

MINUTES OF THE 528TH MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 25TH MAY 2022 AT 6.00PM (HYBRID).

PRESENT:	S. James M. Symons T. Thomson A. Ballantine J. Scott E. McDermott Cllr. M. MacLaren	Chairperson
IN ATTENDANCE:	J. Grant L. Ferrie L. Ramsay O. McMillan	CEO Head of Housing Head of Finance & Corporate Services Maintenance Manager
OBSERVER:	██████████	

1. (a) Apologies

Apologies were received from J. Kerr and Y. Robbie.

(b) Declarations of Interest

There were no declarations of interest.

2. (a) Minutes of Management Committee Meeting: 27.04.22 (No.527)

The minutes of the Management Committee meeting held on Wednesday, 27th April 2022 (No.527) were proposed correct, on a motion proposed by M. Symons and seconded by T. Thomson.

(b) Matters Arising

There were no matters arising.

3. ARC Return

L. Ferrie presented the report which outlined the purpose, process followed and results contained within the ARC return. It was further advised that the Committee ARC review group had previously scrutinised the draft ARC return, in detail on 20th May 2022, with L. Ferrie and O. McMillan in attendance.

Several committee members commented on the good performance achieved by staff across many areas of service delivery.

The ARC return was approved for submission to the SHR, proposed by M. Symons, seconded by E. McDermott.

4. Strategic Objectives and Risks

J. Grant presented the report which outlined the strategic objectives and risks developed at the Management Committee planning away-day on 29th April 2022.

The new strategic objectives and risks were approved, proposed by S. James, seconded by J. Scott.

5. Human Resources

J. Grant presented the first part of the report, explaining the rationale for the recruitment of 2 new posts to address areas of improvement in Human Resources and Data Protection. A member asked if it was necessary to appoint a 2-year temporary post for data protection when it had previously been identified as a 6 month post. L. Ferrie advised that there had been no interest internally or externally to the 6 month post, it was an important area of compliance work and the scope of the post had been extended.

The recruitment to the HR and Corporate services post and the additional budget for the Data Protection post was approved, proposed by M. Symons, seconded by S. James.

J. Grant presented the new staff appraisal policy and guidance. A member asked why staff were to have one to one meetings with their manager every 6 weeks, when this could be considered as too frequent. J. Grant advised that it was good practice to have regular meetings so that staff have an opportunity to discuss any concerns as early as possible. A member asked that targets and objectives were set realistically, and the appraisal process is supportive for all staff members. J. Grant advised that individual staff objectives are developed jointly with the manager. He further advised that the purpose of the process is to help provide clear direction and regular opportunities to communicate. This will help to identify any support needs for staff members, as early as possible.

5. Human Resources Contd.

The appraisal policy and guidance was approved, proposed by T. Thomson, seconded by A. Ballantine.

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The Committee noted this item.

6. Five-year Financial Projections and Loan Return

L. Ramsay presented the report, highlighting the key assumptions made, the impacts of inflationary pressures on a range of costs, the need to provide sufficient financial resources to deliver commitments whilst keeping rents affordable and the nil-return for loans.

A member asked whether the projected rent increases were sufficient, given the surging inflationary costs. L. Ramsay advised that the rent projection was based on a balance between costs, efficiencies and rent affordability. This remains a projection only and would be revisited later in the year when the actual rent increase would be set by Committee.

A member noted that the reduction in cash balances later in the five-year profile was a risk and whether a minimum cash balance policy was in place. L. Ramsay advised that this had been identified as a requirement and would be implemented this year.

The Committee approved the five-year financial return and the loan return, proposed by J. Scott, seconded by M. Symons.

7. Chief Executive's Report

J. Grant presented the report, noting the verbal confirmation received that the ██████████ has been closed by the SHR, hybrid working continues to be assessed and the positive results received from the ICT security testing conducted by our cyber-security consultant. ██████████
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██ An application for new membership was discussed.

The Committee noted the items and approved the new membership application, proposed by S. James, seconded by T. Thomson.

8. Assurance Statement (Quarter four)

J. Grant presented the report, highlighting changes from the quarter three report to reflect ongoing activities to improve the Association's equalities and health and safety focus.

The Committee noted the report.

9. Fraud Register

L. Ramsay presented the report which showed that there had been no instances of fraud against the Association in 2021/22.

The Committee noted the report.

10. Audit Report (Quarter four)

L. Ramsay presented the audit recommendations update for quarter four. This highlighted progress in line with expectations.

The Committee noted the report.

11. Health and Safety Audit

O. McMillan presented an overview of the recent health and safety audit, highlighting that a reasonable level of assurance was achieved overall. No new areas of risk were identified and, following clarification, no areas of non-compliance were identified. It was explained that the areas of partial compliance will be included in an action plan for improvement.

The Committee noted the report.

12. Any Other Business

There was no other business.

13. Date and Time of Next Meeting

S. James thanked everyone for their attendance and advised that the next scheduled meeting of Williamsburgh Housing Association's Management Committee would be held on **Wednesday, 29th June 2022**.

CHAIRPERSON:

DATE: