

**Minutes of Management Committee meeting – Thursday 29<sup>th</sup> August 2024  
In Southside House at 6.00pm.**

	<b>Action</b>
<b>Present:</b>	Alex Cameron (AC), Munir Choudry (MC), Surjit Chowdhary (SC), Iain Dyer (ID), Betty Macneill (BM), Ruth McCluskey (RM), Margaret McIntyre (MM), Shirley Robison (SR), Liz Ely (LE), Lisa Peebles (LP), Jenna Monteith (JM).
<b>In attendance:</b>	Paul McVey (PM), Laura Brennan (LB), Donna Reilly (DR), Pauline Fletcher (PF), Des Phee (DP), Aileen Radford (AR), Alison Smith (AS) (Allanpark), Stephen Cunningham (Alexander Sloan) (SC/AS)
<b>Item 1: Apologies &amp; Attendance</b>	Apologies received from Alison Devlin.
<b>Item 2: SHA Annual Accounts</b>	SC/AS advised that the accounts have already been discussed in detail at the earlier F&CS committee.  SR commented that there are a few amendments to be made and these have been discussed at the earlier meeting.  Committee approved the annual accounts  <b>Proposed by BM and seconded by MC.</b>  <b>SC/AS left the meeting.</b>
<b>Item 3: Committee Review and Appraisal Final Report Item 3.1 Chief Executive Appraisal</b>	<b>* Minutes redacted to remove confidential information*</b>  <b>AS left the meeting.</b>  <b>* Minutes redacted to remove confidential information*</b>
<b>Item 4: Conflicts of Interest</b>	No conflicts of interest for noting.
<b>Item 5: Minutes of management committee</b>	<i>Corrections</i> – no corrections for noting.  Committee approved the minutes.  <b>Proposed by MM and seconded by LP.</b>

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**meeting –  
27.06.2024**

**Item 6:  
Consent  
Agenda**                    *Minutes of SL Board – 17.07.2024*  
These minutes are for information.

*Minutes of Operations Sub-Committee – 17.07.2024*  
These minutes are for information.

*Electrical Safety Policy*  
For information – already approved by the Operations Sub-Committee

*Management Accounts*  
For information – approved by the F&CS Committee.

**Item 7:  
Matters  
Arising**                    PM went through the report and highlighted some points.

*150 Berryknowes Avenue* – PM and DR met with Bailie Kavanagh to update on work to date and next stages. Further communication has also been issued to tenants.

*Evictions approved* – PM updated on the two cases brought to the previous meeting. One has proceeded for eviction and the other case lodged a Minute of Recall which has led to a robust arrangement being put in place and being adhered to.

**Item 8:  
Glasgow Care  
& Repair  
Annual Report  
2023/24**                    DR advised that this annual report gives information on the staff, services provided, funding and performance. Funding has been a contentious issue in the past, with core funding only being provided on an annual basis equally from Glasgow City Council and Health and Social Care Partnership. Funding is also received from eight partner housing associations who utilise the service.

**Item 9:  
AGM  
Preparation**                    AR went over the report which detailed the running order for the AGM in September. It also notes the members standing down and those seeking election and re-election.

Part of the business is to appoint the external auditors for the coming year. It is recommended that Alexander Sloan are approved for the coming year but it is recognised that this service should be reprocured during the coming year.

AR also highlighted the lessons learned and what is in place for the meeting.

**Item 10:  
Secretary's  
report on**                    DP noted that this is a pre-AGM report in line with the Association's Rules to show compliance with the Rules 62-68 set out at Section 2 of the report. This is the Secretary's role to show compliance,

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**compliance  
with Rule 68**

although this is delegated to staff under the Scheme of Delegated Authority.

62 – Some minutes of meetings remain to be signed but these will be captured prior to the AGM

64.3 – Shareholding members Register - process has been implemented to record shares issued and shares cancelled following issues raised during the annual audit about joining and leaving members.

**Item 11:  
Procurement  
of IT system**

LB updated committee on this project and noted the detailed timeline within the report.

LB also noted the findings of the investigation into Rubixx with their staff and also with other associations as well as the budget implications of the new system.

With all the evidence gathered during the due diligence process this supports the procurement of Rubixx Housing using the SHED framework whilst remaining with MRI Open Accounts. It is anticipated that the finance software will be reassessed around 18-24 months' time.

SR asked where the planned maintenance investment spend would sit. LB advised that this would be within Rubixx.

JM asked if staff are comfortable around security of the system. LB advised that a data risk assessment will be undertaken at set up and implementation stage. If approval is given then staff will discuss dates for implementation, however this will likely be between March and May next year.

Committee approved the procurement of Rubixx Housing.

**Proposed by LP and seconded by JM**

**Item 12:  
Chief  
Executive  
Report**

PM went through the report in detail, highlighting some of the main points.

*Victoria Road/Kingarth St/ Calder St Back Court Project*:- PM gave committee some background to this project. SHA has been cited as a key partner with 18 properties within the defined area.

