

**Minutes of Management Committee Meeting – Thursday 25th April 2019
In Southside House, 135 Fifty Pitches Road, Glasgow at 6.00pm**

Action

- Present:** Alex Cameron, Jonah Chireka, Munir Choudry, Surjit Singh Cowdhary, Lucy-Anne Cowan, Iain Dyer, Betty Macneill, Margaret McIntyre, Kenneth Ross, Bob Turnbull.
- In attendance:** Donna Reilly, Patrick Mc Grath, Chris Milborrow, Des Phee, Norma Taylor, Allan Forfar, Aileen Radford (Graham Mitchell Ark H.A.).
- Margaret McIntyre welcomed everyone to the meeting and introduced Graham Mitchell from Ark H.A. who is attending to observe the meeting).
- Item 1:
Apologies &
Attendance** Apologies received from Alan Ferguson.
- Item 2:
Conflicts of
Interest** No conflicts of interest for noting.
- Item 3:
Minutes of
meeting
28.03.19** **Corrections:**
P.2 – local housing allowance – amend to capital L, H and A.
P.2 – Allison Street – minutes to note the discussion around risks associated with the development.
- Matters Arising:**
Committee discussed confidentiality in relation to figures quoted within reports. It was agreed that as reports have all the information, there is no need to quote these within the minutes.
- Minutes were approved by Committee – proposed by Lucy-Anne Cowan and seconded by Betty Macneill.
- Item 4:
Matters Arising
Schedule &
Committee
Workplan** **Matters Arising Schedule:**
Item 3 – New Regulatory Framework – amend date to September meeting.
- Committee Workplan:**
Need to do some work as a committee around the assurance statement for SHR. Agenda item May, June and July. **PMc G**
- Item 5:
Structure of
agenda /
meetings** Patrick talked about the structure of the agenda. Trying to get the balance right and ensure enough information is issued to allow Committee to make decisions.

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Members were encouraged to contact staff if they wanted any questions answered prior to the meetings.

Discussion again around software for electronic papers and Rory Mitchell is trialling new software with committee members in the coming weeks.

Committee happy to have a break each meeting.

**Item 6:
SHR
Engagement
Plan**

Patrick advised that the new Framework requires all associations to have an Engagement Plan. SHR will be engaging with Southside on development due to amount of development. They will look for our Business Plan and how we address affordability.

Committee queried affordability on whether this was affordability of rents or the association's affordability to build or develop. Staff are looking at a new rent structure and a paper on affordability will be brought to next month's meeting.

PMc G

Committee discussed the previous development sub-committee and the merits of reintroducing this. It was agreed to have a detailed discussion at a future date.

PMc G

**Item 7:
Review of
Business Plan**

Patrick advised that this ties in with the Engagement Plan as now in the third year of Business Plan cycle. Expectation is that the new Business Plan will be put in place for April 2020. Stock Condition Survey currently being tendered and results should be available in the Autumn. This is one of the biggest variables in the Business Plan. A strategy/away day will be organised to discuss this further.

PMc G

**Item 8:
Business
Improvement
Update**

Chris Milborrow discussed the detail within his report highlighting the main points.

- Procurement of new system
- Peer research
- Improvement framework
- Peripheral projects
- Mobile working pilot

Once 'discovery days' are organised with vendors, Chris will pass dates to Jonah who would like to attend. Decision would be required from Committee at the June meeting.

CM

**Item 9:
Quarterly
performance
reports**

ARC – Landlord Performance

Allan Forfar highlighted a couple of issues with the Gas performance and Rent. Universal Credit is now having an effect on the rent figures.

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Discussion around rent period being co-ordinated with universal credit. This may be an option once the new system is in place.

Committee asked for current arrears and not just the ARC graph. Also monetary figures and how many are in arrears. Allan will arrange this for future reports.

AF

Tenant Safety

Again Allan highlighted some of the main issues:

- Fire doors at St. Andrews Crescent – problems getting owners on board. Speaking to TC Young regarding this.
- Dry risers – regime in place for inspecting these in all properties
- Checks on cladding / fabric – maintenance officers carry out visual checks

AF

Complaints

Trends show complaints with standard of service/repairs and maintenance and communication an issue throughout.

