

**Minutes of Management Committee Meeting – Thursday 28<sup>th</sup> March 2024  
In Southside House at 6.00pm**

**Action**

- Present:** Alex Cameron (AC) (Chair), Margaret McIntyre (MM), Shirley Robison (SR), Munir Choudry (MC), Iain Dyer (ID), Liz Ely (LE), Betty Macneill (BM), Ruth McCluskey (RM), Alison Devlin (AD).
- In attendance:** Paul McVey (PM), Laura Brennan (LB), Donna Reilly (DR), Pauline Fletcher (PF), Steven Good (SG), Des Phee (DP).
- Item 1:  
Apologies &  
Attendance  
Records** Apologies received from Aileen Radford.
- Item 2:  
Conflict of  
Interest** No conflicts of interest noted.
- Item 3:  
Minutes of  
Meetings** **Item 3.1 Management Committee Meeting – 22.02.2024**  
*Corrections: No corrections were noted.*  
The minutes of the meeting were approved.  
Proposed by MC  
Seconded by MM.
- Item 3.2 Minutes of Audit Sub-Committee – 15.02.2024**  
Minutes for information only.
- 3.2.1 Corporate Risk Register**  
For information only.
- 3.2.2. Financial Controls Internal Audit**  
For information only
- 3.3. Minutes of Staffing Sub-Committee – 15.02.2024**  
For information only.
- 3.4 Minutes of SFARS Board Meeting – 13.03.2024**  
For information only
- Item 4:  
Matters  
Arising** PM spoke to the report and updated Committee on the following items:
  - SBA – Initial response from SG requesting a further meeting.

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- Update on progress with planned factoring meetings has been positive.
- PM will arrange for Solicitors to discuss with ID at the opening of St Andrews Dr re the SFARS issues.

**Item 5:** The Committee considered and discussed the previously circulated report.

**Southside Lettings**

**(Scotland) Ltd**

***Review of Southside Letting Board Standing Orders***

DP advised that following Management Committee approval of the revised Standing Orders and associated documents for the new Governance structure at last month's meeting, a draft revised set of Standing Orders and associated Governance documents were being presented to reflect the terms of reference, remits and delegated authorities for the SFARS Board rebadged as Southside Letting and with property factoring responsibilities returned to SHA as the charitable parent.

***Southside Letting Standing Orders***

DP advised that development of the Southside Lettings Board Standing Orders draws on the template for the SHA as the Group Parent's Standing Orders. The previous SFARS Board Standing Orders had not been subject to substantive review for some time, reference has been made to the previous Board Standing orders and also to the requirements of the subsidiary's constitution (incorporated in 2005), and also the intragroup agreement between SHA and the subsidiary developed by TC Young solicitors in 2017.

***Southside Letting Terms of Reference and Remits***

DP advised that this document follows the template for the Associations' other sub-committees and reflects the changes to subsidiary business activities following the review of SFARS and property factoring services.

The Board Remits have also been developed with reference to the subsidiary constitution and the intragroup agreement regarding minimum and maximum number of Board members/Directors, and to quorum requirements which stipulates a maximum of 7, and a quorum of 3.

***Scheme of Delegated Authority***

DP advised Committee that the Scheme of Delegated Authority for the subsidiary has been revised to update authorities in relation to property factoring which will no longer lie within the remit of Southside Lettings.

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The Scheme of Delegated Authority also reflects changes to SHA Standing Orders in October 2023 and February 2024 regarding clarifying authorities in relation to appointment of sub-committee and subsidiary board chairpersons.

We will take advice on Intra-company agreement between SHA and SFARS once the name change has been formalised, but we are assuming that this will still be appropriate for a rebadged SFARS.

Management Committee approved the Southside Lettings Standing Orders and appendices.

Proposed by AC and Seconded by BM.

**Item 6 & 7:  
Composition  
of New Sub-  
Committees**

The Committee considered and discussed the previously circulated report.

PM advised Committee of the positive response to the recent advert seeking the appointment of new Committee members.

After much discussion regarding membership and the appointment of a chairperson to each of the Sub Committees and Subsidiary, agreement was reached on the following, which will take effect from 1st April 2024.

\* Still to be invited.

**Management Committee**

Alex Cameron (Chair)	Ruth McCluskey (Vice-Chair)	Shirley Robison	Munir Choudry
Alison Devlin	Iain Dyer	Liz Ely	Margaret McIntyre
Surjit Singh Chowdhary	Betty McNeil	Jenna Monteith*	Lisa Peebles*

**Finance & Corporate Services Sub Committee**

Shirley Robison (Chair)	Alex Cameron	Munir Choudry	Lisa Peebles*
Iain Dyer	Betty McNeil		

**Operations Sub Committee**

Liz Ely (Chair)	<b>*Minutes redacted to remove third party personal data*</b>	Alison Devlin	Jenna Monteith*
Surjit Singh Chowdhary*	<b>*Minutes redacted to remove third party</b>	Ruth McCluskey	

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	<i>personal data*</i>		
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**Southside Lettings Board**

Ruth McCluskey (Chair)	Jenna Monteith*	Alison Devlin	Michael Davie
<i>*Minutes redacted to remove third party personal data*</i>	Margaret McIntyre		

It was agreed to invite both Lisa Peebles and Jenna Monteith to attend the next meeting of the Management Committee in April 2024 as observers with a view to joining as casual members thereafter.

Committee noted the proposed calendar of meetings dates.

**Item 8:  
Water Quality  
& Legionella  
Management  
Policy.**

The Committee considered and discussed the previously circulated report.

