

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 29th NOVEMBER 2022 at 5.45pm
IN THE ASSOCIATION'S OFFICE**

Present: Elaine Shaw
John Barclay
Jane McDonald
John Docherty
Kirsteen McLerie
Arlene Martin

In Attendance: Paul Immelman
Ikra Aziz

1. GDPR – DATA PROTECTION OFFICER (DPO) RGDP

Committee attended training via Zoom with Data Protection Officer Trish Knight from RGDP discussing the fundamentals of GDPR.

2. APOLOGIES

Jane Atkins, Bobby Wards

DECLARATION OF INTEREST

No declaration of interest.

3. MINUTES OF PREVIOUS MEETING HELD 25th October 2022

The minutes of the previous meeting were approved on a proposal by Kirsteen McLerie, seconded by Jane McDonald.

5. MATTERS ARISING

No matters arising.

6. CORRESPONDENCE

Paul advised MC correspondence had been received from EVH giving a brief monthly report to member organisations.

Correspondence received from Drumchapel based charity Men Matters Scotland requesting a charitable donation. Paul asked MC if they would consider a donation.

Management Committee agreed on the decision to donate £500 to Men Matters Scotland.

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7. CASH BALANCE AND PETTY CASH LIST – OCTOBER 2022

Cash balance and petty cash list approved by Elaine Shaw, seconded by John Barclay

8. ENTITLEMENT, PAYMENTS & BENEFITS POLICY REVIEW 2022

Paul presented the Entitlements, Payments, and Benefits Policy (EPB) which was last reviewed in November 2019. He advised since then there has been several slight changes to Model SFHA policy which the association has adopted without omission.

Paul requested MC to approve the review of the EBP Policy.

MC reviewed and approved the EPB Policy.

9. EVH – 2023 PAY CONDITIONS

Paul presented EVH correspondence stating an agreed position between the staffing union and EVH for the pay award from 1st April 2023 and a measure to help with cost of energy through this winter (2022)

The negotiated position is:

1. All grades be awarded £150.00 in their pay (subject to normal income tax and national insurance contribution deductions and no pension contribution) for the months of January 2023, February 2023, and March 2023.
2. A consolidated pay increase of 5.25% for all employees from 1st April 2023
3. This represents a one-year deal and recognises the special macro-economic conditions affecting all members currently.

Paul advised MC that some modelling has been done with a base assumption of a 5% pay increase across the board. In acknowledging that the current rate of inflation is 10.1%. Both modelling and the proposal represent a real time cut of almost 5% for all staff, nonetheless the proposal is a fair and equitable proposal from EVH considering the macro-economic conditions everyone is experiencing.

John Docherty queried if union members have been balloted and the deadline for returning ballots.

Paul confirmed union members have been balloted and the deadline is 12th December 2022. The deadline for EVH members is 30th November 2022.

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MC agreed and approved proposal.

10. KITCHEN RENEWAL CONTRACT – CLEDDANS COURT UPDATE

Paul gave a brief update regarding kitchen Renewal Contract

Currently 4 different dates have been given for Kitchen surveys.
Once surveys are completed, work will commence in January.
City building appointed a new project manager and have apologised for any delays because of this.

Paul advised the only challenges that could cause any issue is that installation takes 3 days however he will liaise with the tenancy Liaison Officer regarding the timescale.

11. WINDOW & DOOR REPLACEMENT – LADYLOAN 1

Paul informed MC as discussed that the window and door replacement contract for Inchfad 4 has now been delayed and the contract for Ladyloan 1 will still progress.

Paul advised the top two contractors for the original joint contract were invited to tend amended tenders for Ladyloan 1 contract for comparison and Management Committee approval. The contractors were CR Smith and Sovereign Windows.

The contract administrator, Campbell Martin Associates, invited revised tenders. The lowest tender achieved by Sovereign Windows at

Text redacted – commercially sensitive.

The pre-tender acceptance meeting took place today (29th November) with Sovereign to view a sample window/finish.

Jane queried if the option of white windows was available.

Paul advised he will liaise with Sovereign and confirm the colour options.

Paul informed MC a confirmation of successful tender should be communicated to the contractor by 30th November to lock in contract price.

MC approved the appointment of Sovereign Windows to fulfil the Ladyloan 1 window and door replacement programme and have authorised Paul to communicate this decision accordingly.

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12. EQUALITY AND DIVERSITY POLICY REVIEW 2022

Paul presented the Equality and Diversity Policy which was first approved in September 2019.