DP

Analysis of complaints in Pollokshields – no trends showing. Des will carry out more analysis.

Constantly looking at ways to improve the service and this is a work in progress. This will be discussed further at the management team meeting.

Projects

Confidential Minute

Committee requested an update on the recent Public Meeting held last month to discuss the Allison Street site. A lot of discussion around parking and volume of traffic and a number of objections to the planning application have been submitted on the Planning Portal.

**Item 10:
Development
Programme**

Donna spoke to the report reminding Committee that they, at their meeting in October 2017 considered the Thematic Inquiry from SHR and approved the Association's Development Strategy for 2017-2021.

The Association continues to be a developer of new homes with funding support from GCC and more recently secured a funding facility with Handelsbanken. Committee noted the proposed development programme as listed within the report.

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Committee also noted SHA's response to the Positive Practice Principles contained within the SHR Thematic Study including:

- The Associations approved Funding Facility
- Experienced in house Development Staff to deliver the programme
- In house Quality Control systems
- Formal Project Management Procedures
- Robust Financial appraisal procedures for each project

Committee also noted the intention of the Association to create a Framework Agreement for Contractors to ensure the delivery of the proposed programme and further information will be brought to Committee on this at the June meeting. Committee also requested additional information on the Passiv Haus standard mentioned within the report.

DR

Committee noted the report.

**Item 11:
Grant
Administration
Policy**

Norma Taylor advised that this is a new policy based on recommendations received from the Internal Auditor.

Norma advised that there is a grant register procedure and all information will be held in one place with senior responsibility.

This was approved by Committee – proposed by Lucy-Anne Cowan and seconded by Iain Dyer.

**Item 12:
Anti Social
Behaviour
Policy**

Allan advised that the main body of the policy was approved previously and the amendments are noted within this report. It was agreed after some discussion to take out any reference to 'intention'.

The policy was approved by Committee – proposed by Jonah Chireka and seconded by Betty Macneill.

**Item 13:
Director's
Report**

Patrick advised that the content of the report is for noting. Committee raised a couple of issues.

Item 1 Infestations – no updates and a letter has been sent to the Council to complain.

Item 5 Private Acquisitions – not enough value in the properties to clear the debts.

PMc G

Confidential Minute

**Item 14:
Tender Reports**

Gutter Cleaning & Roof Maintenance

Allan explained that this is for cyclical gutter cleaning and remedials to roof. City Building scored best on quality and

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price. Committee approved this – proposed by Bob Turnbull and seconded by Munir Choudry.

Kitchens & Bathrooms

This contract is for a two year period. CCG scored best on price and quality. Committee approved this – proposed by Iain Dyer and seconded by Jonah Chireka.

**Item 15:
New Model
Scottish Secure
Tenancy** Allan advised that there are mandatory changes to this policy, as had been in the previous policy. Committee noted these and approved the model tenancy – proposed by Iain Dyer and seconded by Alex Cameron.

**Item 16:
Application for
Membership** Two applications for membership were approved.

**Item 17:
Proposed use
of the seal** Two applications for membership were approved for proposed use of the seal.

**Item 18:
Use of the seal** No items for noting.

**Item 19:
Minutes of sub-
committee
meetings** No minutes for noting.

**Item 20:
Relationships
with other
bodies** **EVH**
Committee noted the information issued on Helen McGregor Award, the Governing Body One Day Seminar on 12th May and the newsletter.

**Item 21:
Consents,
Disposals** Committee approved the disposal of seven properties from SHA to SFARS for the purpose of allocating the property for Mid-Market Rent (MMR);

**Item 22:
SHR guidance
etc.** Nothing to report.

**Item 23:
Any other
competent
business** Aileen reminded Committee of the following two training sessions organised:
9th May @ 10.00am – Being an Employer
18th June @ 6.00pm – Committee as Trustees

**Item 24:Date of
next meeting** The next meeting will be held on Thursday 30th May 2019 at 6.00pm.

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