

**Minutes of Management Committee meeting – Thursday 27th June 2019
In Southside House, 135 Fifty Pitches Road, Glasgow at 6.00pm**

Action

Present:	Jonah Chireka, Munir Choudry, Surjit Singh Chowdhary, Iain Dyer, Alan Ferguson, Betty Macneill, Margaret McIntyre, Kenneth Ross.
In Attendance:	Patrick Mc Grath, Mandy Wright, Norma Taylor, Donna Reilly, Chris Milborrow Des Phee, Aileen Radford, Stephen Cunningham (Alexander Sloan), Alison Smith (Allanpark Consultants)
Item 1: Apologies	Apologies received from Lucy-Anne Cowan, Alex Cameron and Bob Turnbull.
Item 2 Conflicts of Interest	No conflicts of interest for noting.
Item 3: Minutes of meeting 30.05.19	No corrections for noting. No matter arising. Minutes approved by Committee – proposed by Iain Dyer and seconded by Betty Macneill.
Item 4: Matters Arising Schedule	All items for noting. Query raised regarding Strategic Register. Patrick advised that a new framework is in place and staff have received training. Training will be organised for Committee members also.
Item 5: Committee Appraisals	See Confidential Minute
Item 6: Annual Accounts	Stephen Cunningham advised that the annual accounts were taken to the audit committee the previous week and they are happy to recommend approval. <i>Statement of Comprehensive Income</i> <ul style="list-style-type: none">• Revenue up from last year• Operating costs up from last year• Surplus reduced• Adjustment now made for pension scheme• Deficit (due to pension movement) Concern noted at the increase in operating costs as well as the rise in management costs. Notes show the reactive repairs relate to operating costs Committee approved the accounts – proposed by Munir Choudry and seconded by Alan Ferguson.

MW

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Stephen then went through the SFARS accounts which have previously been approved by the SFARS Board.

At the moment SFARS is showing a loss due to additional staff costs. Mandy explained the reason for these costs.

Moving forward SFARS will require the support of SHA over the next 12 months and projections beyond that show that SFARS will generate a healthy surplus.

Committee approved the SFARS accounts – proposed by Jonah Chireka and seconded by Iain Dyer.

**Item 7:
System
Procurement**

Chris Milborrow commented that the report documents the procurement process, assessment decisions taken and recommendations for the next steps.

Committee noted the scoring for each vendor and criteria used for assessment.

There was some discussion around the recommended vendor not having HR or payroll. Chris advised that the vendor will help procure these systems that can be integrated with the Orchard system

Committee approved the recommended steps – proposed by Alan Ferguson and seconded by Betty Macneill

**Item 8:
5 year
Financial
Projections
Return to
SHR**

Mandy explained that this is an annual return to the Regulator. The sources of information are taken from the annual accounts, annual budget and financial projections for four years based on revenue costs of repairs and maintenance. In addition the programme has been updated to reflect committed projects within the Strategy and Development Funding Plan.

Staff costs that are funded externally have been taken out of this return.

Committee approved the return to SHR – proposed by Iain Dyer and seconded by Munir Choudry.

**Item 9:
Loan
Portfolio
Return to
SHR**

Again this is an annual return to the Regulator which shows a summary of our loans and outstanding balances. The addition this year is the loan with Handelsbanken.

Committee approved the loan portfolio return – proposed by Alan Ferguson and seconded by Jonah Chireka

**Item 10:
Review of
Regulatory**

Des advised this report is a follow up from last month where Standard 7 was discussed. Des has used last years self assessment as a baseline.

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Standards 1-3 Various points were raised within the Action Plan.

- Members not being prepared for each meeting
- Code of Conduct
- Aspirations and priorities of tenants and owners
- Affordability
- Operating costs
- Management and admin costs
- Annual report

Des answered the queries raised and amendments will be made to the action plan.

DP

**Item 11:
Care &
Repair
Annual
Report**

Norma Taylor advised that the report looks at the performance of Glasgow Care & Repair and issues being faced in developing for the future. GCC are also looking at what other associations are doing in relation to elderly care.

Norma commented that Health & Social Care Partnership (HSCP) undertook a review of the Home from Hospital scheme. They issued a draft report and Norma returned it as it was inaccurate. The Association has now asked Research Resource to carry out a survey on clients' use of this service. The Home from Hospital service pays for one handyperson salary however the administration of this service is vast. Norma will bring the report to Committee when received.

NT

Funding has been received for a further year for the Home Energy Programme.

**Item 12:
Strategy &
Development
Funding
Plan**

Donna Reilly advised that the Plan includes seven new build projects with only three committed. It also includes private acquisitions over the next three years.

This plan, if approved, is to be submitted to GCC tomorrow. GCC have also indicated that they will require a revised Plan in November.

This was approved by Committee – proposed by Alan Ferguson and seconded by Betty Macneill.

**Item 13:
Director's
Report**

Patrick raised an issue with Item 4 – Queensland Court & Gardens. It notes that the Director has delegated authority to approve extra expenditure. However as this has not been previously approved in the budget, committee require to do this.

Committee approved the extra £50k expenditure – proposed by Alan Ferguson and seconded by Iain Dyer.

See confidential minute

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- Item 14:** No policies for approval this month.
Policies for approval
- Item 15:** Norma advised that staff are disappointed at the drop in grade, although accept the reason. Norma tried to contact the Inspection Officer but did not receive a reply. The report has now been issued.
Saffron Project Inspection Report
- Item 16:** The following application for membership was approved:
Application for Membership
- Application Number 364.
- Item 17:** Application for membership No. 364 was approved for proposed use of the seal.
Proposed use of the seal
- Item 18:** Membership Certificates No. 644 and 645 were approved for use of the seal.
Use of the seal
- Item 19:** No minutes this month.
Minutes of Sub-Committee meetings
- Item 20:** EVH – Iain Dyer attended a pension’s update session. Deficit is looking slightly better than previously.
Relationship with other bodies
- Scottish Home Awards Ceremony – Iain attended this even with staff and committee members. Not successful this time.
- GCC – Donna advised that the Council require annual authorisation for the staff signatures as noted within the attached documentation. This has to be signed off by the secretary.
- Item 21:** Des Phee noted one property for approval to dispose from SHA to SFARS for the purpose of allocated the property for Mid Market Rent.
Disposals & Acquisitions
- [REDACTED] Hartlaw Crescent, Glasgow
- This was approved by Committee – proposed by Jonah Chireka and seconded by Munir Choudry.
- Item 22:** Nothing to report.
SHR Guidance etc

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**Item 23:
Any other
competent
business**

Kenneth Ross advised that a previous member of the Pollokshields Neighbourhood Committee was seriously ill in hospital.

Donna Reilly advised that the formal opening of St. Andrews Drive will take place on 14th August at 1.00pm. Invites will be issued to all Committee members.

Staff left the meeting to allow Committee to discuss the six month review of Director's appraisal.

See confidential minute

**Item 24:
Date of next
meeting**

Next meeting will take place on Thursday 25th July at 6.00pm