

**Minutes of Management Committee meeting – Thursday 27<sup>th</sup> June 2024  
In Southside House at 6.00pm**

**Action**

**Present:** Alison Devlin (AD), Munir Choudry (MC), Iain Dyer (ID), Betty Macneill (BM), Ruth McCluskey (RM), Margaret McIntyre (MM), Shirley Robison (SR), Liz Ely (LE), Lisa Peebles (LP), Jenna Monteith (JM)

**In attendance:** Paul McVey (PM), Laura Brennan (LB), Pauline Fletcher (PF), Steven Good (SG), Des Phee (DP), Aileen Radford (AR)

**Item 1:  
Apologies &  
Attendance** Apologies received from Surjit Chowdhary and Alex Cameron.

**Item 2:  
Conflict of  
Interest** No conflicts of interest for noting

**Item3:  
Minutes of  
meeting  
30.05.2025** **Correction**  
Page 3 Item 7 – emergency repairs should be 5.19 hours (not days).  
Minutes approved by committee

Proposed by MM and seconded by BM.

**Item 4:  
Matters  
Arising** **Single Building Assessment** – Scottish Government are again seeking more information from landlords and building owners. Looking to set up a register that will allow people to check safety/condition of cladding prior to purchasing the property. Committee agreed to remove this item from this report moving forward.

**DR**

**150 Berryknowes Avenue** – Bailie Kavanagh has asked for a meeting to discuss what is happening with the building. PM will arrange this. A letter has been issued to residents to keep them updated. It will be autumn before a decision is made.

**DR**

**Global Action Plan** – will now be brought to the August meeting.

**DP**

**Mosspark URC Development** – this is on hold until we know the outcome of 150 Berryknowes Avenue options.

**Appraisal Updates** – Alison Smith will attend the August meeting to discuss the report in detail.

**Lessons Learned** – there was some discussion around non-members being allowed to attend. PM highlighted that the AGM is a business meeting and not a public meeting to air complaints. There will however be staff on hand to deal with enquiries after the meeting. This will be highlighted prior to the AGM on our website or on social media. We will also ensure that the membership list is completed when people arrive.

**AR**

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**Item 5:  
Minutes of  
sub-  
committees**      *Southside Lettings Board & Operations Sub-Committee– 22.05.2024*  
Both meetings were inquorate, however they took place and anything requiring approval would be taken to the management committee.

These minutes are for information only.

**Item 6:  
Committee  
Workplan  
2024/25**      Committee happy with the easy-to-follow format.  
DP advised that the internal auditor apologised for not making the previous F&CS meeting and will attend the next one in August.

**Item 7:  
Procurement  
of new IT  
System –  
update**      ***Minutes redacted to remove commercially sensitive information***

**LB**

**Item 8:  
Expenditure  
Report –  
Reactive &  
Void Repairs**      ***Minutes redacted to remove commercially sensitive information***

**Item 9:  
St. Andrews  
Drive  
Playpark**      PF gave committee some background to this site. 140 responses were received from the consultation with the majority preferring to see the site sold as long as funds are invested in new play equipment within the site.

It was noted that if the land is sold, 80% of the funds are required to be returned to the Council. There was some discussion around the legalities and ensuring that any agreements were drawn up with any specifics noted within.

PM added that it is important that the association gets best value, however the interest from the Gurdwara has been ongoing for a number of years. It is also important that the association is transparent. The transfer agreement will be checked and if it allows a private sale, it was unanimously agreed to sell to the Gurdwara.

**PF**

**Item 10:  
Equalities &  
Diversity  
Strategy and  
Action Plan**      DP presented the draft Equality, Diversity and Inclusion Strategy and Action Plan for the next three years. It sets out the organisation's commitment to equality, diversity and inclusion, our priorities and via the action plan how we aim to deliver those priorities.

This is also one of key strategies that will underpin and support the achievement of the SHA Corporate Plan for the next five years, and pages 4 and 5 of the draft Strategy sets out how it links in with the key themes of the Corporate Plan.

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The development of this strategy has been part of the initial work of the relatively newly established EDI working group comprising of staff from across the Association, and the Strategy priorities and the Action Plan have been developed with the working group over a couple of meetings. PF as Leadership Team Lead on the Group has also presented the action plan to the Leadership Team.

We have referred to the Social Housing Equality Framework to develop the Strategy priorities which cover five broad areas:

- Knowing our Customers - which includes equality data collection, customer feedback and insight, and having good qualitative and quantitative data about our tenants so that decisions are made on evidence not assumption.
- Leadership, Partnership and Organisational Commitment – that the equality, diversity and inclusion messaging and leadership come from the top of the Association, and that it is a reflection of our organisational values. It also focuses on which partner organisations we need to involve to help us achieve our priorities.
- Community Engagement – Taking the views of our tenants and other customers into account, how we engage and communicate with different groups of people.
- Responsive Services and Customer Care – This priority is focussed on delivering the kind of services which tenants tell us they need and want, and tailoring and targeting those services where they will bring the most benefit. If our survey information shows there is a barrier to a group accessing our services, how do we address that?
- A Progressive and Diverse Workforce – This is a priority aimed at making SHA an equal and inclusive employer and SHA as a workplace a place where people want to come to work and to feel valued. We have workforce equalities data via the recent Employee Engagement Strategy.

Pages 9-13 of the Strategy sets out what the Strategy essentially is, a statement of where we want to be over the next three years, and how we are going to get there.

