

CLOCH HOUSING ASSOCIATION LIMITED

**Cloch Housing Association
Meeting of the Housing and Property Services Sub-Committee
held on Wednesday 25 May 2022 at 6:30pm
at the office and on Zoom (Hybrid)**

MINUTES

Members Present (via Zoom)	Ken Robertson, Alan Hutchison
Members Present (in the office)	Eleanor Robertson
Officers	Paul McVey, Director Paul McColgan, Head of Property Services Mary MacDonald, Senior Housing Officer (SHO) Louise Carlin, (Team Leader) (Zoom)

1. Apologies and Declarations of Interest**

- 1.1 Brian Corrigan (Chair), Eileen Tamburrini, Susan Skelton, David Brown, Patrick Marshall, Jackie Smith (couldn't get on)
- 1.2 No declarations of interest.
- 1.3 As the Chair (Eileen Tamburrini) and Vice Chair (Susan Skelton) were both absent from the meeting, Alan Hutchison offered to chair the meeting.

2. Annual Return on the Charter (ARC) Submission*

- 2.1 The Board were invited to the beginning of the meeting where the Director presented the key outcomes of the ARC submission also providing a comparison on performance from the previous year. In addition to the members present for the Sub Committee, Kelly Ferns and Heather Thomson joined the meeting for this item only.

Resolution

The ARC submission was proposed, seconded and unanimously approved by the Board.

3. Minutes of Housing & Property Services Sub-Committee 15 March 2022*

- 3.1 The minutes were reviewed for accuracy by the sub-committee.

Resolution

The minutes were proposed, seconded and approved by the sub-committee.

4. Matters Arising/Outstanding Actions

- 4.1 There were no matters arising.
- 4.2 The Director confirmed the outstanding actions table would be updated for the next meeting – all items are now complete.

Resolution

The sub-committee noted the report.

5. Housing Services Report**

- 5.1 This report was presented by the SHO
- 5.2 The key details were outlined in terms of performance – much of which had been reported in the ARC presentation. The new Allocations Policy and launch of new portal was highlighted which had been implemented very smoothly.
- 5.3 Update was provided on the staffing situation with Louise being in attendance as the new Head of Housing Services, albeit she doesn't start until 1st June. The Sub Committee welcomed Louise to the role.

Resolution

The sub-committee noted the report.

6.0 Lettings Plan 2022/2023*

- 6.1 The plan was presented by the SHO showing the indicative target quotas for the forthcoming year. A Board Member asked about the rigidity of the targets and how flexible were they and it was explained that in the main, this is a guide and we would consider heightened demand during the course of the year, for example increase in homelessness.

Resolution

The Lettings Plan was proposed, seconded and unanimously approved by the sub-committee.

7. Safeguarding Vulnerable Adults & Children Policy*

- 7.1 The revised policy was presented by SHO. This was noted by the Sub Committee and in addition, the fact that it is part of the wider Inverclyde context.

Resolution

The policy was proposed, seconded and approved by the sub-committee.

8. Property Services Report**

- 8.1 The HOP presented the policy and highlighted the main changes as noted in the covering report.

- 8.2 The HOP provided a verbal update regarding the on-going discussions with McGill regarding the Reactive and Voids contract which were both due to end in August 2022. These contracts were subject to extension for a further 12 months subject to agreement by both parties.
- 8.3 ***This item was redacted due to its sensitive nature.***
- 8.4 McGill confirmed agreement of the terms via e-mail which would be followed up by a signed and dated pro-forma.
- 8.5 ***This item was redacted due to its sensitive nature.***
- 8.6 After review and consideration, we responded with an offer of a 10% increase on year 2 costs. At this time, we are awaiting a response on this proposal. The Board will be updated on the outcome of this issue.
- 8.7 HOP discussed progress regarding the on-going stock condition survey and also the ESSH2 strategy.
- 8.8 HOP provided an update on the year-end position relating to contractor performance, expenditure, medical adaptations and the text customer satisfaction survey.
- 8.9 HOP discussed progress on the planned maintenance programme for 2021-22 taking into account that issue with L&D entering administration during the year. An update was also provided on the planned procurement for 2022-23.

Resolution

The sub-committee noted the report.

9. Policy Adoption and Review*

- 9.1 HOP presented the report requesting approval for the following new properties which are included within the EVH Landlord Safety Manual:
- Lift Safety
 - Lighting
 - Electrical Safety
 - Construction, Design and management (CDM 2015)
- 9.2 Within the report there was also a review of an existing policy previously named the Legionella which after review has now been re-named The Water Systems & Legionella Policy.

Resolution

The policies were proposed, seconded and approved by the sub-committee.

10. AOCB

- 10.1 There were no other matters of competent business raised.

11. Meeting Reflection and Feedback**

11.1 The Director apologised for the confusion with the Zoom invite for this meeting, and following discussion it was agreed that we will revert to MS Teams moving forward. Otherwise the papers were well received.

13. Date of Next Meeting – 16th August 2022**

Confirmed. Meeting closed 8:00 pm.