

**Minutes of Management Committee meeting –Thursday 26th September 2019
In Southside House, 135 Fifty Pitches Road, Glasgow at 6.00pm**

Action

Present: Kenneth Ross, Iain Dyer, Jonah Chireka, Bob Turnbull, Alex Cameron, Alison Devlin, Ruth McCluskey, Surjit Singh Chowdhary.

In Attendance: Patrick Mc Grath, Des Phee, Norma Taylor, Aileen Radford.

As there were new members in attendance for the first time, everyone introduced themselves to the meeting.

**Item 1:
Election of
Office Bearers** As the existing Chair and Vice Chair are on holiday, the rules required the meeting to appoint someone to Chair the meeting. It was agreed that Iain Dyer should Chair the meeting.

Iain Dyer invited nominations for the position of Chair. Alex Cameron nominated Margaret McIntyre and this was seconded by Kenneth Ross. As this was the only nomination, Margaret McIntyre was unanimously elected Chairperson.

Iain Dyer invited nominations for the position of Vice Chair. Kenneth Ross nominated Betty Macneill and this was seconded by Jonah Chireka. As this was the only nomination, Betty Macneill was unanimously elected Vice Chairperson.

Nominations for the position of Secretary were invited. Alex Cameron nominated Iain Dyer and this was seconded by Surjit Singh Chowdhary. As this was the only nomination, Iain Dyer was elected Secretary.

**Item 2:
Apologies &
Attendance** Apologies received from Margaret McIntyre, Betty Macneill, Lisa Peebles and Munir Choudry.

**Item 3:
Code of
Conduct &
Declaration of
Interests** All members were advised that both the Code of Conduct and Declaration of Interest Forms must be completed and signed.

**Item 4:
Conflicts of
Interest** Jonah Chireka noted a conflict of interest as he is a tenant of the Association.

**Item 5:
Minutes of
meeting
25.07.19** **Corrections:** No corrections for noting.
Minutes of meeting on 25.07.19 were approved – proposed by Alex Cameron and seconded by Jonah Chireka.

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Page 6 last paragraph: Patrick advised that there was no material difference to the accounts approved in July.

**Item 6:
Matters
Arising
Schedule**

Rent Restructure: Patrick to report next month on any matters relating to the proposed rent restructure. Consultation with tenants will commence mid October.

PMc G

**Item 7:
Appointments
to Sub-
Committees,
SFARS and
Outside
Bodies**

Patrick advised on the approach taken to populating the Sub Committees including ensuring there is a good balance of skills, experience, gender etc. and also that no one is being overburdened.

Staffing Sub-Committee – Betty Macneill, Jonah Chireka, Bob Turnbull, Alison Devlin and Kenneth Ross.

Audit Sub-Committee – Surjit Chowdhary, Iain Dyer, Alex Cameron, Ruth McCluskey and Lisa Peebles.

SFARS – Patrick advised that SFARS had recently advertised for individuals with business and commercial experience. There was a very good response to this and three have been chosen. (Pen picture of each was passed out to members). It is also a requirement that they become members of the Association and sign the Code of Conduct and Declaration of Interests.

After the report was issued, Carol Wiseman advised that she was resigning. In the light of this development it was agreed that removing Betty Macneill from the SFARS Board leaves Ruth McCluskey relatively exposed to an inexperienced Board as there will be a number of new members. It was agreed to keep Betty on for a further year, for continuity. Surjit Chowdhary asked to be considered for the SFARS Board. Patrick highlighted that due to his commercial interests, the potential for conflicts of interest to arise and to ensure transparency, this would not be ideal and this was agreed by Committee.

SFARS – Lucy Gillie, Ruth McCluskey, Betty Macneill, Munir Choudry, Scott Stibbs, Elisa Campanario and Michael Davie (the last three subject to becoming members of the Association and signing all governance requirements).

EVH – Betty Macneill and Margaret McIntyre (substitute)

GWSF – Surjit Chowdhary advised that he would step down from this. Membership this year will be Iain Dyer and Alex Cameron.

Cardonald Area Partnership – As previous, Margaret McIntyre and Alison Devlin as substitute

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Pollokshields Committee – Sadie Swan, Manar Aldulaimi, George Thomson, Parveen Mahmood, Iain Dyer, Betty Macneill. Patrick will write to Farida Fahil to confirm if she wants to continue as a member.

PMc G

Cardonald Committee – Brian Watson, Sam Brown, Pat Shields, May Ballantyne, Mary Ward. Iain Dyer asked to join the Cardonald Committee as he was keen to maintain an overview of Development reports. This was agreed.

**Item 8:
Draft
Committee
Workplan &
Possible
changes to
meetings**

Committee reviewed the proposed Workplan for the coming year. Patrick raised a query regarding the governance burden on staff and how this could be addressed. A suggestion is that the number of meetings could be reduced. The rules state we must have six per year. Patrick advised that some associations meet six times and others have opted for a six week rota. There were pros and cons outlined for each option. Patrick put forward the option of dropping April meeting. This would leave three runs of three monthly meetings in a row, followed by a one month gap, nine meetings in total. There was discussion around this and a couple of points raised were (a) the work for the ARC is dealt with in May (so no requirement for quarterly reports) and (b) financial submissions have been pulled forward to May and staff should check dates for financial returns.

It was agreed to trial dropping the April meeting and Patrick will bring back an amended Workplan next month.

