

**Minutes of Management Committee Meeting – Thursday 28<sup>th</sup> November 2019  
In Southside House, 135 Fifty Pitches Road, Glasgow at 6.00pm**

**Action**

- Present:** Jonah Chireka, Munir Choudry, Surjit Singh Chowdhary, Alison Devlin, Iain Dyer, Betty Macneill, Ruth McCluskey, Margaret McIntyre, Lisa Peebles, Kenneth Ross.
- In Attendance:** Allan Forfar, Donna Reilly, Mandy Wright, Norma Taylor, Patrick McGrath, Des Phee, Eleni Chontzoglou, Chris Milborrow, Aileen Radford.
- Item 1: Apologies** Apologies received from Bob Turnbull and Alex Cameron.
- Item 2: Conflicts of Interest** All tenants on Committee noted the potential for a conflict of interest on Item 7 – Rent Consultation
- Item 3: Minutes of meeting 31.10.19** **Corrections:** no corrections for noting.  
**Matters Arising:** no matters arising for noting.  
  
Minutes approved by Committee – proposed by Lisa Peebles and seconded by Munir Choudry.
- Item 4: Matters Arising Schedule** Committee noted the contents of the schedule.
- Item 5: Committee Group Appraisal** Margaret McIntyre noted that there were only 7 replies out of a possible 12. Ruth McCluskey commented that she found it difficult to complete as she is a new member of the committee.  
  
Committee felt the analysis was good, however the consensus was that next year the preference would be for a face to face group discussion.
- Item 6: Treasury Management** Mandy Wright advised that in accordance with the Association’s Treasury Management (TM) policy the Association is required to update the Management Committee annually on TM arrangements. Committee noted that the largest area of activity over the last year has been the securing of the loan facility with Handelsbanken (HB). Committee also noted the cash balance of around £6m. While this is a healthy balance, it is potentially inefficient in terms of not utilising cash that earns less interest than the cost of borrowing. The rate of Interest earned on the current account is 0.75%. Going forward we will look at the scope to lower the cash balances to a level that covers working capital and provides a cushion for unexpected events. Given the HB loan facility is a revolving credit facility, funds are accessible at short notice, which provides flexibility when managing cash balances.

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Mandy advised that the Association has been reviewing the RBS loan for some time now with a view to repaying the balance early. The main drivers for this proposal is down to the disproportionate amount of control exerted by the RBS in respect of a relatively low outstanding balance (£800k). In addition, the loan is now over-secured and at an interest rate above that offered by the HB loan. For these reasons and given that repayment of the loan will remove the covenant breach concern it was recommended that Committee approve the repayment the RBS loan before the financial year-end.

Mandy confirmed that our outstanding loans with both the Bank of Scotland and Nationwide are on favourable terms and have no covenant issues so there is no immediate requirement to clear these balances.

Committee discussed the breakage costs involved in repaying the RBS loan early and Mandy confirmed from her initial review of the loan documentation, the costs did not appear excessive. She advised she would investigate further and enlist the support of our lawyers before proceeding with the repayment.

Committee approved the early repayment of the RBS loan.  
Proposed by Iain Dyer and seconded by Ruth McCluskey.

**Item 7: Rent Consultation Report**

Chris Milborrow gave Committee a presentation on the recent Rent Consultation covering the main highlights, including:

- Rent review responses
- Sentiments
- Rent increase responses

The overall response from the consultation was very positive and it was agreed to answer some of the negative comments using the same platforms e.g. Facebook, text, mail chimp, newsletter, website etc.

Allan Forfar went over the attached report giving details of the consultation for both the rent review and rent increase. The following recommendations were approved by committee:-

- The implementation of the Rent Review proposals from 28.03.20;
- The rent increase of 2.2%

Proposed by Lisa Peebles and seconded by Alison Devlin.

**Item 8: Option Appraisal 19**

Donna Reilly gave Committee some background on this property which has been owned by the Association for the last 25 years. Donna advised that since the papers were issued, Scottish

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**Marywood  
Square**

Government has confirmed that any HAG received previously has to be repaid. This is approximately £94k.

Donna went over the three possible options:

1. Re-let the property in its current layout as a 10apt property.
2. Complete refurbishment and conversion of the property into two separate flats
3. Disposal of the property on the open market in its current condition.

Committee discussed in depth all three proposals. Donna advised that the costs noted are estimates at this point, however did give a breakdown on how these were achieved.

After a lengthy discussion committee agreed to sell the property – proposed by Surjit Singh Chowdhary and seconded by Iain Dyer.

Lisa Peebles is happy to sell the property but would still like more detail on the costs. Donna will pass this information on to Lisa.

**DR**

**Item 9: Lettings  
Plan**

Allan Forfar gave Committee a presentation highlighting the performance areas that required some improvement.

- Average time to re-let properties
- % of rent due lost through empty properties
- % of tenancy offers refused

Allan illustrated that performance had improved in the first seven months to date on the above ARC indicators.

Allan advised that the Housing Regulator has looked at the issue where police have been involved and are unable to hand back keys or where a tenant dies and the family are clearing the house. The days Police hold keys will no longer be counted and families should be given a “reasonable” time to clear the house and these days should not be included in the ARC submission.

Allan then discussed the letting quotas for the forthcoming year. Committee were happy with the Lettings Plan and the % for each quota.

This was approved – proposed by Jonah Chireka and seconded by Betty Macneill.

