoon tea at the Brig O’ Doon and tours of the Burns Museum and Cottage. She advised that we hope to hold another bus trip next summer. • Newsletter – Amy advised that she has emailed a copy of the summer newsletter to the Committee. Paper copies of the newsletter are also available from the office. • SSPCA Event – Amy advised that she has been in contact with the SSPCA to ask if they would be interested in helping us deliver a community event for pet owners. Amy advised that she is planning to have a Zoom call on 1st September with the vet from the SSPCA to discuss this further • Cycling Scotland Grant – Amy advised that she has submitted a funding application to Cycling Scotland for bike storage and bike accessories and we are waiting to hear back on whether we have been successful. <p>The Committee noted the report.</p>
11.	<p>New Share Members</p> <p>Amy advised that no applications have been received.</p>
12.	<p>Health, Safety and Wellbeing</p> <p>Amy provided the Committee with health, safety and wellbeing updates within the organisation.</p> <ul style="list-style-type: none"> • Fire Alarm – Weekly fire alarm tests are continuing every Thursday. • Monthly Checks – Monthly housekeeping, legionella testing and ladder checks continue to be carried out with no issues.

	<ul style="list-style-type: none"> • Legionella – Cleartech carried out an annual site visit on 27th July. They confirmed that the hot and cold water temperatures are compliant throughout and no issues were found onsite. • Electrical Inspection – An electrical inspection was carried out in the office on 5th July. During this time the emergency lighting was also tested. It was highlighted that some of the bulbs in the emergency lights need to be changed. They will arrange another visit to change these. • Committee H&S Training – Amy advised that she had contacted Vikki from Housing Compliance for dates to hold health and safety training but unfortunately she is unable to deliver training at the moment. Amy advised that she will contact ACS to see if they are able to deliver a short session. <p><u>Training</u></p> <ul style="list-style-type: none"> • Andrew Douglas will be attending RoSPA Playpark Inspections training on 12th September 2023. <p>The Committee noted the report.</p>
13.	<p>Property Services Reports</p> <p>Peter provided the following report to the Committee:</p> <p><u>Capital Projects</u></p> <p>Bathroom Contract – Contractors are currently onsite, and this project is due to be completed by the end of August.</p> <p>Boiler Replacement Contracts – The pre-start meeting has been held and surveys will begin in August. The installation programme will follow the surveys.</p> <p>Window Replacement Contract – A tender report has been provided to the Committee under this Agenda item. The Committee is asked to consider this tender report prior to the contract being awarded.</p> <p>Kitchens Replacement Contract – We are currently exploring the use of the mini tender process through the Scotland Excel framework.</p> <p><u>Tenement Water Tanks</u></p> <p>Peter advised that following a discussion with ESP (Cost Consultants) we have received a tender process programme that has indicated an onsite start date of January, following approval of tender return and costs. Peter advised that at the moment there are 86 water tanks and this will be reduced to approx. 10 tanks by the end of</p>

the contract which will only be used by owners. Peter advised that we will communicate with these owners to ensure that they have sufficient information on legionella awareness.

EICR

Peter advised that he has provided the SHR with an update on Knowes HA's progress in completing outstanding EICRs and a copy of the information provided to the regulator will be presented to Committee. Peter advised that although many of the EICRs have now been completed, there are still a number of households that are not engaging. He advised that due to this we will force access to the properties where tenants are not engaging.

Abbeylands Rd Development

We are still awaiting confirmation from WDC on Planning Application.

Repairs and Maintenance and Major Component Spend

Peter provided a report to the Committee showing the repairs, maintenance and major component spend.

He provided the following additional updates:

- Kitchens – This contract is likely to run over 2 years therefore costs will be spread and overspend on other contracts will be recouped.
- Painterwork – No painterwork will be carried out this year.
- EICRs/Electrical Work – If boards need to be replaced when electrical work is carried out then this will also be included.
- Landlord Health and Safety Improvements – Peter advised that we will be carrying out a tree survey due to issues with Ash Dieback. He explained that it is easier to tackle this issue in the initial stages.
- Medical Adaptations – This is the first year that we have not had a waiting list for medical adaptations, so we are working through requests quickly.

Window Replacements – Tender Report

Peter provided the Committee with the tender report for the window replacement contract. The work will include the design, supply and installation of replacement UPVC windows to Knowes HA's properties. He advised that the Quality Assessment scoring process was carried out by Knowes HA and Ewing Somerville Partnership (Scotland) Ltd. The framework will run for a period of 4 years commencing on 1st August 2023 – 31st July 2027.

	<p>Five contractors submitted a tender and upon completion of the tender assessment process, 3 of the contractors were deemed as suitable for inclusion on the framework. These tenders were overall the most advantageous tenders in terms of price and quality.</p> <p>It is recommended that Sidey Solutions Limited is awarded the contract for the amount of £224,729.40. He advised that Knowes HA has worked with Sidey before and they are reliable contractors.</p> <p>The Committee approved the appointment of Sidey Solutions Limited for the Window Replacement Programme. Proposed by Yvonne McDonald and seconded by Cllr Lawrence O'Neill.</p>
14.	<p>Policies for Approval</p> <p><u>G39 – Retention Policy and Schedule</u></p> <p>Erica advised that organisations must not retain personal data for any longer than is necessary. This policy covers Knowes HA's approach to the retention, deletion and destruction of personal data.</p> <p>Erica highlighted part 5 of the policy 'Housing Applications and Tenancy Records' to the Committee. Erica advised that she will complete a further data protection impact assessment on this area for the Committee.</p> <p>There were no comments or questions from the Committee and the policy was approved. Proposed by Yvonne McDonald and seconded by Lynsey Chrystal.</p>
15.	<p>EVH Report</p> <p>The Committee were provided with the EVH monthly reports for June and July for their information.</p>
16.	<p>Notifiable Events</p> <p>No notifiable events.</p>
17.	<p>Any Other Business and Apologies for Future Meetings</p> <p><u>Further Education Course</u></p> <p>Erica submitted a report to the committee regarding a member of staff wishing to attend an HR evening course. (The member of staff in question was excused from the meeting during the discussion). It was agreed unanimously that the member of staff would be allowed to attend this course and the course fees would be met by the Association. Erica had also submitted a request within the report that the employee be allowed some study leave (up to 2 half days) per</p>

	<p>month whilst the course was running (9 months). The Committee discussed this fully; some committee members raising concerns with regard to setting a precedent for this (as presently there is no allowance for study leave, except for exams, within KHA's T & Cs of service) and also the effects on the workload of the section in granting additional leave days. It was suggested that the member of staff may be allowed to leave work early on the evenings in question instead of being allowed study leave. This was put to a vote and, since the vote resulted in 3 votes equally for each option, the Chairperson had the deciding vote. The decision of the Chairperson was that some discretion may be allowed to the section head in granting either an early finish the day of the course or some study leave that month if required - dependent both on the employee being accepted on the course and also ensuring that the workload of the team was always given priority with no disruption to customer services or work tasks.</p>
18.	<p>Date of Next Meeting</p> <p>The next Committee meeting will be held on Tuesday 10th October 2023.</p>