

**Minutes of Management Committee Meeting  
Held in Southside House on Thursday 27<sup>th</sup> February 2025 at 6.00pm**

**Action**

- Present:** Shirley Robison (SR), Alex Cameron (AC), Munir Choudry (MC), Betty Macneill (BM), Surjit Chowdhary (SC), Jenna Monteith (JM), Pamela McLevy (PM), Lilian Peters (LPet)(Observer)
- In attendance:** Paul McVey (PMcV), Donna Reilly (DR), Pauline Fletcher (PF), Paul McColgan (PMcC), Gillian Mackie (GM), Des Phee (DP), Aileen Radford (AR)
- Item 1:  
Apologies &  
Attendance  
Record** AC welcomed Lilian Peters to the meeting, and everyone introduced themselves. LPet is attending as an Observer.  
  
Apologies received from Ruth McCluskey, Liz Ely, Lisa Peebles and Alison Devlin.
- Item 2:  
Conflict of  
Interest** No conflict of interest for noting
- Item 3:  
Management  
Committee  
Minutes –  
30.01.2025** **Corrections:** -  
  
SR asked for an amendment to Item 10. The minute needs to reflect that there is currently no financially viable option on the table for Berryknowes Avenue with or without work being carried out. All options return a negative Net Present Value (NPV).  
  
The minutes were approved by Committee.  
  
Proposed by SR and seconded by AC
- Item 4:  
Matters  
Arising /  
Outstanding  
Actions** *Shields Road Wall* – Work is ongoing, and it is anticipated the project will be finished around the middle/end of March.  
  
*Rubixx* – The first “Train the Trainer” session took place today.  
  
*640 Pollokshaws Road* – The Association has written to several parties regarding the issues with this project. Now had confirmation that SEPA have agreed everything and there is a re-start date of 17<sup>th</sup> March 2025. Good support from NRS Director.  
  
*Eviction Reports* – One of the evictions went ahead as planned. A Minute of Recall came in at last minute for the other eviction and a further hearing date has been arranged for March. PMcV explained to committee the meaning and effect of a Minute of Recall.  
  
SR asked about the St. Alberts Church Site and wondered if it would be useful for staff to do a lessons learned e.g. what would our response be

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if we were approached by a Church (or similar dwelling/conversion) again. This may help us in the future and help to note what we would do differently.

PMcV noted that once the dust has settled this may be a helpful exercise. It would be good to look at the costs to date, even though they will be grant funded. In all cases, any development will have a financial and risk appraisal carried out.

**Item 5:  
CEO Report**

*Albert Drive Gap Site – \*Minutes redacted to remove commercially sensitive information\**

*GWSF & SHR – links with papers are in Our Place Library*

*Disciplinary Appeal – \*Minutes redacted to remove confidential information\**

*Pay Rise Negotiations – 4% this year and for 2026 and 2027 CPI + 1.5% with a floor and ceiling – highest would be 5.5% and lowest would be 2.5%. Unite have balloted their members and EVH will send paper to all members. Our budget projection had been increased to 5%.*

*Staffing Sessions – PMcV has held 6 meetings over the last few weeks with staff. Used Mentimeter which allows participants to take part. PMcV will report back to F&CS committee however the vast majority of comments and feedback is very positive, focussed and motivated.*

*City Centre Repopulation – The Association received an e-mail from GCC to determine interest in working on this project. This is an initial enquiry about our appetite to be involved or enter discussions to look at possibilities - PMcV has advised that the association will be happy to discuss this in more detail.*

*427 Shields Road – This is a disposal that has already been agreed by Committee to sell commercial unit and some of the funds possibly going back to Scottish Government, but still to be confirmed. Offer has been received, and we are awaiting feedback from Scottish Government.*

*Park in St. Andrews Drive – This site will get revalued and proceed with the sale.*

***\*Minutes redacted to remove confidential information\****

*Salary Increase Discussion – SR asked what the assumptions in the Business Plan are for April 2026 and 2027. PMcV advised it is CPI + 1% but will double check.*

AC queries the salary increase figures for 2026 and asked if 1.5% would be added on to 4%. PMcV noted that the lowest would be 2.5% and highest would be 5.5%

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Staff left the meeting to allow committee members to discuss the proposed salary increase.

On resuming the meeting, AC advised that committee have voted against the pay increase proposal negotiated by EVH and the union. PMcV will feed this back to EVH.

**Item 6:  
Consent  
Agenda -  
Summary**

Report for information.

**Item 7:  
Fire Risk  
Assessment  
Action Plan**

PMcC gave an update on previous discussions and that the report follows on from Fire Safety Policy approved last month.

The Association is a member of Scottish Housing Safety Network (SHSN) – PMcC has been working on arranging accredited Fire Risk Assessments (FRAs) and pulled together a brief which was verified and checked by SHSN who came back with a pricing matrix. Procurement is very small low risk value - £26,580.

