

Report To:	Management Board Meeting
Agenda Item:	3. Minute of Management Board Meeting of 21 January 2025 held in Drumchapel Housing Co-operative Office
Date Issued:	4 March 2025
Meeting Date:	11 March 2025 at 6.00pm

1. Sederunt

P = In Person, T = On Zoom				
Present Due:		Apologies:	In Attendance Due:	
David O'Hara (D'OH)	P	Jean Forbes (JF)	Pauline Burke, Director (PB)	P
Joan McFarlane (JMcF)	P	Frances McLean (FMcL)	Jacqueline McGoran, Finance & Corporate	P
Josephine Barnshaw (JB)	P	Vincent Ogar (VG)	Services Manager (JMcG)	
Helen Eakin (HE)	P	David Riddell (DR)	Marisa McCarthy, Senior Housing Officer (MMcC)	P
Alex Kerr (AK)	P		Consultant – Pat Bradley (PBra)	P
Elsbeth Kerr (EK)	P	Absent:		
Graeme MacIntosh (GMac)	P			
Karen McKenna (KMcK)	P	Leave of Absence:	Observers Due:	
Pauline McNaught (PMcK)	P			

The meeting started at 6.00pm.

All papers issued in advance of meeting unless detailed in minute.

The Chair welcomed everyone to the meeting.

2. Declaration of Interest

The Chair reminded Board and staff to declare interests as appropriate and reminded of confidentiality and collective responsibility.

There were three declarations of interest noted

PB, JMcG and MMcC at Agenda Item 11.2.

3. Minutes of Previous Meeting(s) / Matters Arising

	Lead	Due By
3. Minute of the Management Board Meeting of 3 December 2024		
Board confirmed approval, with no matters arising outwith agenda. Proposer: JB Seconder: PMcN Chair or approving meeting to sign minute: DO'H	JMcG	-
3(i). Confidential Minute if the Management Board Meeting 3 December 2024		
Board confirmed approval, with no matters arising outwith agenda. Proposer: AK Seconder: KMcK Chair or approving meeting to sign minute: DO'H	JMcG	-
No matters arising		

4. Action List Report

Board noted and approved the action list report as an aid to ensure all actions required are considered and complete.

The outstanding action was discussed, and it was agreed a meeting to be scheduled for April 2025.

5.	Matters Arising	Lead	Due By
	No matters arising.	-	-
6.	Reports Requiring Decision/Approval/Discussion	Lead	Due By
	<p>6.1 Rent Review 2025/26</p> <p>The Chair asked MMcC to present the report and to advise on any matters to bring to board's attention and any decisions required.</p> <p>MMcC presented the report to members, covering the detail contained within the report. 59 tenants responded to the rent consultation on the proposed 4.05% rent increase for 2025/26. Of those responding 53% agreed with the rent proposal, 25% disagreed and 22% were unsure. MMcC also presented the finalised Scottish Federation of Housing Associations Rent Increase Survey to provided context to members from the sector.</p> <p>Board noted responses to other queries in the consultation and that these tenants who have identified themselves had been responded to by the relevant staff. Board also noted the anonymous queries would be responded to in the next newsletter.</p> <p>Board confirmed all matters noted and no additional queries to raise.</p> <p>Decision Made:</p> <ul style="list-style-type: none"> Approved rent increase of 4.05% for 2025/26. 	MMcC	
	<p>6.2 Final Budget 2025/26</p> <p>The Chair asked JMcG to present the budget report for decisions on recommendations.</p> <p>JMcG presented the report to Board. JMcG advised Board of the changes made to the draft Budget presented at December 2024 Board meeting.</p> <p>Changes (net decrease in expenditure) have been made to the initial draft budget previously presented at the meeting of 3 December 2024 (surplus £552,743):</p> <ul style="list-style-type: none"> ➤ £ - 9,108 Housing Management: Higher Environmental Contract costs ➤ £ + 50,387 Housing Maintenance: Rescheduling of Painterworks into 26/27 ➤ £ + 366 Other Estate Costs: Lower Depreciation estimate ➤ £ - 1,557 Administrative Costs: Higher (net) postage, H&S, subscriptions ➤ £ - 280 Technology Costs: Higher SDM texting provision ➤ £ - 9,200 Consultancy : Tenant / Staff surveys added & higher Procurement ➤ £ - 5,000 Office Maintenance Costs : Increased office painter works ➤ £ - 4,063 Finance & Other Operating Costs : Increase in OFA depreciation ➤ £ + 248 Finance Income : Higher interest receivable due to higher 		

