

NORTH VIEW Housing Association

North View is a registered Scottish charity – charity registration number SC032963

<p>Minutes of the Management Committee Meeting held in the office of North View Housing Association at 29A Stravanan Road, Castlemilk, GLASGOW and via MS Teams at 6.15pm on Wednesday 30th April 2025</p>
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1.0	Present	In Attendance:	
	Iris Robertson	Alison Main (Director)	
	Josephine Deacon	Ady Tester (Maintenance Manager)	
	Christine Devine	Julie Roy (Corporate Services Officer)	
	Audrey Laird	Alex Cameron (Quinn Internal Audit) (for Agenda Item	
	Andrew William Marshall	4.0)	
	Michelle McNulty		
	Sarah Jayne Newman		
2.0	Apologies		Action
2.1	Apologies were received from Alex Bruce and Wilma McCubbin.		
3.0	Declaration of Interest		
3.1	It was noted that Iris Robertson, Christine Devine, Audrey Laird, and Andrew William Marshall are members of the Management Committee of the Birgidale Complex and members of Castlemilk Community Council.		
4.0	Internal Audit		
	Internal Audit Plan 2025/2026		
4.1	The paper 'Internal Audit – Internal Audit Plan for 2025/2026' and the appended Internal Audit Annual Plan for 2025/26 were circulated to the Management Committee in advance of the meeting. The Director advised that Alex Cameron from Quinn internal Audit was in attendance to discuss the content of the paper with the Management Committee.		
4.2	The Director, Maintenance Manager, and Corporate Services Officer declared an interest as staff members and left the meeting. Alex Cameron discussed the Internal Audit Plan with the Management Committee.		
4.3	Following consideration, Andrew William Marshall proposed the Internal Audit Plan for adoption. This motion was seconded by Josephine Deacon and it was unanimously agreed by the Management Committee.		
4.4	Alex Cameron left the meeting.		
4.5	The Director, Maintenance Manager, and Corporate Services Officer re-joined the meeting.		

4.6	The Director confirmed that she will liaise with Quinn Internal Audit regarding implementation of the Plan for 2025/2026.	Dir
	<i>Rent Arrears Internal Audit</i>	
4.7	The paper 'Internal Audit – Review of Rent Arrears' and the appended report from Quinn Internal Audit (including recommendations made and draft management responses) were circulated to the Management Committee in advance of the meeting.	
4.8	The Director advised that the scope of the Internal Audit was to review the processes and controls in place to ensure the accuracy, timeliness and compliance of rent collection and arrears management processes, safeguarding against fraud and errors.	
4.9	The Director advised that the report sets out a summary of the findings, together with an audit opinion of 'Reasonable Assurance' which means that 'controls are present and, for the most part, effective. Some areas need improvement to ensure consistent mitigation of risks. The weaknesses identified do not indicate a systemic issue but can't be ignored'.	
4.10	Following consideration of the draft report, Iris Robertson proposed that the management responses set out are approved for submission to the Internal Auditor. The motion was seconded by Josephine Deacon and the management responses were unanimously approved by the Management Committee.	Dir
4.11	The Director will oversee submission of the management responses to the Internal Auditor.	
5.0	Minutes of Management Committee Meeting of 26th March 2025	Dir
5.1	Andrew William Marshall noted that his name read 'Andrew Marshall' under Agenda Item 3.0, and not 'Andrew William Marshall'.	
5.2	With that amendment, Michelle McNulty proposed the Minutes of the Management Committee Meeting of 26 th March 2025 to be a true record of the meeting. This motion was seconded by Andrew William Marshall and the Minutes were unanimously approved by the Management Committee.	Dir
6.0	Matters Arising from Minutes of the Management Committee Meeting of 26th March 2025	
6.1	Re item 6.4; the Director confirmed that FMD Financial Services submitted the Five-Year Financial Projections to the Scottish Housing Regulator.	Dir
6.2	Re item 8.3; the Corporate Services Officer advised that she is in the process of assigning e-learning courses to Management Committee members in accordance with their Individual Learning Statements. She will co-ordinate with Share and the Management Committee to ensure every member can log in.	
		CSO