**Item 10:  
Handling a  
complaint  
against a senior  
officer**

Des Phee commented on the attached procedure.

Committee sought clarification regarding the role of a Trade Union Rep and also that of the Staffing Sub-Committee.

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Committee approved this procedure – proposed by Lisa Peebles and seconded by Betty Macneill.

**Item 11:  
Notifiable  
Events Policy**

Des advised that the policy review schedule identified a gap and this policy now sets out what is required.

Committee approved the policy – proposed by Alison Devlin and seconded by Lisa Peebles.

**Item 12: Fire  
Safety in  
Pollokshields  
Mini Multis**

Allan Forfar gave some background and advised that proceeding with this work has been challenging as we have required considerable legal advice to interpret the voting rights of the 52 owners over 7 blocks. The Association has been advised that a “majority” would be required to allow common area fire door renewal to be done.

Meetings are therefore planned to be held with owners in the new year in an attempt to win support for this work.

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Proposed by Ruth McCluskey and seconded by Munir Choudry.

**Item 13:  
Proposals for  
1610 Paisley  
Road West**

Patrick advised that this block was part of the second stage transfer stock. The block has 33 two apartment flats spread over first, second and third floors. SHA negotiated with GCC to lease 22 flats to support the City’s homeless strategy. These properties were in turn let by GCC to Aspire Ltd. The design of the building allowed for self-contained landings with all residents sharing a common entrance, foyer and staircase.

The Association has been approached by the Council regarding the other 11 flats which would in turn be sub-let to Aspire. The 11 flats consist of 9 mainstream tenants and two privately owned flats. Committee discussed the risks and benefits and felt this is a positive use of the building. SHA would offer priority re-housing to the existing SHA tenants. Committee approved the following:

- The proposal for GCC.HSCP to expand the homeless service with Aspire Ltd.
- Prioritise existing SHA tenants for re-housing
- Work with GCC and HSCP to develop options for the two privately owned properties.

Proposed by Munir Choudry and seconded by Ruth McCluskey.

**Item 14:  
Director’s  
Report**

Patrick advised that the report is for noting, however he raised a few extra items.

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**Recent fires in Kenmure Street & Melville Street.**

The Association is currently housing three families from Kenmure Street and an elderly lady is still in hospital from the Melville Street fire.

Betty Macneill thanked staff for all their help with the recent fires. Lisa Peebles commented that it would have been useful to have help available a week or two after the fire. Everyone seems keen to help after the immediacy of the fires. Patrick advised that the Council are the key agency for dealing with the building issues and also homelessness and emergency re-housing and SHA has been liaising closely with them.

**HPL Cladding**

Patrick commented that no definitive information regarding the fire panels has been received, although there is a question mark over their fire resistance quality. The panels are classed as fire retardant (grade B). Scottish Government is still reviewing this problem and it should be noted that there is no clear risk, however it is important to manage communication with residents. Committee agreed that the senior managers should develop proposals for re-cladding if and when this may be required.

**Snr  
Mgrs**

**Business Planning Event**

The new three year cycle of the Business Plan will require approval next May. Patrick will arrange a business planning event for management committee and senior managers around February time.

**PMc G**

***Minute edited to remove confidential information in relation to this agenda item.***

**Awards**

Patrick advised that Munir Choudry has been shortlisted for the Evening Times Champions Award.

**Funding**

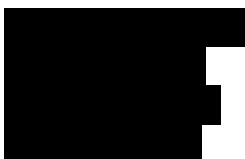
SHA has two projects within the Pollokshields Ward 6 participatory pilot scheme. Votes can be made online or attendance at the event on 12<sup>th</sup> December will also allow votes in person. Patrick will forward more information to members.

**PMc G**

**Item 15:  
Application for  
Membership**

The following applications were approved for membership:

- Application No. 365
- Application No. 366
- Application No. 367
- Application No. 368



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- Item 16: Proposed use of the seal**                      The following were approved for proposed use of the seal
- Membership Application [REDACTED]
  - Membership Application [REDACTED]
  - Membership Application [REDACTED]
  - Membership Application [REDACTED]
- Item 17: Use of the seal**                      No items for noting.
- Item 18: Minutes of Sub-Committees**                      Minutes of Pollokshields Committee (21.10.19) and Cardonald Committee (22.10.19) were noted.
- Item 19: CIH**                      Nothing to report.
- Item 20: EVH**                      November bulletin attached for information.
- Item 21: SHARE**                      Nothing to report.
- Item 22: GWSF**                      Nothing to report.
- Item 23: SFHA**                      Nothing to report.
- Item 24: Cardonald Area P'ship**                      Nothing to report.
- Item 25: GCC**                      Nothing to report.
- Item 26: Consents Acquisitions & Disposals**                      Committee approved the disposal of the following two properties from SHA to SFARS for the purpose of allocating the property for Mid-Market Rent
- [REDACTED] Hartlaw Crescent, Glasgow G52 2JR
  - [REDACTED] Hartlaw Crescent, Glasgow G52 2J
- Proposed by Jonah Chireka and seconded by Betty Macneill.
- Item 27: SHR Correspondence**                      Nothing to report.
- Item 28: SHR Guidance Notes**                      Nothing to report
- Item 29: SHR Notifiable Event**                      Des Phee advised that there has also been two notifiable events – fire at Melville Street and one staffing issue.

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**Item 30: Any other competent business**      No other items for discussion

**Item 31: Date of next meeting**      The next meeting will be held on Thursday 30<sup>th</sup> January 2020