



**Drumchapel  
Housing**  
Co-operative Limited

Management Board meeting to be held on Tuesday 15 October 2024 at 6:00pm.  
hybrid meeting using ZOOM Video Communications at 4 Kinclaven Avenue,  
Drumchapel Glasgow G15 7SP

**Ag3**

**Present:** David O'Hara (Chair)  
Josephine Barnshaw  
Elspeth Kerr  
Alex Kerr  
Graeme MacIntosh  
Karen McKenna  
Frances McLean  
Pauline McNaught  
Vincent Ogar  
David Riddell

**In attendance:** Pauline Burke, Director  
Jacqueline McGoran, Finance & Corporate Services Manager  
Alex Gemmell, Senior Maintenance Officer

## **1. Apologies**

1.1 Apologies were received from Helen Eakin, Jean Forbes and Joan McFarlane

## **2. Declaration of interest**

2.1 There were no declarations of interest noted.

## **3. Minute of the previous meeting held on 17 September 2024**

3.1 There were no amendments to the minute of the Management Board meeting on 17 September 2024, the minutes were proposed by E Kerr and seconded by J Barnshaw.

3.1.1 There were no amendments to the confidential minute of the Management Board meeting held on 17 September 2024, the minute was agreed and proposed by F McLean and seconded by D Riddell.

## **4. Meeting Action list 2024/25**

4.1 The meeting action list was approved by the Management Board.

## **5. Matters arising**

5.1 There were no matters arising

## **6 Directors Report**

### **6.1 Tenant and Residents Health & Safety**

6.1.1 A Gemmell presented to Board the report on Tenant and Residents Health & Safety. In this year's Annual Assurance Statement, landlords are to confirm whether they meet all their duties in relation to tenant and resident safety.

6.1.2 A Gemmell illustrated the measures that the Co-operative is taking to comply with both legislative requirements and best practice and any steps being implemented to address emerging issues identified through reviews, risk assessments or new information in the following areas:

1. Gas safety
2. Electrical safety
3. Water safety
4. Fire safety
5. Asbestos
6. Damp and Mould
7. Lift Safety

6.1.3 Board noted the contents of the report.

### **6.2 Stock Condition – Reinforced Autoclaved Aerated Concrete**

6.2.1 A Gemmell presented to Board the report on Reinforced Autoclaved Aerated Concrete (RAAC).

6.2.2 The Scottish Housing Regulator (SHR) wrote to all landlords in October 2023 requesting information on any housing stock containing RAAC. The Co-operative had responded that to the best of our knowledge that no RAAC existed within our housing stock after having reviewed all property as built drawings and secondly having our stock condition surveying firm, David Adamson Partnership, provide a letter of comfort, confirming that “no visual

evidence of structural failure within the housing stock has been recorded by their surveyors over the past 5-years.

6.2.3 To provide Board with further comfort, The Structural Partnership was appointed to carry out RAAC surveys to a sample of properties. The findings of the surveys confirmed that in their considered opinion there was no evidence of RAAC construction in the properties.

6.2.4 Board noted the content of the report and confirmed that the outcome of the surveys provided them with additional assurance that no RAAC is present within the stock.

### **6.3 Annual Assurance Statement**

6.3.1 P Burke presented the Annual Assurance Statement and Action Plan to the Board.

6.3.2. Board was advised that the short life working group (SLWG) reviewed the evidence bank at the meeting held on 7 October 2024 and recommended the Statement and Action Plan for approval by the Management Board.

6.3.3 Board noted the contents and progress within the action plan and that none of the actions noted are considered as materially non-compliant.

6.3.4 P Burke advised Board that members had requested quarterly meetings to review and discuss the assurance evidence in order to have continued confidence that there are no areas of material non-compliance. In addition this process will enable the Co-operative to identify any areas for improvement. Quarterly meetings will commence 2025.

6.3.5 Board approved the Annual Assurance Statement and Action Plan and delegated authority to the Director to submit the statement to the Scottish Housing Regulator by 31 October 2024.