- 6.3 Re 9.2; the Director advised that the Association's membership with Scotland's Housing Network for 2025/2026 has been paid. She advised that the invoice received had been slightly higher than stated, owing to the performance analysis visit service being included.
- 6.4 Re item 12.5; the Corporate Services Officer updated the Policy Bank and the website and has circulated the Code of Conduct for Management Committee members for signing.
- 6.5 Re item 12.9; the Corporate Services Officer updated the Policy Bank and the website.
- 6.6 Re item 12.13; the Corporate Services Officer updated the Policy Bank and the website.
- 6.7 Re item 12.16; the Corporate Services Officer updated the Policy Bank and the website.
- 6.8 Re item 12.19; the Corporate Services Officer updated the Policy Bank and the website.
- 6.9 Re item 12.22; the Corporate Services Officer updated the Policy Bank and the website.
- 6.10 Re item 12.25; the Corporate Services Officer updated the Policy Bank and the website.
- 6.11 Re item 12.29; the Corporate Services Officer updated the Policy Bank and the website.
- 6.12 Re item 12.33; the Corporate Services Officer updated the Policy Bank and the website.
- 6.13 Re item 14.4; the Director advised that the Strategy and Development Funding Plan was submitted to Glasgow City Council on 1st April 2025.
- 6.14 Re item 17.5; the Director advised that no members had indicated that they would like to attend the Scottish Federation of Housing Associations' annual conference.

7.0 Minutes of Strategy Day Meeting of 4th April 2025

- 7.1 Sarah Jayne Newman proposed the Minutes of the Strategy Day Meeting of 4th April 2025 to be a true record of the meeting. This motion was seconded by Audrey Laird and the Minutes were unanimously approved by the Management Committee.

8.0	Matters Arising from Minutes of the Strategy Day Meeting of 4 th April 2025	
8.1	The Director advised that the Housing Manager is implementing the Annual Lettings Plan and the Management Committee will be provided with regular updates on progress throughout the year.	
8.2	Re item 6.7; the Director advised that the progress in relation to the strategic objectives and key performance targets for 2025/2026 will be reported at the Management Committee meeting on 27 th August 2025. The reporting period will be 1 st April 2025 to 30 th June 2025.	
8.3	Re item 7.4; the Director will liaise with Scotland's Housing Network regarding a presentation for staff on the Association's performance.	Dir
9.0	Correspondence	
	<i>Email from Link regarding Scottish Government support to Social Renters and other priority groups to buy a home: LIFT Open Market Shared Equity (OMSE) Scheme 2025/26 – received 15th April 2025</i>	
9.1	The Director advised that funding has been secured for support for social renters and other priority groups to buy a home on the open market with support from the Scottish Government's LIFT OMSE Scheme. Between 10 and 40% of the purchase price can be funded by the Scottish Government under the scheme, dependent on the size of the mortgage the applicant can obtain.	
9.2	Various actions are being suggested to promote the scheme, such as via social media and websites, and newsletters.	
9.3	The Corporate Services Officer will oversee promotion on the Association's website and social media.	CSO
10.0	Notifiable Events	
10.1	The Director advised that there were no Notifiable Events to report.	
11.0	Performance Management	
	<i>Business Continuity & Disaster Recovery Plan</i>	
11.1	The Director advised that work on this document is progressing and it is expected that a draft for Committee's consideration will be presented prior to the date set against this objective.	
	<i>Work Programme 2025/2026</i>	
11.2	The Director advised that she is drafting the Work Programme for 2025/2026, incorporating key tasks, policy reviews etc.	Dir

