

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 29TH AUGUST 2023 at 5.45pm
IN THE ASSOCIATION'S OFFICE**

Present:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

In Attendance:

[REDACTED]
[REDACTED]

1. APOLOGIES

[REDACTED]

2. DECLARATION OF INTEREST

No declaration of interest.

3. MINUTES OF PREVIOUS MEETING HELD 28TH MARCH 2023

The minutes of the previous meeting were approved on a proposal by [REDACTED], seconded by [REDACTED]

4. MATTERS ARISING

No matters arising.

5. CORRESPONDENCE

5.1 [REDACTED] advised MC that EVH had sent their August newsletter with a major focus Health on Safety, more specifically anew policy for Damp and Mould.

5.2 [REDACTED] advised that the Annual Insurance Statement is due to be submitted on the 25th September. The submission will be completed once the evidence bank is produced.

6. NOTES FROM OTHER MEETINGS

[REDACTED] presented to MC notes from the following meeting:

6.1 Glasgow & West of Scotland Forum (GWSF)

- Minute of AGM held on 15 August 2022
- Minute of Board Meeting held on 17 May 2023

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- Scottish Government Review of EESSH 2
- SHR Regulatory Framework Consultation – GWSF response
- Research proposal – retrofit challenges

6.2 Glasgow & West of Scotland Forum (GWSF)

6.3 KCHA Website (Scottish Housing Connections Consortium) meeting with developers regarding upgrading of website held on 9 August 2023

6.4 Drumcog Senior Officers meeting which was presentation from GCC on Drumchapel Local Development Framework consultation. If approved, the LDF will become spatial guidance to the Glasgow City Development Plan.

6.5 [REDACTED] advised MC that the WISE Group – Heat & energy project meeting regarding the contract and data protection protocol. The meeting was held on the 29th August and the Project is funded to 31st March 2024, to provide heating and energy advice to tenants of Pineview & KCHA tenants - £79k.

6.6 DRUMCOG Training held on Monday 21 August 2023, subject: Committee Health & Safety Responsibilities – attended by: [REDACTED]

MC reviewed noted all attached meeting notes.

7. CASH BALANCE AND PETTY CASH LIST – AUGUST 2023

The cheque and petty cash list for July 2023 was approved and signed by [REDACTED]
[REDACTED]

8. DATA PROTECTION PROGRESS REPORT

The Data Protection Act 2018 (DPA 2018) outlines the requirement for an Appropriate Policy Document (APD) to be in place when processing special category (SC) and criminal offence (CO) data under certain specified conditions.

Almost all of the substantial public interest conditions in Schedule 1 Part 2 of the DPA 2018, plus the condition for processing employment, social security and social protection data, require you to have an APD in place.

An Appropriate Policy Document should demonstrate that the processing of SC and CO data based on these specific Schedule 1 conditions is compliant with the requirements of the General Data Protection Regulation (GDPR) Article 5 principles. It should outline your retention policies with respect to this data.

[REDACTED] advised MC that the (Data Protection Impact Assessment) DPIA Initial Screening Form was completed for the Association by [REDACTED] and the DPO Officer Trish Knight, RGDP LLP on the 31st of July.

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MC reviewed and noted the ongoing Data Protection Progress Report.

9. CYBER INCIDENT RESPONSE PLAN

■■■■ presented to MC the Cyber Incident Response Plan.

The purpose of this response plan is to define the process for reporting, investigating, containment, eradication, recovery of Cyber Security Incidents at Kingsridge Cleddans Housing Association learning from them and maintaining incident statistics.

Cyber incidence response planning should be a policy that is continually checked and understood, although prevention of attacks is the best form of defence, having a robust plan in place for the worse scenario might just be the single most critical factor in minimising the severity of the attack.

The Cyber Response Plan will allow the Association:-

- To ensure immediate and appropriate action is taken in the event of an IT incident.
- To enable prompt internal reporting and recording of incidents.
- To have immediate access to all relevant contact details (including backup services and IT technical support staff).
- To maintain the welfare of pupils and staff.
- To minimise disruption to the functioning of the school.
- To ensure that the school responds in a consistent and effective manner in order to reduce confusion and reactivity.
- To restore functionality as soon as possible to the areas which are affected and maintain normality in areas of the school which are unaffected.

■■■■ requested MC to approve the Cyber Incident Response Plan.

MC reviewed and approved the Cyber Incident Response Plan.

10. HUMAN RESOURCES – RE-GRADE PROPOSAL

■■■■ put forward the proposal to MC that the Association approves the change to the staffing structure by the re-grading of Finance Manager.

MC had been presented with a few changes to the staffing structure over the course of the last year, however, there remains one final change/amendment to the structure ■■■■ proposing the Association adopt, and that is a formal review of the post of Finance Manager.