**Action P Burke**

### **6.4 Payments and Benefits mid-year report April to September 2024**

6.4.1 P Burke presented the mid-year report on payments and benefits.

6.4.2 Board were advised that there was one entitlement, payment or benefit registered in the period.

6.4.3 Board noted the contents of the report.

## **6.5 Report on Tenders – Environmental Cleaning Contract**

- 6.5.1 A Gemmell presented to Board the report on the tender outcome for the environmental cleaning contract.
- 6.5.2 Board was advised that the contract is being procured jointly with Cernach Housing Association with Atkinson Partnerships Ltd having been appointed to administer the procurement process.
- 6.5.3 Four tenders were received, and these were assessed on a 60:40 quality/price basis. Included in the tender was a clause covering Lowest Qualifying Price (LQP) and abnormally low tender (ALT). Due to this clause one tender was deemed to be an Abnormally Low Tender (ALT). On examination, the hours allocated were deemed insufficient to properly undertake the services. Accordingly, on recommendation both organisations decided to set aside [and score as nil] the tender price because it was considered to be unsustainable.
- 6.5.4 Board was provided with the breakdown of scoring and pricing of the four tender bidders. A Gemmell advised that the most economically advantageous tender, in terms of price and quality was submitted by CAS Contract Cleaning Ltd with the proposed tender costs being approximately 8% less than our existing contract.
- 6.5.5 Board was advised that Cernach had still to take the outcome of the tender to their committee for approval but indications from Cernach staff were that they were satisfied with the outcome of the tender.
- 6.5.6 A discussion took place amongst Board members regarding bulk uplifts, bins and wheelie bin cleaning. The outcome of which was Board requested that a price be sought for green wheelie bins to be cleaned in tenemental properties.
- 6.5.7 Board approved the award of the contract to CAS Contract Cleaning Ltd.

## **6.6 Annual Return Timetable**

- 6.6.1 P Burke presented the Board with the annual return timetable report.
- 6.6.2 P Burke advised Board that returns are brought to Board for approval with Board then delegating responsibility to relevant staff to submit. The purpose of this report was to confirm that actual returns were submitted within designated timescales and therefore provided actual submission dates alongside closing dates.

6.6.3 Going forward, Board was advised that submissions will be incorporated into the Meeting Action List with actual submission dates being recorded once complete.

6.6.4 Board noted the contents of the Annual Return Timetable report.

## **7. Policy Review**

### **7.1 Policy Review – Board Performance Review Policy**

7.1.1 The Board Performance Review Policy was presented to the Board for approval. Members noted the minor changes and approved the policy.

## **8. Membership**

### **8.1 Membership Report**

8.1.1 Board were advised that there were 19 prospective members this month and one share certificate for approval

8.1.2 Board approved the membership report.

### **8.2 Ethical conduct and notifiable events**

8.2.1 Members were advised that costs associated with the event were circa £4.2k

8.2.2 Members noted the information contained within the report for the Notifiable Event submitted to the Scottish Housing Regulator on 14 August 2024.

## **9. Audit Risk and Staffing Sub-Committee**

9.1 There were no sub-Committee meetings to report

## **10. Housing and Maintenance sub-Committee**

10.1 There were no sub-Committee meetings to report

## **11. Any Other Competent Business**

11.1 The Board was advised the Director's appraisal was completed on Wednesday 9 October 2024.

- 11.2 The Board was requested to consider the recommendation from the Data Protection Officer from RGDP of not taking forward the National Fraud Initiative in Scotland 2024/25, Housing Associations Pilot, due to the complexity of UK General Data Protection Regulations.
- 11.3 After some discussion, Board approved the recommendation.
- 11.4 P Burke reminded Board that as part of business planning and the strategy day outcome, a follow up event had been scheduled for Friday afternoon on 25 October 2024 for both Board and staff. Board will be contacted to confirm their attendance.
- 11.5 Graeme MacIntosh asked for consideration to be given to donations since we are approaching the festive period. P Burke advised that the Co-operative had not received any recent donation requests apart from G15 Thriving Places. Unfortunately, their request for a donation towards an event they were running was received too late to get Board approval. Board agreed to consider local organisations that either are registered charities or have the same ethos as the Co-operative and bring suggestions to the next meeting.

**Action P Burke**

**12. Date of next meeting**

- 12.1 The next Management Board meeting will take place on **Tuesday 12 November 2024 at 6.00pm**

**Chair.....Date.....**

**The meeting finished at 18.55pm**