

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 26TH MARCH 2024 at 5:45pm
IN THE ASSOCIATION'S OFFICE**

Present: Elaine Shaw - Chair (ES)
John Barclay – Vice Chair (JB)
Jane McDonald – (JM)
Kirsteen McLerie – (KM)
Margaret McKenzie – (MM)
Louise Herity – (LH)
Fiona Mills – (FM)

In Attendance: Daniel Wilson – (DW)
Ikra Aziz – (IA)

1. APOLOGIES

Arlene Martin, Bobby Wards, Jane Atkins

2. DECLARATION OF INTEREST

DW, IA and FM declared that they are all employees of Register Social Landlords, as such item 5c would be a declared interest for them. It was agreed that they would not participate in any debate on this item.

3. MINUTE OF PREVIOUS MEETING HELD 27th FEBRUARY 2024

The minutes of the previous meeting were approved on a proposal by JM, seconded by ES.

4. MATTERS ARISING FROM MINUTE

DW detailed that all matters arising were detailed in the agenda of this meeting.

5. CORRESPONDENCE

- a. DW updated the Management Committee (MC) on the appraisal process as agreed in February's meeting. Lorna Ravell from EVH has been chosen to conduct MC appraisals and will be delivering a presentation at the April meeting.



**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 26TH MARCH 2024 at 5:45pm
IN THE ASSOCIATION'S OFFICE**

- c. ES informed the MC of the [REDACTED] increase on all salary points as circulated by EVH. MC discussed and agreed on this increase. ES signed the Employers' Ballot Paper and returned it to IA. DW advised he will email EVH the completed Ballot.
- d. DW advised MC that EVH are currently looking to recruit for their executive board as there are 7 spaces available this year. No members of MC asked to be put forward due to other commitments.

6. BOARD RECRUITMENT

DW highlighted the previous discussions that the MC had entailed with regard to recruitment and asked where the MC felt that recruitment should be targeted. FM advised that tenant safety is an important area across the housing sector and this has been reflected in recent correspondence from the SHR. The MC discussed how it would be beneficial to have a member who had experience of recently working within the maintenance or construction sector or had a legal or financial background. The MC instructed DW to seek to recruit on this basis.

7. BOARD APPRAISALS

DW detailed that, as per item 5a, MC appraisals will be being organised. These will help the MC to highlight any areas for training or development both collectively and for individual members. He highlighted that it was likely this would be provided in a new format, but he reminded the MC that the objective of these was the development and ensuring that the MC felt that the information being supplied to them was in the format they wished and provided them with adequate assurance. The MC welcomed the new process and the presentation scheduled for the next meeting.

8. GOVERNANCE REVIEW

DW confirmed that following the MC's agreement, Angela Spence will be conducting the Governance Review. This will help the MC to highlight any areas where we need to develop. This will include looking at the Association's approach to Risk and Risk reporting as well as ensuring that the Evidence Bank is providing adequate Assurance for the MC.

9. INTERNAL AUDIT PROCUREMENT

DW confirmed that the appointment for an internal auditor has been out for procurement since 19th April 2024. Once appointed this will be a 4-year programme that will tie in with the Governance Review. MC noted that this was in process and that they would look to meet as soon as appointed with the internal auditor to set a clear audit plan for the coming year and develop this for a clear plan for going forward.

10. REGULATORY STANDARDS AND EVIDENCE BANK

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 26TH MARCH 2024 at 5:45pm
IN THE ASSOCIATION'S OFFICE**

DW presented the MC with the updates to the Evidence Bank and detailed the intention for this to be hosted online, this will then allow MC members to review the Evidence Bank remotely and to clearly identify where all documents are to be stored within the bank. It is hoped that this, and the change to the format of papers, will provide a clear link between MC papers and the regulatory standards.

MC discussed this and felt this would help to provide a clearer link and assist with identifying assurance.

11. FORMAT OF BOARD PAPERS

- a. DW presented a proposed cover sheet format for future MC papers to identify the actions that the MC are required to take with each paper, as well as highlighting how the paper impacts on the MC's duties under equalities and human rights legislation and the regulatory standards that the subject paper is linked to. The MC discussed this with suggestions from FM on to the format of similar documents that she has come across. The MC agreed to trial this going forward. DW suggested that the MC may also wish to consider a matrix format for KPI reporting, this being in a similar format to that used by other Associations. This format would allow the MC to quickly identify performance in comparison to the targets it sets for areas of key performance. It was agreed that DW would bring a populated version of this to the coming meetings to see how this was presented and if it would assist the MC in measuring performance. JM and LH both highlighted their views that a clearer format for reporting would help to highlight areas for discussion.
- b. DW proposed that the MC may benefit from a list of standing items that would feature at the MC meetings throughout the year. He will bring a proposed list to the coming meetings allowing the MC to highlight which documents and areas they would like to see being presented.
- c. DW presented an updated damp and mould register. The MC agreed that this was a clearer manner in which to record issues of damp and mould, and they agreed this was an area in which they would look to receive more regular reporting. They asked that this be added to a regular report on all aspects of health and safety and this be included as a regular item to the MC meetings.
Following a discussion on a recent case, FM advised that she feels the use of environmental monitors is a great tool to monitor, dampness, mould, or condensation as it can help determine if the issue is a maintenance or lifestyle issue. MC noted the damp and mould register and was satisfied with the current work the association is doing to monitor and resolve any reported matters of damp, mould and condensation.

12. MEMBERSHIP OF THE ASSOCIATION

DW proposed that the membership of the association should be a standing item as this will allow the MC to keep track of any changes to membership. MC discussed this and how we can look to engage tenants more in the running and decision-making of

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 26TH MARCH 2024 at 5:45pm
IN THE ASSOCIATION'S OFFICE**

the Association. It was highlighted that the next AGM will offer a key opportunity to attract more input and engage with discussion from members.

13. POLICIES

MC discussed all new and updated policies presented at the meeting:

Lone Workers
Damp and Mould
Sexual Harassment
Health and Safety
Notifiable Events
Senior Staff Succession
Committee Succession

MC agreed with the implementation of the new policies.

It was agreed that, going forward all updated policies will be presented in the track changes format to allow the MC to clearly see where the policy has been updated.

14. AOCB

All MC members present signed the Board code of conduct.

15. DATE OF NEXT MEETING

Tuesday 30th April at 5:45pm