There are 33 Fire Risk Assessments to be carried out. The Association is looking to proceed and award the project to Caledonian Fire who can carry out the Fire Risk Assessments within the next 6 months. There is £70k in 25/26 budget and £20k in 24/25 budget for FRAs and remedials.

JM asked if SHSN provide advice and is this something the Association pays for. PMcC noted that the Association are members and pay a fee for this. They offer free training; a Fire Safety Policy Template and we can also use them to provide other policies. The forum is set up for the sector and is well accredited.

SR asked if the Fire Risk Assessments would include the sub-office? PMcC advised that it would and also anywhere we have fire equipment and deemed a working place.

AC asked if there is a schedule of works to monitor and follow up on for the Management Committee. PMcV commented that this will go to the Operations committee in future and there are no major works anticipated – however, if there are then Committee will be advised. There will be an Action Plan for every block and site. All compliance will be put into Rubixx using the compliance module.

Committee approved the recommendations –

Proposed by AC and seconded by SR

**Item 8:**

DP advised that the Global Action was developed last year and is the operational tool that consolidates and tracks the progress of the various

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**Global  
Action Plan**

action plans across the Association linked to strategies, appraisals, surveys and internal audits etc. The Management Committee agreed in March last year that a report would be presented on a six-monthly basis. The Global Action Plan currently tracks eight action plans. There is a snapshot of actions completed, in progress, not due for implementation or overdue/not progressed noted in the report. Progress is set out at the various sections within the report, and Appendix 1 provides an at-a-glance view of actions. Progress is variable across the actions plans, and some action plans contain longer term actions e.g. the EDI action plan and Employee Engagement Plan. In relation to the Governing Body appraisal action plan a few of these relate to training and to board member induction, and similarly with our Annual Assurance Action Plan. The Leadership Team carried out a review of the Global Action Plan at their strategy away day earlier this month and this will be subject to on-going review at Leadership team meetings.

The Internal Audit follow up starts this week and next report will be in better shape.

Committee noted the report.

**Item 9:  
Strategic  
Delivery  
Plan**

PMcV gave an update on objectives and actions within strategic delivery plan. The Master Tracker will be uploaded on to Our Place.

Committee noted the report

**Item 10:  
External  
Works at  
Moss  
Heights &  
Halfway  
Park**

DR commented that this report follows on from report presented to Committee in 2019. At this meeting committee approved additional funds to implement additional works to complete the Halfway Park Project. The proposed works are outlined in section 2 of the report. There are two main pockets of works to be carried out and costs have been returned. Looking to move costs into 2025/26.

Also looking to replace the lighting at the back car park at MHA. These are works that require upgrading now and this has been included in the main report.

Costs for the works are detailed within the report.

SR asked if the footpaths are non-adopted and our responsibility? DR advised that unfortunately they are our responsibility – non adopted.

SR noted that the expenditure was not included in the budget, however can this be accommodated in 2025/26? DR advised that this has been discussed and it has been carried over for the last two years and we had hoped that by now we would have used some of it.

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It was noted that the playpark is well used, but there are some issues around the football pitch. There is a Health & Safety risk associated with this, strengthening the need for the works to be carried out.

Committee approved the additional expenditure for the project of £73,210 which will be included in the budget for 2025/26 as well as the tender submitted by Covanburn Contract Ltd in the sum of £71,650 which includes contingencies of £9347.21.

Proposed by JM and seconded by BM.

**Item 11: Governance Matters**      Membership application – *\*Minutes redacted to remove third-party personal data\**

Committee approved the application.

Proposed by AC and seconded by MC.

**Item 12: Relationship with other bodies**      *EVH* – BM noted that their meeting was online and unfortunately, she could not get access. Paperwork was sent out in relation to harassment in the workplace. There is a further meeting on Monday and BM will report back at the next management committee meeting.

**Item 13: SHR Guidance Notes etc**      **Notifiable Event**  
DP advised that there were two notifiable events reported to the Scottish Housing Regulator. *\*Minutes redacted to remove confidential information\**

**Item 14: Any other competent business**      Consolidated Accounts - Approval and formal signing required.

GM explained the lateness of the consolidated accounts being brought to the Management Committee was due to Southside Lettings accounts only being signed off late December. The accounts bring together the two entities – SHA and SLS and this is just for good practice. The Group accounts are not required to be filed anywhere.

Committee approved these.

Proposed AC and seconded by SC

DP advised that there is a Corporate Governance internal audit coming up and there will be a short survey for members on Our Place. It is hoped that members will take the time to complete the survey.

**Item 15: Date of next meeting**      The next meeting will be held on **27<sup>th</sup> March 2025 at 6.00pm.**

**There will also be a training session prior to the meeting at 5.00pm on Management Accounts.**