

Minutes of Management Committee Meeting
Held in Southside House on Thursday 24th April 2025 at 6.00pm

Action

- Present:** Alex Cameron (AC), Alison Devlin (AD), Betty Macneill (BM), Ruth McCluskey (RM), Pamela McLevy (PMcL), Liz Ely (LE), Lilian Peters (LPet), Jenna Monteith (JM)
- In attendance:** Paul McVey (PMcV), Laura Brennan (LB), Paul McColgan (PMcC), Des Phee (DP), Aileen Radford (AR).
- Item 1:
Apologies** Apologies received from Lisa Peebles, Munir Choudry, Shirley Robison, Surjit Chowdhary.
- Item 2:
Conflict of Interest** **BM noted a conflict of interest around the discussions about Shared Ownership in light of her own situation and involvement. Agreed BM not to participate in decisions around this element.**

No other conflicts of interest.
- Item 3:
Management Committee Minutes** **Corrections:** no corrections for noting.

The minutes were approved by Committee – proposed by RM and seconded by JM.
- Item 4:
Matters Arising / Outstanding Actions** **Albert Drive sites** – GCC still pursuing one of the owners. It may result in possible compulsory purchase order. Further updates will be provided when available.

Wall at Shields Road – the wall is complete, and cast-iron railings were scheduled to be fitted between 18th and 25th April. However, there has been a further delay, and these will now be fitted over the next few weeks.

Eviction Report Progress – Ref 20250123 – once decree received eviction will be arranged. Tenant may pay initial lump sum and follow up with clearing arrears – which will be accepted if forthcoming.

Eviction Report Progress – Ref 2025312 – eviction scheduled for 25th April 2025.
- Item 4:
CEO Report** PMcV noted that there are a few items in the report with a financial or reputational risk. The report was presented, and the items of specific mention are detailed below -

Future of Care & Repair Service: details in the report are up to date as of last week. Disappointing meeting today with no further update and a meeting has been arranged for two weeks' time. HSCP will be withdrawing all their funding for the Care & Repair Service and GCC will not be able to provide their funding as it ties in with HSCP. Decisions have to be made as to whether some services will still be

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delivered and if so, what are the TUPE implications. PMcV advised that legal advice is being taken as this is very complex. At present staff cannot be made redundant as the roles are not yet redundant. It may be that we engage in a settlement agreement with each member of staff and the costs for this split with GCC, HSCP and the association. It was noted that ideally money should have been accrued over the last 30 years for this type of situation.

The Handyperson service is part of Care & Repair, and this service is also provided to other associations. However, the overheads involved in delivering this service are not covered by the income and therefore this service will likely be discontinued also.

Committee were disappointed with the decision to withdraw funding which looks to be short sighted. An extremely unfortunate decision for the customers of Care and Repair and the staff aligned with the services at Southside HA.

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

Bed Bug Infestation: This relates to ****Minutes redacted to remove commercially sensitive information****. The council do not deal with bed bugs unless the property is in Govanhill. However, given the nature and vulnerability of residents SHA tried to deal with this issue. The infestation has now returned, and SHA has carried out further treatment.

PMcV has approached GWSF to ask how other associations deal with this.

Committee noted the information.

Staffing: Currently two members of staff on long term sickness and PMcV has had protected conversations with both. One has been successful, and an agreement reached where no more than contractual costs have been paid.

The other staff member will update us next week.

There has also been a couple of vacancies, and these have been filled with two external candidates who will start with the Association next month. Repairs and Voids Manager and Property Services Officer

**Item 6:
Tender
Reports**

Conversion Works at 86 Craigie Street: All recent tenders have come in over budget. However, we have worked to get positive solutions to each of these.

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The conversion of the Craigie Street properties within the old police station will give the Association full ownership of the building.

The report in 2023 advised of 60% funding being received. Following appointment of the architect it is possible to get 3 flats in total (instead of 2 which was first envisaged). Costs came back over budget, and we have negotiated with GCC, as a result they have approved the grant funding to increase from 60% to 75%.