Once the first phase is completed GCC will enter into an agreement with the Association to factor all the properties. GCC will be paying all costs and confirmation is awaited from TC Young that a formal letter from GCC confirming their agreement to fund the environmental works with no costs to SHA will then allow SHA to sign the legal agreement.

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Committee approved moving to the next phase subject to legal advice and funding assurances.

**Proposed by LP and seconded by JM**

*640 Pollokshaws Road* – AS Homes have appointed an independent consultant to provide additional testing on the underground conditions. Hopefully works will resume on site within 2 weeks of GCC confirming acceptance of the ERS report.

*St. Alberts Church* – no further updates on this project.

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

**Proposed by BM and seconded by LP.**

*Acquisition Works Phase 3* – this relates to 20 properties and a report will be brought to Committee in January 2025.

**DR**

*GWSF & SHR Discussions* – committee noted the attached appendix relating to this, as well as the link to the Thematic Review for information.

**Item 13:  
Global Action  
Plan**

DP noted that the Global Action was previously developed and presented to Management Committee in March this year. The concept behind the Global Action Plan is to attempt to consolidate all the improvement actions from various action plans 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 tonight by way of a six-monthly progress report to Management Committee against the five action plans currently included within the Global Action Plan. We have attempted to provide a snapshot of actions completed, in progress, not due for implementation or overdue/not progressed.

We have populated the GAP so far with:

- Annual Assurance and Regulatory Framework Action Plan
- Governing Body Appraisal Action Plan,
- External Audit Action Plan inc. management letter actions
- Internal Audit recommendations – updated following the recent follow up reports and with current year recommendations included, and
- Employee Engagement Action Plan

A number of other action plans will continue to be added as new strategies are developed to support the Corporate Plan 2024-29, including the EDI Action Plan due for presentation next month.

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Once the committee hub is up and running there will be more detail available.

Committee noted the report.

**Item 14:  
Eviction  
reports**

**Eviction Report – 202416081**

Household composition – [REDACTED]. Housing Benefit was paid from date of entry until October 2020. A decree for eviction was granted on 8<sup>th</sup> July 2024.

PF advised that this is always a last resort and the family will be signposted to the Homeless Casework Team.

Committee is asked to approve the decree for eviction with arrears of £6728.70. This was approved.

**Proposed by MM and seconded by LP**

**Eviction Report – 202416082**

Household composition – [REDACTED] and account has been in arrears since the date of entry and now at £3604.47.

Committee advised that the tenant contacted the association today and advised that they will be cashing in a pension and by the end of the month the account should be up to date. Committee is asked to carry on with the eviction but allow the tenant time to pay.

This was approved.

**Proposed by BM and seconded by MC**

**Item 15:  
Proposed  
redevelopment  
of 150  
Berryknowes  
Avenue**

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

**Item 16:  
Annual  
Complaints  
Report**

DP advised that this represents the Annual Report of complaints handling performance and activity within the Association for the year 1 April 2023 to 31 March 2024. It is a requirement of the SPSO and the Association's revised Complaint Handling Procedure which was approved earlier this year that we must develop and publish an Annual Complaints Report which we publish on our website for tenants, other customers and other interested parties.

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If this Annual Complaints Report is approved, it will be published on the SHA website and social media channels. A brief summary Annual Complaints Report video via Renderforest has also been produced which is a free video/animation production resource.

Committee approved the Annual Complaints Report.

**Proposed by SC and seconded by MM**

**Item 17:  
Queensland  
Community  
Park**

PF commented on the positive feedback since the implementation of improvements at this site. It shows a really positive overall picture and strongly demonstrates the health, well-being and social value of this type and level of investment.

Committee noted the report.

**Item 18:  
SHA Privacy  
Policy**

DP noted that this is a review of the SHA Privacy Policy in line with the natural three-year review period for the policy set out in the Policy Review Schedule.

The review is very light-touch and the small number of changes made to the policy are set out in a summary at section 2.2 of the report.

There are a number of appendices to the report which haven't been provided as part of the Management Committee papers as the policy ran to 60 pages.

Committee approved the policy.

**Proposed by LP and seconded by MC**

**Item 19:  
Governance  
Matters**

*Application for Membership*

The following application for membership was approved:

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

Proposed by LP and seconded by JM

**Item 20:  
Relationship  
with other  
bodies**

*Cardonald Area Partnership* – no meeting until 17<sup>th</sup> September. MM has advised that she is no longer on the committee. There was discussion on who should attend and it may be that a staff member goes along with Alison Devlin being the substitute.

*EVH* – next meeting is not until December.

**Item 21:  
Notifiable  
Events**

DP advised of two notifiable events.

30980 – Settlement Agreement.

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30999 – Transfer of management of Saffron Project to the Simon Community.

**Item 22:** No further business for discussion  
**Any other competent business**

**Item 23:** Date of the next meeting will be 12<sup>th</sup> September 2024 following on  
**Date of next meeting** from the AGM with a further meeting on 26<sup>th</sup> September 2024.