

**Minutes of Management Committee meeting - Thursday 24th June 2021
Held via Zoom with all attendees at 6.00pm**

| | | Action |
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| PRESENT: | Margaret McIntyre (MM), Betty Macneill (BM), Iain Dyer (ID), Surjit Chowdhary (SC), Munir Choudry (MC), Ruth McCluskey (RM), Alison Devlin (AD), Alex Cameron (AC) | |
| In attendance: | Patrick Mc Grath (PM), Norma Taylor (NT), Mandy Wright (MW), Donna Reilly (DR), Des Phee (DP), Aileen Radford (AR), Freya Lees (Northstar Consultancy) | |
| Item 1: Apologies & Attendance | Apologies received from Jonah Chireka, Bob Turnbull, Shirley Robison. | |
| Item 2: Conflicts of Interest | AD noted a conflict of interest in Item 13 – Report on Moss Heights Heating. | |
| Item 3: Minutes of meeting 27.05.2021 | <p>Corrections: no corrections for noting.</p> <p>Matters Arising: no matters arising for noting.</p> <p>Minutes approved by Committee – proposed by AD and seconded by RM.</p> | |
| Item 4: Matters Arising Schedule | <p>PM gave feedback and information on some of the items.</p> <p><i>Orchard System & GDPR Compliance:</i> – PM advised that he had taken advice regarding permanently deleting a former tenant’s personal data from the new system when no longer a tenant. Due to the relational nature of the database it is possible that residual information may be left on the system once a tenancy is deleted. This means that checks will have to be carried out and managed.</p> <p><i>Collaborative Agreement – Halfway Park</i> – this will be brought to Committee in July.</p> <p><i>MMR and Factoring Complaints</i> – update to Committee in July</p> | <p>PF</p> <p>DP</p> |
| Item 5: Committee Workplan | This is for information and noted by Committee. | |
| Item 6: Committee Appraisals | *Confidential agenda item* | |

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Item 7:
30 Year
Financial
Business Plan

MW gave some background to the paper.

This is a complete reworking of the Business Plan (BP) timescales. Arneil Johnston carried out validation work on the model. Information from the new Stock Condition Survey also had to be input. It is a very positive BP and financial viable and is based on SHA maintaining £5m cash balance and only drawing down £10m over the length of the BP.

****Minutes edited to remove commercially sensitive information in relation this agenda item****

The Management and Admin spend will be looked at later in the year and the SMT is tasked with reducing costs by 1% each year for the next 5 years.

MC noted that the cost of investment is £85k per unit over the next 30 years. However what will be the valuation of the unit be at that time? There was a lot of discussion around this and it was noted that regular maintenance would be carried out on stock, so valuations would reflect this. Committee felt it was important to ensure there is a sound business case for any major investment. PM advised that valuing social housing is very difficult. It looks at the rental income for 30 years and then what will be spent over this period, so valuation is constantly subject to review.

PM noted that more money per house is going into the BP. It is also important to note that some properties may not be viable in 30 years' time and our Asset Management Strategy is an important complement to our Business Plan.

AC raised the issue of investment cost inflation at 5% and this should be looked at closely. MW advised that this is a concern and the BP will be tested more regularly and it may be that programmes of work will have to be scaled back or more funds drawn down.

AC also raised an issue regarding EESSH2 and whether the works are stress tested at the moment, or will be at a future date. PM commented that the Association needs to check assumptions. EESSH2 is being brought forward and may become EESSH3. There is also a lot of talk around Net Zero Emissions and this may impact on EESSH which will be subject to review by Scottish Government. PM suggested that Committee should take comfort that there is real additional inflation of 1% p.a. built into the Major Investment assumptions.

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Committee were happy to approve the BP in principle and MW will bring back a final document next month. Proposed by ID and seconded by MC.

PM advised that he will add in the narrative from the committee events held to discuss the BP and these will be in the final document for next month.

PM

Item 8: Five Year Financial Projections

Only some members had access to this report. This will be issued on Friday and comments can be passed by MW prior to next Wednesday when it is due to be submitted to the Regulator. It was noted that it was based on draft annual accounts. The report was approved by Committee – proposed by MM and seconded by AC.

AR

Item 9: Report on Commercial unit at 43 Allison Street

Minutes edited to remove commercially sensitive information in relation this agenda item

DR

Item 10: Development Strategy

DR spoke to the report. The Strategy outlines how the Association will deliver its development programme over the next 3 years, i.e. 2021-2024.

