



**Minutes of Management Committee Meeting
Held on Tuesday, 2nd November 2021 at 6.30pm
Via Zoom**

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

In Attendance:

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

1.	<p>Apologies</p> <p>The following members submitted apologies</p> <ul style="list-style-type: none"> - Cllr Lawrence O'Neill - Ross Anderson
2.	<p>Declaration of Interests</p> <p>Agenda Item 3 – Correspondence</p> <p>Committee members who are employed by a Housing Association and Knowes HA declared an interest.</p>
3.	<p>Correspondence</p> <p><i>EVH Salary Negotiation Letter</i></p> <p>Committee discussed the content of the letter and agreed that they would advise EVH that Option 4 presented on the letter is the opinion on the Committee for Knowes HA.</p>

4.	<p>Minutes of Management Committee of 5th October 2021</p> <p>Change highlighted for Lynsey's surname to be amended to correct spelling as Chrystal.</p> <p>There were no more amendments or matters arising.</p> <p>The minutes were proposed by Billy Stevenson and seconded by Yvonne McDonald.</p>
5.	<p>Minutes of Sub Committee Meetings</p> <p>a) Housing Management Sub Committee Meeting 26 October 2021 b) Minutes of Employment Sub Committee Meeting 5 October 2021 c) Minutes of Finance Sub Committee Meeting 26 October 2021 d) Minutes of Employment Sub Committee Meeting 26 October 2021</p> <p>Minutes presented for information only.</p>
6.	<p>CEO Report</p> <p>Erica presented her report and highlighted the following</p> <ul style="list-style-type: none"> - Covid restrictions for staff numbers in the office continue to be in place - The new TSO is working well with the association - Digital Connector services are continuing through our appointed contractor - Sandra was successful in the recent application to Connecting Scotland for a further 50 Ipads. - Progress is being made in the services which have been funded through the Communities Recovery Fund Phase 2 - Five applications have been received for the Head of Finance vacancy. Shortlisting will be carried out on 10th November by the interview panel. <p>Erica presented a report on the Customer Satisfaction Survey costs that have been received. Knowledge Partnership were the most cost effective and have extensive experience working Housing Associations.</p> <p>The Committee approved appointment of Knowledge Partnership as our preferred company. This was proposed by Billy Stevenson and approved by Katie Devaney.</p>

6.1	<p>Committee Attendance</p> <p>Attendance register presented for information.</p>
7.	<p>Quarterly KPIs</p> <p>Erica presented the new format for the quarterly KPIs which includes relevant ARC indicators. Each staff member presented their quarterly results with the exception of information for repairs and maintenance which was due to an issue with our IT systems which are currently being worked on.</p> <p>Committee commented that the new format is better and easier to read.</p> <p>Steven complimented the good performance across the board.</p>
8.	<p>New Share Members</p> <p>No new share applications received.</p>
9.	<p>Health & Safety</p> <p>Sandra presented her quarterly H&S update report and highlighted the following</p> <ul style="list-style-type: none"> - There are a number of risk assessments that will be reviewed during November including Lone Working and Young Person Working in the Office - Covid risk assessment has been reviewed and updated to take into account the office now being open to the public. - Weekly and monthly tests and inspection are continuing - Erica will be attending H&S training for CEO/Senior Managers and Sandra will be attending Legionella Awareness training in December.
10.	<p>Property Services Report</p> <p>Joe presented his report and advised of following</p> <ul style="list-style-type: none"> - Staff are continuing to pursue tenants who have not allowed access for the installation of the new smoke and heat detectors. Appointments have been arranged for 13th and 14th November with 60 tenants being booked in for these dates - 2020-21 kitchen programme will start this month with programme of works received from City Building - Tender for the 2021-22 kitchen programme will be issued this month with a proposed start January/February 2022. - Joe and Martin will visit Dalmuir Park HA to look at the backcourt improvements they have carried out and the process for the working being done

	<ul style="list-style-type: none"> - Dwelling doors all but complete with 2 outstanding due to access issues - Electrical testing is on course for completion as planned - Painting contractor should be completed this week, weather permitting. - Gutter cleaning is complete, and order will be placed with contractor to commence the work. - Landscape maintenance work continuing and working well - The number of reactive repairs outstanding continues to decrease with regular meetings with McDougalls. <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> - Is Veitches Court included in the gutter cleaning project? Joe confirmed that this street is included but might need to be done sooner given how bad the gutters are. - What is the current number of outstanding reactive repairs? Joe advised the number has decreased to between 160-70. <p>Joe advised Committee that McDougalls have been taken over by a company called McGills. As a result, a Novation is required to be signed by the Association to transfer the contract with the Association from McDougalls to McGills.</p> <p>Committee approved the signing of the Novation by Erica and Steven McCabe. This was proposed by Yvonne McDonald and seconded by Rhona Polak.</p>
10.1	<p>Repairs Modern Apprentice</p> <p>Joe presented the report regarding the recruitment of a Modern Apprentice for the Repairs team.</p> <p>The report was initially presented to the Employment Sub Committee for initial approval. As this would make a change to the current staff structure approval from the full Management Committee is required.</p> <p>The recruitment of the Modern Apprentice was approved and proposed by Katie Devaney and seconded by Yvonne McDonald.</p>