Committee approved to move forward with the proposal - proposed by RM and seconded by AD.

Private Acquisition Works Stage 3:

This tender is for significant works to 18 properties which include 2 janitor houses. The association received 100% grant funding and GCC will fund 50% for refurbishment costs.

Tenders were received and these came back over budget by
****Minutes redacted to remove commercially sensitive information*.***

It was noted that not all the properties required the full refurbishment package and could instead have components replaced. These works could be carried out by the Association's maintenance contractors, and we could get these carried out at a reduced cost.

The 8 properties noted will have works carried out by our own contractors with the money coming from the acquisition budget. The remaining 10 flats are within CCG contract with significant works required. Splitting the costs between CCG and SHA approved contractors and comes in at ****Minutes redacted to remove commercially sensitive information*.*** .

Committee approved the tender submitted by CCG (Scotland) Ltd for the works to 10 properties at **Minutes redacted to remove commercially sensitive information. for works to the 8 properties with works being carried out by our approved void contractors - proposed by AC and seconded by BM.**

Window Tender Report:

Tenders have been returned above our budget. This development requires new windows as they are in very poor condition. The works did not proceed last year when the tender was returned initially.

The report advises that while we are above the tender we have to meet the costs another way and other options have been looked at including the heating contract which could be phased over two years which would release funds this year.

The properties are within the Strathbungo conservation area and uPVC windows cannot be used. PMcC explained that savings will be

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made from future painter work costs as well as life cycle costing savings by using an alternative window type.

PMcC noted that CCG were identified as the no.1 ranked bidder and sampled changing the price/quality threshold to understand the difference – CCG still came out at No.1.

There is one owner-occupied property, and they will enter into an agreement with CCG direct if they want their own windows changed and will also be charged 1/19th of the common costs.

Committee approved to award the tender to CCG - proposed by AC and seconded by AD.

**Item 7:
SHA Lettings
Plan**

PMcV advised that this is an annual plan, and the purpose allows the Association to look back at the lettings activity throughout the previous year and set quotas for the coming year.

Last year GCC asked all RSLs to provide 67% to homeless cases. SHA allocated 68%.

There was a total of 130 homes let in the last year (including 10 new lets). 120 is roughly 5% of our stock which is a reduced stock turnover from previous years.

Within the Plan there are aspirational lets which are not a high level of housing need. These could be someone in a 3apt flat who aspires to either move elsewhere or to a different property type but does not have a recognised housing need. This has not been implemented yet within the new allocations policy and will not be in place until Rubixx is live within the association.

There was an increase in abandonments last year with refusal rates reducing and more importantly letting homes is down at 11 days.

Section 9 provided a breakdown of different areas e.g. Queensland, Hartlaw/Chirnside, Strathbungo.

Section 11 shows the proposed % for all lets for the coming year.

- Homeless lets 65%
- General Housing List 20%
- Transfer (applicant needs based and special cases 12%
- Transfer (aspirational moves) 3%

Committee approved the quota recommendations - proposed by RM and seconded by AC.

**Item 8:
SDFP**

This is submitted annually to GCC and looks ahead at proposed developments.

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Block A – tender approvals before 2025/26 with a spend implication for this year or a completion date for this year

Block B – tenders to be approved this year

Block C – pipeline projects

The report notes the proposed projects with Block A having funding approved for all, Block B are the private acquisitions for this year and Block C details three proposed new sites.

Committee approved the recommendations noted in the report - proposed by AD and seconded by RM

**Item 9:
Policies for
Approval**

Management Committee Induction Policy: This policy will ensure that new members of the management committee receive a structured programme of induction.

Committee approved the policy - proposed by AC and seconded by JM.

Nomination Procedures: These have been reviewed and set out the process and links into the appropriate provision of our Rules

Committee approved the policy – proposed by AC and seconded by PM.