SG advised Committee that there were no significant changes to the Policy.

The Policy was approved.

Proposed by AC and Seconded by MM

**Item 9:  
Global Action  
Plan**

The Committee considered and discussed the previously circulated report.

DP advised Committee that the Global Action has been developed to attempt to consolidate all the improvement actions from various action plan and audits across the Association into a master plan that makes progress easier for staff to monitor and for reporting to the Governing Body.

The Global Action Plan is being presented at the meeting as a template going forward for approval by Management Committee rather than approving the actions that are currently on the plan.

The plan has been populated so far with:

- Annual Assurance and Regulatory Framework Action Plan
- Governing Body Appraisal Action Plan, and
- External Audit Action Plan – management letter actions

This will be augmented by:

- Internal Audit Action Plan
- Equalities Action Plan
- Community Involvement and Engagement Action Plan
- Other consultancy reports, audits etc.

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This will be monitored on an on-going basis by the Leadership Team and Managers Group and will be reported to the Management Committee on a six-monthly basis.

The plan is to bring this back in May and then again in November. A copy of the GAP will be placed on Admin Control or any successor Committee platform.

After discussion it was agreed that the layout of the plan would be amended to include a 'traffic light system' format which would allow Committee the ability to track any changes made.

### **Item 10: Donations and Community Benefits**

The Committee considered and discussed the previously circulated report.

PF advised Committee that the report provides an overview of the Association's Community Chest fund and community benefits received from our contractors and gave some examples of the use of these benefits along with the process for applications.

PF acknowledged the need to widen our scope both in terms of initiatives and also areas, aside from Cardonald and Pollokshields for the allocation of community benefits. It is considered that we could engage with Govanhill HA to work together in and around our Strathbungo/Govanhill stock.

### **Item 11: Treasury Management Report**

The Committee considered and discussed the previously circulated report. LB delivered a presentation which summarised the main points of the report.

Committee discussed and noted the points made in respect of: -

- Treasury Management
- Rolling Cash Flow Forecast
- Loan Schedule

Committee approved the report.

Proposed by MC and Seconded by AD

### **Item 12: Group Final Budget**

The Committee considered and discussed the previously circulated report.

LB advised Committee on the key changes to the budget, being the agreed rent increase of 6.2% and the recently approved salary increase of 6%. PM advised the Committee at the meeting that confirmation of this increase came through on 28<sup>th</sup> March from EVH – 7% voted against the increased rate – including Southside HA. Committee approved the report.

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**Item 13:  
Chief  
Executive's  
Report**

The Committee considered and discussed the previously circulated report.

PM advised Committee on the proposal to suspend the renewal of the Association's Development Strategy until August 2024. PM updated Committee on the following development projects: -

1. St Andrews Drive - Committee were advised that it is intended to start preparing for an open day with a proposed date of Wednesday 8th May 2024.

2. 150 Berryknowes Avenue – ***\*Minutes redacted to remove confidential information\****

PM also provided the following updates –

3. Tenancy Agreement Update – A total of 4 tenancy agreements remain outstanding.

4. SHNZS Consultation Responses – PM gave a brief update on the recent meeting held by GWSF.

MM questioned the recent heating installation and the costs associated with this. It was agreed to arrange for Neil Brown to investigate and report back.

5. Internal Audit – Substantial assurance given on the recent audit carried out on Equalities & Diversity.

**Item 14:  
Procurement  
Strategy**

The Committee considered and discussed the previously circulated report.

DR advised Committee of the requirement to prepare and publish a Procurement Strategy for the budget year ahead given our proposed procurement activity exceeds £5m.

Committee approved the Procurement Strategy for 01/04/24-31/03/25.

Proposed by ID and Seconded by AC

**Item 15:  
Former  
Tenant Write-  
Offs**

The Committee considered and discussed the previously circulated report.

PF spoke to the report detailing the balances required to be written off and the reasons behind this request. PF advised that it was too

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early to advise if the Debt Recovery Agency that is in place is effective or not.

After much discussion Committee approved the write off of former tenants' rent arrears and the write off of former tenants' credit balances, as per the report.

Proposed by AD and Seconded by MC

**Item 16:**

**SHR  
Engagement  
Plan &  
Regulatory  
Status**

DP presented this year's Engagement Plan & Regulatory Status published by the Scottish Housing Regulator (SHR).

DP reported to Committee that the Association's status was compliant and that SHR will require nothing further from SHA other than the annual standard returns.

**Item 17:**

**SHA  
Complaints  
Handling  
Procedure**

The Committee considered and discussed the previously circulated Procedure.

DP provided Committee with an update on some very cosmetic changes to the procedure which was set out at Section 2 of the report. Committee approved the Procedure.

Proposed by MM and Seconded by RM

**Item 18:**

**Governance  
Matters**

Nothing to report.

**Item 19:**

**Relationship  
with other  
bodies**

EVH – BM attended a recent meeting and noted the recent changes to Employment Rights.

EVH Conference – Committee discussed and considered the EVH conference to be held at Dunblane Hydro in May 2024. It was agreed that this did not represent value for money and no members will attend.

**Item 20:**

**SHR guidance  
etc.**

There were no notifiable events to discuss at the meeting.

**Item 21:**

**Any other  
competent  
business**

MC discussed the number and volume of reports being presented each month to Committee. PM advised in future that the newly formed sub committees may reduce the volume of reports required to be presented and approved by the Management Committee.

**Meeting closed at 7.56pm.**