12.0 Maintenance Procurement

- 12.1 The paper 'Maintenance Framework Contract 2025-2029 for Individual Trades Lots - Tender Evaluation Report' and the associated tender results spreadsheet were circulated at the meeting and the content discussed in detail.
- 12.2 The Maintenance Manager reiterated that Tom Atkinson, of Atkinson Partnerships had been instructed to oversee the tender process based on his expertise in this area.
- 12.3 The Maintenance Manager advised that the intention of the tender exercise was to introduce competition into the framework, fill the remaining spaces/requirements in each Lot, and introduce consultants and contractors into new lots to assist the Association to effectively and efficiently engage maintenance contractors and meet the requirements of the procurement regulations.
- 12.4 A member of the Management Committee enquired as to whether the successful consultants and contractors will increase their pricing annually. The Maintenance Manager advised that they would be subject to a maximum annual inflation linked uplift.
- 12.5 The Maintenance Manager advised that he would contact the Management Committee members present at the tender opening to attend the office to sign the Tender Register.
- 12.6 Following careful consideration, Andrew William Marshall proposed that the Association proceeds as per the recommendation set out in the paper (section 6.0) to place the Framework and Underlying Contracts with the successful contractors. It was noted that tender results would be notified to all contractors and a minimum 10 day standstill period is required. This motion was seconded by Sarah Jayne Newman and the recommendation was unanimously approved by the Management Committee.
- 12.7 The Maintenance Manager will oversee the implementation of the Management Committee's decision.

MM

MM

13.0 Housing Management Report

- 13.1 The paper 'Housing Management Report – Allocations: Special Let' was circulated to the Management Committee in advance of the meeting.
- 13.2 The Director advised that the purpose of the paper is to seek Management Committee's approval to allocate a property to a person as a special let in line with the Allocations Policy and guidance from the Scottish Government.

13.3	Following consideration of the case, it was proposed by Iris Robertson that the Association approves the special let to the succession applicant under the Allocations Policy. The motion was seconded by Andrew William Marshall and it was unanimously approved by the Management Committee.	
13.4	The Director will oversee implementation of the Management Committee's decision.	Dir
14.0	Health & Safety	
14.1	The Director advised that that Corporate Services Officer had circulated the Health and Safety Control Manual to the Management Committee for signing at the Meeting.	
15.0	Equalities	
15.1	The Director advised that the Working Group, made up of staff and Management Committee members, met on 11 th April 2025 to draft the Action Plan as part of the review of the Equal Opportunities and Human Rights Policy.	
15.2	It was also noted that as part of the review, a sexual harassment risk assessment is also being finalised.	Dir
16.0	Any Other Competent Business	
	<i>Adaptations</i>	
16.1	The Director advised that the Association submitted a bid for £20,000 of funding for adaptations in its Strategy and Development Funding Plan, as approved by the Management Committee on 26 th March 2025. Glasgow City Council has contacted the Association to confirm how much is being sought. The Director confirmed the amount and the Association is expected to receive an update in the middle of May 2025. The Management Committee will be kept apprised of matters.	Dir
	<i>Security Release</i>	
16.2	The Director advised that she and FMD Financial Services met with the Association's new Royal Bank of Scotland Relationship Director today. Following discussion at the meeting, it is expected that the security release should be concluded by 9 th May 2025. The Management Committee will continue be kept updated on progress.	Dir
	<i>Stock Valuation</i>	
16.3	<i>[COMMERICALLY SENSITIVE INFORMATION REDACTED]</i>	
16.5	The Director confirmed that the valuation documentation has been sent to RBS.	
	<i>Deposit</i>	

16.6 The Director advised that, in accordance with the Treasury Management Policy, the Association has put £1.35million on deposit for 12 months from 10th April 2025 as the previous arrangement had matured. A rate of 2.54% has been secured.

Employers in Voluntary Housing (EVH) Terms and Conditions of Employment

16.7 The Director advised that EVH published reviewed Terms and Conditions of Employment for staff on 31st March 2025.

16.8 The Director screen shared a summary of the key changes, namely a section on Neonatal Care that has been added, accompanied by minor wording changes. EVH provided a Model Neonatal Care and Leave policy which the Director will review for presentation to the Management Committee.

Dir

16.9 The reviewed Terms and Conditions will be circulated to staff for signing.

Dir

17.0 Date and Time of Next Meeting

17.1 The next meeting of the Management Committee will take place on Wednesday 28th May 2025 at 6.15pm, in the office and via MS Teams.

17.2 The meeting closed at 7.35pm.

_____ Signed (Chairperson)

_____ Date