

**Minutes of Management Committee meeting – Thursday 25th April 2024
In Southside House at 6.00pm**

Action

Present: Alex Cameron (Chair) (AC), Ruth McCluskey (RM), Alison Devlin (AD), Munir Choudry (MC), Iain Dyer (ID), Surjit Chowdhary (SC), Betty Macneill (BM), Margaret McIntyre (MM), Liz Ely (LE).

In attendance: Paul McVey (PM), Laura Brennan (LB), Donna Reilly (DR), Lisa Peebles (LP) (Observer), Jenna Monteith (JM) (Observer).

The Chair welcomed our two new Observers – Lisa Peebles and Jenna Monteith.

Item 1: Apologies received from Shirley Robison (SR), Aileen Radford (AR).

**Apologies &
Attendance
Record**

Item 2: No conflicts of interest noted.

**Conflicts of
Interest**

Item 3: **Management Committee Meeting 28.03.2024.**

**Minutes of
meetings**
Corrections: - No corrections were noted.

Matters Arising: - PM advised Committee of the membership of the newly formed Sub-Committees. SC was asked to note his membership to the Management Committee and the Operations Sub Committee.

The minutes of the meeting were approved.

Proposed by MM

Seconded by BM.

Item 4: PM spoke to the report and updated Committee on the following items:

Matters

Arising /

Outstanding

Actions

SBA – Meeting held with Scottish Government to update on progress with Pilot Scheme.

150 Berryknowes Avenue – Residents letter has been issued with update on the options being considered for the properties.

New Committee Members – Committee were advised of the new Committee members.

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

Development

Update

DR updated Committee on the current position with some of the projects contained within the report. Committee acknowledged our current position in terms of where we are at with our development commitments and the impending discussions that we will have later in the year regarding the investment proposals for the properties at 150 Berryknowes Avenue once the outcome of the Feasibility Study and Strategic Options Appraisal was known.

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Committee noted the projects which are currently on site/committed and the future pipeline projects.

- Item 6:
Strategy
Development
& Funding
Plan** The Committee considered and discussed the previously circulated report.
- Following discussion on the Development Update Report (Item 5) Committee noted the projects contained within the Strategy & Development Funding Plan for 2024/25-2028/29 which required to be submitted to Glasgow City Council on 26th April 2024.
- The Committee were advised that the plan was approved by the Leadership Team at its meeting on 15th April 2024.
- MC requested that where properties were identified for rent that we include Social Rent in their description.
- The Strategy & Development Funding Plan 2024/25-2028/29 was approved.
Proposed by RM
Seconded by MC
- Item 7:
Allocation
Policy
Review** The Committee considered and discussed the previously circulated report.
- PM spoke to the report and advised Committee of the recommended changes proposed to the current Policy. There was discussion around the requirement to make the necessary changes which removes discretion and inconsistency from staff currently managing the applications and allocations process.
- Committee noted the intention to engage in a wider consultation process with applicants and tenants prior to finalising the proposed amendments to the Policy.
- Item 8:
SHA Lettings
Plan 2024/25** The Committee considered and discussed the previously circulated report.
- Committee noted the Association's letting information and performance for 2023/24 and discussed the proposed quota recommendations for the letting of our stock including our letting priorities which will be implemented for the period 2024/25.
- Committee approved the report.
Proposed By AD
Seconded By MC
- Item 9:
Financial
Regulations** The Committee considered and discussed the previously circulated report.
- Committee noted the updates to the Financial Regulations to reflect the revised governance structure and organisational structure within the Association. Changes have also been made to reflect the reallocation of duties to the Finance and Factoring Team, and also an update to the authorised signatories following changes within the Leadership Team.
- Committee approved the report.
Proposed by MM
Seconded by BM
- Item 10:** The Committee considered and discussed the previously circulated report.

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**Draft
Corporate
Plan**

Committee discussed and commented on both the narrative and style of the options presented by PM of the first draft of the Association's Corporate Plan for the period 2024-2029. It was agreed to remove the 'tick' symbol from the Vision and Values section of the plan and replace this with a double-edged arrow symbol.

PM advised that the addition of a welcome page from both the Chairperson and CEO, as well as a financial section would be included in the agreed plan. This will be supported by a Delivery Plan which will demonstrate what actions will be required with expected outputs on an annual basis throughout the life of the plan.