10.2	<p>Employment of Surveyor for Stock Condition Survey</p> <p>Joe presented the report regarding the recruitment of a temporary surveyor to carry out the stock condition survey for the Association. The post will be for a period of 17 weeks.</p> <p>The report was initially presented to the Employment Sub Committee for initial approval. As this would make a temporary change to the current staff structure approval from the full Management Committee is required.</p> <p>The recruitment of the temporary Surveyor was approved and proposed by Billy Stevenson and seconded by Yvonne McDonald.</p>
10.3	<p>Structural Engineer & Architect for New Build</p> <p>Joe presented the report for approval of appointment of professional services through the framework set up by the City of Edinburgh Council.</p> <p>It is proposed to appoint Anderson Bell Christie for architectural services and G3 Consulting Engineers Ltd.</p> <p>Committee raised the following comments / queries</p> <ul style="list-style-type: none"> - What will the size of the development be? Joe advised that the site would be able to accommodate 35 units, however WDC insist that there are green space areas within new developments. Based on this there will be approximately 20 units. - Will there be some accessible properties within the development? Martin advised that there will be 2 or 3 properties that will be accessible with wheelchair access. - With the allocation of the properties, will there be allocations made to WDC? Martin advised that there is currently nomination agreement with the council, however, no nominations are received. Based on this, we will be using this as a basis on how allocations will be done for the new properties. <p>Joe advised that he will provide regularly monthly updates on the progress being made with the development.</p> <p>The Committee approved the appointment of Anderson Bell Christie for architectural services and G3 Consulting Engineers Ltd through the framework set up by City of Edinburgh Council. It was proposed by Hilary Edgar and seconded by Billy Stevenson.</p>

11. **Policies for Approval**

Sandra provided a review of the policies and changes within each as follows

a) *Reward and Recognition*

Addition – format document is available in. Review date updated.

Policy was proposed by Billy Stevenson and seconded by Lynsey Chrystal.

b) *Sabbatical Policy*

Additions – format document is available in, Equality Statement and Review date updated.

Policy was proposed by Rhona Polak and seconded by Lynsey Chrystal

c) *Shared Paternal Leave*

Additions – format document is available in, Equality Statement and Review date update. Also included GDPR regulation information about storing information.

Policy was proposed by Yvonne McDonald and seconded by Janet Cassidy.

d) *Business Continuity Plan*

Updated names and contact numbers in Appendix 1.

Policy was proposed by Billy Stevenson and seconded by Lynsey Chrystal

e) *Gifts and Hospitality*

Equalities statement added and review dates updated.

Policy was proposed by Rhona Polak and seconded by Janet Cassidy.

	<p>f) <i>Data Protection Access to Information</i></p> <p>Updated GDPR regulation at point 2(a) and 2 (c) updated. Director updated to CEO.</p> <p>Policy was proposed by Billy Stevenson and seconded by Lynsey Chrystal.</p>
12.	<p>EVH Report</p> <p>October EVH Report presented for information.</p> <p>Sandra advised Committee that the Association will be looking to prepare and implement a Wellbeing Strategy over the coming months.</p>
13.	<p>Notifiable Events</p> <p>No Notifiable events.</p>
14.	<p>AOCB</p> <p>a) Erica advised Committee that we are working towards obtaining the Cyber Security award and part of this work we are required to add some security software onto the Ipads that Committee have been provided with.</p> <p>Committee will drop their Ipads off at the office and provide the access codes to allow Elaine Lewty to update the Ipads.</p> <p>b) For the December meeting, it has been tradition to have a small buffet for committee with a shorter meeting. Erica asked Committee if they would like for this to go ahead this year. Committee were in agreement for this at the next meeting in December.</p> <p>c) Martin updated the Committee on the offer to assist WDC with housing Afghan refugees. At the Housing subcommittee the Committee discussed the nature of the arrangement with WDC and it was decided at that meeting that we should offer a lease agreement rather than and SST. The lease agreement would be turned into SST once the family were settled and had indicated their choice was to remain in Faifley. This is currently the option offered by Glasgow and Stirling Councils working with rehousing Afghan refugees. Unfortunately WDC are adamant that it has to be a SST agreement right from the outset and have made it clear that if Knowes will only offer a lease agreement then they will not be working with us to rehouse families. The Committee were very disappointed with that decision but still feel that the lease agreement is the best way forward both to protect the families looking to settle in the area and to</p>

	reduce the risk to Knowes of the families not wanting to stay once they arrived.
15.	Date of Next Meeting Tuesday, 7 th December 2021 at 6.30 p.m.