The current post is graded Grade 8 and has been for several years, however with the increasing level of complexity, responsibility, and nature of the post the post

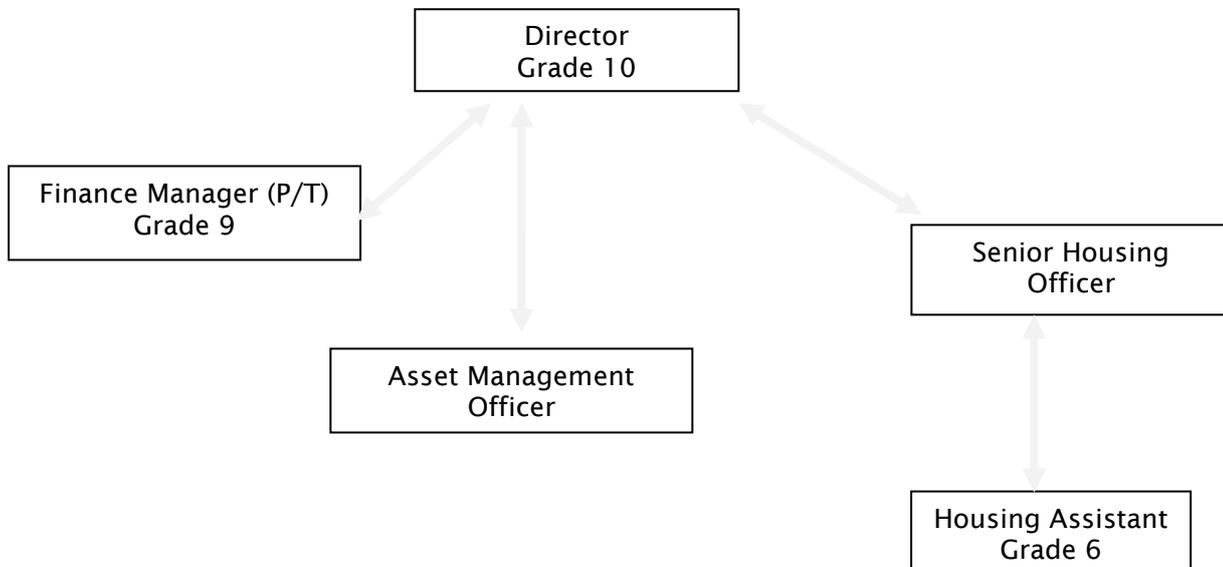
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holder carries out on behalf of the Association, I believe that due recognition be given to the current post holder that she be re-graded to Grade 9 within the spinal points SM1-SM3, relevant to our size

The re-grading would be in line with current EVH Grading guidelines as revised April 2018 given the nature and complexity of the post. The post holder will assume managerial responsibility for the operation of the Association in the absence of the Director e.g. when the Director is on annual leave, effectively recognised as second-in-line officer.

The additional cost of this structure still represents a staff costs saving of approx. £13k over 2021/22 staff costs.

The proposed organisational structure would be:-



█ suggest that the proposed final structure ensures clear lines of responsibility and is the right structure for the size, scope and nature of the Association and will remain so well into the future.

Therefore █ recommended the Management Committee approve the new structure which will come into effect on 1st September 2023.

MC reviewed and approved the proposal of re-grading the Finance manager from Grade 8 to Grade 9 within the spinal points SM1-SM3.

11. WINDOW AND DOOR REPLACEMENT

█ updated MC regarding the current window and door replacement.

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MC member will be aware that the contract was awarded to Sovereign Windows to supply and fit new double-glazed windows and replace external doors within the Ladyloan 1 development.

The contract commenced on 26th April 2023 comprising 31 properties within 8-28 Ladyloan Avenue, Ladyloan Gardens & Ladyloan Grove, the works should have completed by 31st May 2023. The contract did not actually complete until 24th August 2023.

During the contract period a number of defects were identified by our Clerk of Works, [REDACTED]. E.g., There were several properties with Scratch marks or cracks on the double-glazed units and one property left with only a single pane window in the living room for over 2 weeks, another where the windows were left in the garden covered by sheeting, yet another example was of a 'temporary' lock placed on an external door which remained in situ for a period of 3 weeks.

There were poor communication channels between the Association the contractor. Whereby the contractor failed to accurately deal with the defects that has been notified.

- The contractor failed to maintain adequate communication either by email or telephone.
- The contractor made, then failed to keep to appointments with tenants to resolve the defects.
- The contractor gave a few undertakings and date(s) for completion each in turn failed.

As of Monday 28th August there were 8 defects left, 6 have been completed with 2 left outstanding. The association plans to retain the retention money as the current performance of the contractor does not give reassurance that they will attend any future issues within the defects liability period.

The SPA Network have been notified in a recent meeting regarding the contractor's lack of communication and quality control.

12. GOVERNANCE ACTION PLAN AUGUST 2023

MC have confirmed that all reports and actions were complete or given outcomes.

MC approved the Governance Action plan August 2023

13. A.O.C.B

- 13.1** [REDACTED] advised MC that the Financial Accounts audit has been posted to the regulator on the 1st of August.

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13.2 The EVH Salaries surveys will be completed shortly to put forward a proposal for next years salaries.

14. DATE OF NEXT MEETING

The next meeting will be an Operation Meeting to be held on **Tuesday 26th September 2023** at **5.45pm** within the Association's offices and via Zoom[®].