<p>cash</p> <p>➤ £+ 1,918 Finance Costs : Lower forecast of average SONIA bank rate</p> <p>The net effect of these adjustments results in an increase of the budgeted surplus by £23,711 with the final surplus for the 25/26 budget is now forecasted at £576,454.</p> <p>JMcG asked Board to note that pay negotiations were still ongoing with EVH with a meeting planned for the end of January and that a prudent provisional estimate of 4.6% had been included for budget purposes. It was hoped that negotiations would be finalised and brought to the Audit, Risk & Staffing meeting in February 2024.</p> <p>JMcG invited any questions or comments after which the Board approved the Budget.</p> <p>Board confirmed the proposed changes and no queries to raise.</p> <p>Decision Made:</p> <ul style="list-style-type: none"> Approved the final budget for 2025/26 		
<p>6.3 Full Stock Reinstatement Cost Valuations</p> <p>The Chair asked JMcG to present the stock reinstatement report for decisions on recommendations.</p> <p>JMcG presented the report to Board. JMcG advised Board, Members had approved previously to appoint JLL to carry out a desktop reinstatement cost valuation project during 2024/25.</p> <p>Senior Staff recently met with Howden’s, the Co-operative’s insurance brokers, for the annual insurance review and renewal, who advised that based on their experiences a desktop approach contains additional risks, the implications of which could mean that insured overall rebuild costs are deficient leaving significant variances between actual rebuild costs and insurance coverage.</p> <p>Therefore due to the specialist nature of the services required, organisations were contacted to provide a fee proposal for the proposed works.</p> <p>Out of the proposals the successful consultant was Shepherd Chartered Surveyors.</p> <p>Board confirmed all matters noted and had no additional queries to raise.</p> <p>Decision Made:</p> <ul style="list-style-type: none"> Approved Shepherd Chartered Surveyors to provide reinstatement cost valuation services. 	JMcG	11/03/25
<p>6.4 Board Appraisal Mid-Year Review</p> <p>The Chair asked PBra to present the report and to advise on any matters to bring to board’s attention and any decisions required.</p>		

<p>PBra advised on the outcomes achieved and asked Board about their satisfaction with progress and the proposals for ongoing matters. Board advised that they were pleased to note the progress.</p> <p>Board confirmed all matters noted and no additional queries to raise.</p> <p>Decision Made:</p> <ul style="list-style-type: none"> Board noted the update. 		
<p>6.5 Donation report</p> <p>The Chair asked PB to present the report and to advise on any matters to bring to the Board's attention and any decisions required.</p> <p>PB advised that a donation request was received from Drumchapel Youth Theatre as detailed within the report for Board to consider. EK knew of the Theatre and their good work within the community of Drumchapel. GMac asked for an article to be placed in the Co-operative's Newsletter to promote the Theatre to tenants.</p> <p>Decision Made:</p> <ul style="list-style-type: none"> Approved a donation of £200. 	JMCG	11/03/2025
<p>7. Policy Review</p>	Lead	Due By
<p>7.1 Rent Policy</p> <p>The Chair asked MMcC to present the policy review report for decision.</p> <p>MMcC advised minimal changes were proposed and these were noted in Section 2 of the report.</p> <p>Board confirmed the proposed changes and no queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> Approved reviewed Policy for implementation. 	MMcC	11/03/25
<p>8. Governance</p>	Lead	Due By
<p>8.1 Membership Report</p> <p>The Chair asked MMcC to present matters for decision.</p> <p>MMcC advised there are 22 Prospective Members for approval and 3 Share Certificates to be approved and signed by Office Bearers.</p> <p>Board confirmed all matters noted and no additional queries to raise.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> Approved prospective members and Share Certificates for signing. Office Bearers to sign Share Certificates after the meeting. 	MMcC	-
<p>8.2 Ethical Conduct and Notifiable Events Report for Update/Noting Only</p>	Lead	Due By
<p>The Chair asked PB to present matters for discussion/update.</p> <p>PB updated Board on the Notifiable Event of 13 August 2024.</p>		

Decisions Made:			
<ul style="list-style-type: none"> Board confirmed update noted and no additional queries to raise. Notify Scottish Housing Regulator should further relevant information be received. 		PB	-
9.	Audit, Risk & Staffing Sub-Committee Meeting	Lead	Due By
No Sub-Committee minutes or recommendations to report.		-	-
10.	Housing & Maintenance Sub-Committee Meeting	Lead	Due By
No Sub-Committee minutes or recommendations to report.		-	-
11.	A.O.C.B	Lead	Due By
11.1 Scottish Housing Regulator – Annual Risk Assessment			
The Chair asked PB to present matters for discussion/update.			
PB presented the observations from Scottish Housing Regulator (SHR) as part of their annual risk assessment.			
Decisions Made:			
<ul style="list-style-type: none"> Board recommended PB liaise with SHR regarding observation one. Board noted observation two. Board noted the closure and update on the Notifiable Event as discuss at Agenda Item 8.2. 			
11.2 Employers in Voluntary (EVH) Housing Pay Negotiations Update			
The Chair asked PB to present matters for discussion/update.			
PB confirmed negotiations had commenced regarding the pay negotiations with EVH and the Union.			
Decisions Made:			
<ul style="list-style-type: none"> Board noted the commencement of negotiations. 			
11.3 Management Board Meeting Schedule 2025/26			
The Chair asked PB to present matters for discussion.			
PB discussed the Management Board meeting schedule for 2025/26 regarding the preferred day for meetings to be held.			
Members requested the schedule be prepared for discussion at the March 2025 meeting.			
Board confirmed all matters noted.			
Decisions Made:			
<ul style="list-style-type: none"> Schedule of meetings to be presented for approval at the March Board meeting. 			
12.	Date of the Next Meeting		
Management Board Meeting on Tuesday 11 March 2025 at 6.00pm at Drumchapel Housing Co-operative Office and Zoom.			
The Chair thanked everyone for their attendance and input. There being no other business, the Chair closed the meeting at 7.25pm.			