DR

Again not everyone had access to this report and it will be issued the next day and approval will be requested at next months' Management Committee Meeting.

Item 11: Annual Assurance Implementation Plan

DP commented that the initial Annual Assurance Statement was submitted in October 2019 to the Regulator. Improvements points were identified in the Plan and then the Annual Assurance Process in 2020 has identified a further improvement action.

7 actions have been removed from the Plan which leaves 14. Others relating to training have now been removed as Committee members have carried out a number of training sessions over the last few months. DP advised that a further four actions relating mostly to Management Committee training had been implemented and was seeking approval from Committee to remove these from the Improvement Plan. This would now leave ten actions outstanding on the Improvement Plan

The Improvement Plan was approved by Committee – proposed by BM and seconded by RM.

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Item 12: Annual Procurement Report

DR advised that the Association requires to publish an Annual Procurement Report. This report notes regulated procurements with a value of £50k for public supplies or services and £2m for public works. The Association has two projects noted:-

1. Heating Upgrades at T84 buildings in Cardonald and Pollokshields
2. New Build Development at St. Andrews Drive (Phases 2 and 3)

This Report requires to be submitted to Scottish Government.

Committee approved the report – proposed by BM and seconded by AC

Item 13: Report on Communal Heating

NT spoke to the report and noted that there are a number of reasons as to why the Association is in the current position. There is a need for a more comprehensive solution and this may be pre-payment meters which will be costly to install, however these should pay back over time. This would protect the tenants from getting into debt and the Association would also be able to provide more accurate billing.

MC asked about the standing charges and if there are any complaints regarding these. NT advised that these vary from block to block and the Association is in the process of standardising these. There are no complaints, however some issues have been raised.

NT noted two recommendations

1. Roll out the programme of standard billing and meters to Moss Heights Avenue and Nithsdale/Newark
2. Write off the former tenant arrears of £31,754.85

These were approved by Committee – proposed by MC and seconded by AC.

Item 14: Care & Repair Update

NT noted that staff have continued to carry out jobs throughout the pandemic. The report covers up until 31st March 2021. A review of the service has also been carried out by GCC and HSCP and extra funding of £10k has been secured from GCC. HSCP are being pushed to match this. If more funding is secured it is proposed to expand the service. It was agreed that funding could not come out of SHA rents.

NT

MM thanked staff for the very informative and interesting report and asked that thanks be passed on to them all for their work on behalf of the Committee.

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- Item 15: Directors Report** PM went through the report and highlighted the main points.
- Fire Lincluden Path* – no update on this very serious issue. Everyone has been rehoused and criminal charges have been raised against a tenant.
- Staffing* – serious levels of absence, however a significant number of staff have now returned to work.
- Food Point* – Pollokshields Mutual Aid will now go forward as an independent operation.
- Court Actions* – an interim arrangement has been in place while the Neighbourhood Committees have been suspended. This allows the Chairperson of the Management Committee and the Chairperson of the Neighbourhood Committee to give authority for any court actions. It was agreed to maintain this interim arrangement and this was approved by Committee.
- Albert Drive Regeneration* – PM noted that there is significant regeneration work required in this area e.g. a feasibility study is being carried out for the Catholic Church and Priest's house and work required to the tenement destroyed by fire. PM has written to local residents and 12-15 have expressed an interest in being involved in a Residents Advisory Group. Committee noted the importance of protecting the Association's role in any plans for the neighbourhood. Committee approved the setting up of the Advisory Group – proposed by ID and seconded by BM.
- There was some discussion around Pollokshields Trust and their involvement, and PM noted the importance of involving residents.
- Items 16 to 18** Nothing to report.
- Item 19: Minutes of SFARS meeting** These minutes are for information.
- Item 20: Relationship with other bodies** *EVH* – BM attending online meetings. Monthly report also attached for information.
- Item 21: Consents, Disposals & Acquisitions** Nothing to report.

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**Item 22: SHR
Notifiable Event**

DP advised of one notifiable event – Ref: 22185.

**Item 23: Any
other competent
business**

MM advised that she had met with [REDACTED] who is interested in becoming a committee member. MM gave some background and committee agreed to [REDACTED] attending as an observer at the next meeting.

**Item 24: Date of
next meeting**

The next meeting will take place on Thursday 29th July at 6.00pm via zoom.