PMc G

**Item 9:
Report on
Regulatory
Standards &
Requirements**

Des Phee presented a report and self-assessment review on how the Association currently complies with the Regulatory Requirements set out at Chapter 3 of the SHR's revised Regulatory Framework. Des advised that this report follows a series of reports which have been presented to Committee previously in May, June and July to look at compliance with the Standards of Governance and Financial Management set out in the Regulatory Framework. Des explained that the independent external self-assessment against Regulatory Standards carried out in May 2018 provided a benchmark for the 2019 update reports which represent part of the Association's initial Annual Assurance Statement process. Des advised that this report on Regulatory Requirements contained a degree of crossover with the Standards of Governance and Financial Management but that this report focussed more directly on providing assurance on how the Association comply in relation to:

- Assurance and Notification
- Scottish Social Housing Charter Performance
- Tenant and Service User Redress
- Whistleblowing
- Equality and Human Rights
- Statutory Guidance; and,

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- Organisational Details and Constitution

Des explained to Committee that with regards to equalities and human rights, there will be a requirement to collect data on each of the nine protected characteristics for assessment in April 2021. SFHA will produce guidance and a toolkit for this at a future date.

Committee noted the content of the report and presentation.

**Item 10:
Annual
Assurance
Statement**

Des Phee presented a round-up to committee on all the activity the Association had undertaken in aiming to provide assurance to Committee in relation to the Association's Annual Assurance Statement. Des gave a short presentation highlighting the approach the Association has taken towards demonstrating compliance with the requirements of the Annual Assurance Statement with particular relevance to:

- Standards of Governance and Financial Management
- Regulatory Requirements
- All Legislative duties; and,
- Scottish Housing Charter Outcomes and Standards

Des also illustrated how a material non-compliance test was applied to all of the requirements within these areas and showed up no areas of non-compliance. However there are areas of improvement identified across all four areas which have been captured in an Annual Assurance Statement Improvement Plan.

There has been a wealth of paperwork produced and Des commented that hopefully this will reduce next year. Committee approved the draft Annual Assurance Statement and authorised this to be signed off by the Chair.

**Item 11:
Health &
Safety Policy**

Patrick advised, that as members of EVH, Health & Safety policies are collectively developed. Within this policy there are pages requiring signatures to say individuals understand their responsibilities.

Committee approved these and signed where required.

**Item 12:
Private
Acquisition
Programme
Update**

Paul Hush updated Committee on this programme.

Since October 2014 the Association has had £11m to spend and purchased 145 properties, mostly in East Pollokshields and Strathbungo. This programme is trying to tackle poorly managed tenement properties to help introduce mixed tenure (and HA ownership) and ideally take on factoring and promote investment in common repair and management. Some properties have been in very poor condition and spend on repairs has been between £2k and £50k per property.

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The Association received confirmation this January of a further £3m over three years, but hopefully this budget will expand to meet demand. Paul drew Committee's attention to the restriction in East Pollokshields where activity is currently limited to just four buildings. Paul highlighted that between January and March a further 9 properties have been acquired and a further 15 this financial year, so far. The Association is raising concerns with DRS (GCC) to allow us to widen where we purchase in East Pollokshields and Councillor Molyneux has responded to our request for assistance.

There was some discussion around voluntary pay schemes and the levels grant available for owners.

Committee noted the progress report from Paul Hush.

**Item 13:
Director's
Report**

Patrick advised that most of the report is for noting, but happy to take questions.

Halfway Park – query over the comments relating to the project budget. Patrick explained that the contingencies within the fund have been used by the Contractor. It is also a very tight budget and we may need to seek further Committee approval for additional funds.

Committee approved the various other funding applications detailed in the Director's report and noted the rest of the report.

**Item 14:
Succession
Planning**

This report has been carried forward from July's meeting with only small changes made updating the office bearers.

The recruitment of new members has been addressed and committee also noted that the membership could be more diverse.

Committee noted the similar age profile of the senior management team and this could be a challenge in the future.

It was also noted that the senior officer has set a 2-3 years timescale for retirement and that Office Bearers were already making plans and taking advice on the possible implications.

**Item 15:
Tender
Reports**

Communal Heating & Hot Water Servicing/Reactive Maintenance: Committee approved the appointment of City Building (Contracts) LLP at a cost of £134,483.99

Fire Safety Systems Servicing & Reactive Maintenance Contract: Committee approved the appointment of Interserve FS UK Ltd at a cost of £113,406.84.

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- Item 16:
Former GCC
Janitors
Properties** GCC are looking to dispose of janitor's homes and two of these fall within SHA area. The Council will pay 100% acquisition costs and 50% repair costs. Both these properties are tenanted and the association will have to look at re-housing as an option.
- Committee approved the acquisition of [REDACTED] and [REDACTED] with a financial contribution of £66,000 (20% of overall costs).
- Item 17:
Consents,
Disposals &
Acquisitions** Although there is no requirement for consent from SHR for disposal of land and assets, there is a requirement under SHR's revised Regulatory Framework for the Association to notify SHR with regard to any disposals of land or assets.
- Committee approved the disposal of [REDACTED] Chirnside Place, from SHA to SFARS for the purpose of allocating the property for Mid Market Rent.
- Item 18:
Appl. for
Membership** No applications for noting.
- Item 19:
Proposed use
of the seal** No items for noting.
- Item 20:
Use of the
seal** No items for noting.
- Item 21:
Minutes of
Sub-Comm.** Minutes from Pollokshields (19.08.19) and Cardonald (20.08.19) Neighbourhood meetings were noted.
- Item 22:
Relationship
with other
bodies** No items for noting.
- Item 23:
SHR** Committee noted that notifiable events will now be a standing item.
- Item 24:
Any other
competent
business** No items for noting.
- Item 25:
Date of next
meeting** The next meeting will be held on Thursday 31st October 2019 at 6.00pm.