**DP**

The Action Plan reflects the corporate plan as well in terms of getting the foundations right.

Next steps is for the Strategy and Action Plan to go out for further consultation with tenants and stakeholders over the next month.

Committee are happy for this to be issued.

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**Item 11:  
Tender  
Report**

**Office Cleaning Contract** – SG gave some background and advised that retrospective approval is being sought for this contract. Committee approved the tender from Hygienic Disinfection Services Ltd at a total cost of **Minutes redacted to remove commercially sensitive information**.

Proposed by MM and seconded by AD.

**Painterwork Contract** – this contract relates to cyclical painterwork to help maintain the general appearance and condition of common parts of buildings. Brown & Wallace are the procurement advisors for the proposed works and they have identified priority blocks within our stock. This is a one-year contract. Committee approved the tender from JS Harvie at a cost of **Minutes redacted to remove commercially sensitive information**.

Proposed by LP and seconded by BM

**Lift Replacement Contract** – tenders received for this contract are more than envisaged. The costs will be spread over three financial years. As previously explained to the Committee, we are seeking a covenant waiver, and a report has been submitted to the bank for this.

LB advised that the legal documents are being prepared by Handelsbanken and they have asked for further information which has been passed over. **Minutes redacted to remove commercially sensitive information**.

These lifts are overdue and were due for renewal at the point of transfer in 2011.

Only two tender submissions were received which reflects the prevailing market conditions. Committee approved the tender submitted by ADL Lift Services Ltd at the sum of **Minutes redacted to remove commercially sensitive information**.

Proposed by MM and seconded by BM.

**Item 12:  
Loan  
Portfolio  
Return**

LB advised that this has been updated based on last year's figures. Any paid loans have been updated.

Committee approved the return

Proposed by LP and seconded by MM.

**Item 13:  
Corporate  
Plan 2024-29**

PM advised that some amendments need to be made – from comments made from some committee members. The Plan needs to be clear on value for money, appraisal, caution and risk. The delivery plan on the back will detail actions taken to deliver the strategy.

**PM**

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The plan was approved

Proposed by BM and seconded by LP.

**Item 14:  
Chief  
Executive's  
Report**

*Victoria Road/Kingarth Street Back Court Project* – require new title deeds approved. These have been sent to the solicitor for checking and other queries passed to GCC. Waiting on a response from GCC.

**DR**

*640 Pollokshaws Road* – delays with this project. Hope to commence building after the Glasgow Fair.

*105 Allison Street* – Looking for funds from GCC to purchase a property, however no funds available at this point and acquisition will not proceed.

*St. Alberts Church* – ***Minutes redacted to remove commercially sensitive information.***

**DR**

*Saffron Update* – Saffron moved to the Simon Community on 17<sup>th</sup> June 2024 and one member of staff was expected to TUPE across. However, they applied for a vacant job share admin role within the Association and was successful. Now not transferring over.

*Entitlement Payments & Benefits* – an employee who is a sharing owner with 20% share, has now tranching up to 100% ownership. The Association received £120,000 following the valuation. The sale took place in May 2024. The employee had no part in the transaction from the Association's side and due process was adhered to. Committee approved the disposal and note that this will also be included in the Register of Payment & Benefits.

Proposed by LP and seconded by BM.

*Staffing Update* – In addition to the information within the report, PM highlighted one role that will be discussed regarding possible restructure.

DP asked to suspend standing orders. This was approved by the Committee.

**Item 15:  
Statutory  
Annual  
Procurement  
Report**

Committee approved the Annual Procurement Report along with the submission of the report to the Scottish Ministers as required under legislation.

Proposed by MM and seconded by SR.

There was some discussion around the living wage and the national living wage and our fair work process.

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**Item 16:  
External  
Audit  
Planning  
Letter**

LB advised that this letter sets out the objectives, timetable and fees associated with the audit for year ended 31<sup>st</sup> March 2024. This is for information.

**Item 17:  
Disposals &  
Acquisitions**

*Disposal of Flat 0/2, 7 Mossview Quadrant* – this is a ground floor flat where the tenant terminated the tenancy in June 2024. The property sits within a terrace of 3 closes with 19 out of the 24 flats privately owned. Committee approved the proposal for the disposal of this property.

Proposed by MM and seconded by BM.

**Item 18:  
Eviction  
Reports**

*Eviction No. [REDACTED]* – One male in household – lead tenant. Arrears of £3920.14.

*Eviction No. [REDACTED]* – One male in household – lead tenant. Arrears of £6600.12.

Committee approved both evictions  
Proposed by MM and seconded by BM.

**Item 19:  
Governance  
Matters**

Nothing to report.

**Item 20:  
Relationship  
with other  
bodies**

*Cardonald Area Partnership* – MM attended an extra meeting to authorise payments for CCTV installations at two nurseries within the area as well as funding for the janitor's house at Ross Hall School.

*EVH* -monthly bulletin attached for information

**Item 21:  
SHR  
information**

Nothing to report.

**Item 22:  
Any other  
competent  
business**

LB advised that following on from the Treasury Management report an account was opened with Handelsbanken. A resolution now requires to be signed to set up users in line with financial regulations. LB has the letter for signing and RM agreed to sign.

**Item 23:  
Date of next  
meeting**

The next meeting will be held on Thursday 29<sup>th</sup> August 2024 at 6.00pm.