Since the adoption of the policy there has been further Guidance received from the Scottish Government (SG), the Scottish Housing Regulator (SHR), Scottish Federation of Housing Associations (SFHA and Glasgow and West of Scotland Housing Forum (GWSF).

Following the Guidance several alterations and additions have been made. Incorporated into the policy is the Duty to collect Equality data from Management Committee members, staff, tenants, residents, housing applicants and any other users of the services provided by the Association.

Paul requested MC to approve the review of the Equalities and Diversity Policy.

MC reviewed and approved the Equalities and Diversity Policy.

13. MEMBERSHIP POLICY REVIEW 2022

Paul presented the Membership Policy to review.

There was no legislative, regulatory or guidance changes or amendments to be included within the policy. Amendments and additions made were made and highlighted to MC.

Paul requested MC members to approve the changes proffered by the review of the Membership Policy and adoption of the revised Policy with immediate effect

MC reviewed and approved the Membership Policy.

14. RIGHT TO REPAIR POLICY REVIEW 2022

Paul presented the Right to Repair Policy which was last reviewed in 2019.

The Right to Repair Policy was first adopted in 2002 following the notification of the Regulations (The Scottish Secure Tenants (Right to Repair) Regulations 2002) as referenced by the Housing (Scotland) Act 2001, Schedule 4)

There was no material, regulatory or practical changes to the current policy. Additions and amendments to the policy were made and highlighted to MC.

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Paul requested MC to approve the review of the Right to Repair Policy

MC reviewed and approved the Right to Repair Policy.

15. RISK MANAGEMENT POLICY REVIEW 2022

Paul presented the Risk Management which is reviewed and renewed annually to recognise, minimise, or mitigate risk affecting the Association.

Risk is the uncertainty surrounding events and their outcomes that may have an impact on the Association. All our activities carry some risk, arising either from potential threats or the non-realisation of opportunities which may harm, prevent, hinder, or interfere with the achievement of our objectives.

Risk is inherent in every activity and this policy sets out how the Association will manage risks to ensure a balanced approach to opportunity and risk. It explains the approach to risk management; defines risk and how it is assessed, evaluated, and escalated; and documents roles and responsibilities for the management of risks.

Risk management should be both an integral part of all our activities to support decision-making in achieving objectives and embedded within the culture of the organisation.

There was no statutory, regulatory or guidance changes to setting and reviewing the Risk Management Policy. Additions and amendments to the policy were made and highlighted to MC.

MC discussed the risk ratings on the Risk Map and agreed that Management of Gas Safety should be changed from medium risk to low risk as both quarterly reports were 100%.

Paul advised the amendment will be made and monitored.

Paul requested MC to approve the review of the Risk Management Policy.

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16. GOVERNANCE ACTION PLAN NOVEMBER 2022

MC have confirmed that all reports and actions were complete or given outcomes. MC approved the Governance Framework Action Plan November 2022

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17. CHRISTMAS 2022 & NEW YEAR 2023 ARRANGEMENTS

Paul informed MC that Christmas Day falls on a Sunday, therefore the Christmas office closure dates are;

- Monday 26th,
- Tuesday 27th &
- Wednesday 28th December 2022

The New Year closure dates are;

- Monday 2nd
- Tuesday 3rd &
- Wednesday 4th January 2023

As with previous arrangements, Management Committee are asked to grant permission for the office to be closed on Thursday 29th & Friday 30th December 2022, in addition to the above EVH published public holidays. Staff will have these days deducted from their annual leave.

The office will be closed from Friday 23rd December 2022 at 12:30pm and re-open on Thursday 5th January 2023 at 9:00am

Emergency arrangements will be in place over the festive period during the closure and published in the Christmas newsletter.

Paul requested MC to approve the Christmas 2022 and New Year 2023 arrangements.

MC reviewed and approved Christmas 2022 and New Year 2023 arrangements

18. A.O.C.B

18.1 Elaine signed ballot in favour of proposal for the EVH 2023 pay conditions.

18.2 Elaine put forward the suggestion of having a pensioners Christmas dinner in future as she feels more should be for the older community. Elaine suggested organising another event in August or September.

Paul advised he would take it into consideration for the new year ahead.

19. DATE OF NEXT MEETING

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The next meeting will be an Operation Meeting to be held on **Tuesday 24th. January 2023** at **5.45pm** within the Association's offices and via Zoom[®].