**Item 11:
Duty of
Candour
Report**

The Committee considered and discussed the previously circulated report.

DP advised Committee that each year the Associations' regulated care service - The Saffron Project must produce a Duty of Candour Report detailing any serious or adverse event occurs involving users of the service. This is required regardless of whether there are any incidents or not which have triggered the Duty of Candour.

The Association is also required to publish on our website for the past five years that the Duty of Candour duties have been in effect and notify the Care Inspectorate that we have published our report.

Committee approved the report.
Proposed by MM and Seconded by AC

**Item 12:
Committee
Workplan**

The Committee considered and discussed the previously circulated report.

DP advised Committee that the workplan for April 2024 to March 2025 is a much revised workplan to take account of the new Governance structure approved by Management Committee in January 2024. The workplan has consolidated the previous work programme of the Audit Committee and Staffing Sub-Committee into the new FCS Sub Committee.

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

The Committee considered and discussed the previously circulated report.

PM updated Committee on the following items:

1. Project 24 – review of 4 suppliers has now completed, with a decision on the appropriate procurement route to now be agreed.
2. Albert Dr. Gap Sites – Update on discussions with Glasgow City Council.
3. Staffing Changes Update, including discussions with the HSCP on the Saffron Project.
4. Pension Update.
5. St Andrews Dr Development – Official opening proposed for 29th May 2024
6. CEO appraisal – Committee were requested to submit any comments to AC or SR who will be conducting the appraisal.

**Item 14:
Special
Resolution –**

The Committee considered and discussed the previously circulated report.

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**SFARS
Name
Change**

Committee were advised that TC Young Solicitors were appointed to provide legal assistance in the process for the proposed name change.

Committee approved for the existing name of the Association's wholly owned subsidiary - Southside Factoring and Related Services to be changed to Southside Lettings (Scotland) Ltd.

Proposed by AC

Seconded by RM

**Item 15:
Annual
Assurance
Statement
2024**

The Committee considered and discussed the previously circulated report.

DP advised Committee that Section 3.2 of the report highlighted consideration be given to hardwiring assurance into the work programme of the new Finance and Audit Sub-Committee, however it was suggested that until we review the workload of that Committee over the next year, we keep Assurance within the work programme of the Management Committee.

Committee approved this year to focus on Standards 3, 4 and 6, along with looking at some aspects of the Assurance and Notification and Housing Charter Regulatory Requirements set out at Charter 3 of the Regulatory Framework.

Committee noted the draft timeline for self-assessment, workshops and submission of the AAS which was detailed at section 3.4 of the report.

Committee approved the report.

Proposed by MM and Seconded by AD.

**Item 16:
Disposals &
Acquisitions**

The Committee considered and discussed the previously circulated report for the proposed disposal of 427 Shields Road in Pollokshields.

Committee discussed and noted the option of conversion of the commercial unit into a housing unity would be cost prohibitive.

Committee approved the disposal.

Proposed by AC and Seconded by MM.

**Item 17:
Eviction
Report**

The Committee considered and discussed the previously circulated report.

Committee approved the eviction in accordance with the Association's Rent Management Policy.

Approved by MM

Seconded by RM

**Item 18:
Governance
Matters etc**

Membership Application:

****Minutes redacted to remove third-party personal data****

**Item 19:
Appointment
of new
committee
members**

Committee discussed and unanimously approved the appointment of the following new members to the Management Committee.

1. Lisa Peebles
2. Jenna Monteith

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Approved By BM

Seconded by AD

**Item 20:
Relationship
with other
bodies**

MM gave the following updates from a recent meeting of the Cardonald Area Partnership.

Empty Building at 1479 Paisley Road West remains a security/dangerous building issue.

Cardonald Library still closed due to issues with RAAC.

A grant application was approved for SHA in the sum of £6250 (50% of the original application) for a range of activities to be delivered at Queensland.

**Item 21:
Notifiable
Event**

The Committee considered and discussed the previously circulated report.

Committee were asked to note the contents of the report detailing NE reference 30882 which was reported to the SHR on 4 April 2024.

Committee were advised that The Scottish Housing Regulator closed this Notifiable Event on 14 April 2024 advising that they required no further information from the Association.

**Item 22:
Any other
competent
business**

There was no other business.

**Item 23:
Date of next
meeting**

The next meeting will be held on Thursday 30th May 2024 at 6.00pm.

Meeting closed at 7.50pm.