Procurement Policy: This policy sets out the procedure to follow when procuring contracts for the supply of services, supply of goods and material or the execution of works.

The policy details threshold values that must be adhered to and the Contract Register also gives details of any procurement.

PMcC commented that there may be tenders that fall out with the programme of committee meetings and these can be approved electronically.

Committee approved the policy – proposed by AC and seconded by RM.

FOI and Environmental Information Policy: This is a review of an existing policy and due to recommendations within the internal audit, this policy has been brought back to Committee early for approval.

A summary of changes is laid out in Section 2 and the key changes to highlight are a new section in relation to how the Association handle a request for a review from a requester, a new section about how we deal with an appeal to the Scottish Information Commissioner and

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also new sections around record keeping and reporting. The policy also provides clarification around what is required for a request to be valid.

Committee approved this policy – proposed by JM and seconded by AC.

**Item 10:
Finance
Reports**

Business Plan Update: LB advised of the main changes which now incorporate the demolition and rebuild of Berryknowes Avenue. A few of the assumptions have also been updated including void rate and bad debts. The base interest rate is now reduced to 4.2% from year 2.

Any finance required has been incorporated in our revolving credit facility and this may change to fixed rate borrowing.

Another key issue is the stock update which we are awaiting from M-Four, and this should be available next month. There will be a further update of the business plan at that time coming back to Committee in June.

Appendices for the report include the cash balance – not a huge balance at the end of 30-year plan at the moment. If we extend the business plan beyond 30 years the cash balance would improve.

There is a CPI + rental increase included up to year 10 and this is to try and recoup some of the costs in insurance, employment etc.

AC asked if the cash balance at end of 30 years is £6.3m. LB advised that it was, and new figures will go in when report is finalised.

LB commented that once investment has been finalised and feasibility for Berryknowes Avenue received and once the financial proposal is received from Altair, the Plan will be re-issued. All of these figures will have an impact on the plan,

LB advised that the business plan cannot stand a huge amount of stress testing at the moment and decisions will have to be made in order to manage the tight margins.

The Plan will be updated every year and during the year if there are any material changes.

LB noted that the five-year financial plan will be submitted to SHR next month and will be based on this Plan as it stands. This was noted by the Committee.

Sales Ledger Write Off Report: LB advised that the team are preparing for year end accounts and the Sales Ledger Control

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Account details invoices outstanding. At 31.03.2025 there is a sales ledger balance of £270,490.61 (this was £215,122.29 at 31.03.2024)

Historically debt has not been actively pursued which has resulted in multiple aged balances. On review of aged debt, several invoices relate to works which cannot be traced. The proposed write-off totals £6,712.49.

Committee approved the write off – proposed by AC and seconded by BM.

Item 11:
Governance
Matters etc

Use of the Seal:

- Seal No. 1300 – Application for Membership No. 696
- Seal No. 1301 – Application for Membership No. 697
- Seal No. 1302 – Application for Membership No. 698

All Membership applications were approved – proposed by AD and seconded by RM.

Item 12:
Relationship
with other
bodies

Nothing to report.

Item 13:
SHR
Guidance
Notes etc

Nothing to report.

Item 14:
Any other
competent
business

Eviction Report No. 3003925 – This case shows that the tenant owes over £6.5k. The tenancy commenced in 2005 and has been in arrears since the beginning. The tenant has failed to pay rent in full throughout the term of tenancy.

Section 3.4 shows that a lot of action has been taken to try and engage with the tenant however there has been a lack of commitment from the tenant to meet with staff including welfare rights team. The tenant will have the right of a minute of recall.

AC asked if the tenant could get arrears direct and this would reduce the balance. PMcV noted that a payment of £39 towards arrears is being paid monthly.

Committee approved to enforce decree – proposed by AC and seconded by RM.

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Item 15:
Date of next
meeting

The next meeting will be held on Thursday 29th May 2025 at 6.00pm.