

**Minutes of Management Committee Meeting – Thursday 27th February 2020
In Southside House, 135 Fifty Pitches Road, Glasgow at 6.00pm**

Action

- Present:** Margaret McIntyre, Betty Macneill, Bob Turnbull, Iain Dyer, Ruth McCluskey, Surjit Singh Chowdhary, Munir Choudry, Kenneth Ross.
- In Attendance:** Allan Forfar, Donna Reilly, Des Phee, Patrick Mc Grath, Norma Taylor, Mandy Wright, Chris Milborrow, Paul Noble, Aileen Radford.
- Item 1: Apologies & Attendance** Apologies received from Alison Devlin and Jonah Chireka.
- Item 2: Conflicts of Interest** No conflicts of interest for noting.
- Item 3: Minutes of meeting 30.01.2020** **Confidential Minutes** – no corrections or matters arising for noting.
Minutes – no corrections or matters arising for noting.

Both minutes were approved by Committee – proposed by Betty Macneill and seconded by Surjit Singh Chowdhary.
- Item 4: Matters Arising Schedule** Norma Taylor asked for No.2 HSCP Partnership Review of Care and Repair to be removed as there is now a larger ongoing review taking place and this will be reported in due course.
- Item 5: Committee Work Plan** Ongoing work plan noted by Committee.
- Item 6: Budget 2020/21** Mandy Wright advised that the budget is draft and the report gives an overview which includes submissions from staff. There are significant major repairs and maintenance spend and cash balances have reduced. There is also a challenge around covenants.
Minute edited to remove confidential information in relation to this agenda item.

This was approved by their Board.

The Executive Summary has the most relevant information with more detail following on.

The main issue is that approximately £600k must be shaved from the budget.
 - Large maintenance and repairs spend driven by safety and EESSH targets and works require to be carried out.

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- Currently looking at management and admin costs to try and make efficiencies
- Looking at revenue budget across a number of heads for savings

Committee need to prioritise and the six major expenditure programmes are:

- Lifts at Moss Heights Avenue (£660k budgeted this year)
- Fire doors at St. Andrews Drive – owners share £530k
- Fire safety legislation – smoke alarms in all homes £380k
- ASHP £2.6m which includes £600k in grant funding if the project is complete by November
- Maxwell Grove and Gardens electric heating to gas heating
- Kitchens and Bathrooms £376k

Committee raised questions on the report:-

- *Why is the Association spending £6m when normally this is around £2.5m?* Paul Noble advised that the large sums relate to ASHP where there have been initial problems and delays. Also safety issues where the Association has tried to extend lifespan of lifts, however these now need replaced.
- ***Minute edited to remove confidential information in relation to this agenda item.***
- *Tree planting should be in the budget* – good for the area. Patrick advised that this would not impact the budget as the costs would not be significant
- *Provision for coronavirus.* Patrick advised that the internal audit report is looking for more detailed information on mass death/injury etc. An action plan will be drawn up and more detail given to the Audit Committee. However in the short term practices in the workplace need to be put in place to stop the spread of viruses.
- *Welfare Right funding has now concluded.* Norma advised that two staff have left and the Money Advice post is still in place. This service is being provided to other associations (New Gorbals, Craigdale and Cathcart) which helps fund the post. Services to non tenants have ceased.
- *What if ASHP not complete by November?* Allan commented that he is confident the timescales will be extended. Contractors are fitting three each week, but hope to double this moving forward.
- *Could the Association borrow the money?* Mandy noted that as the Association borrows this impacts costs and covenants, however over time we will have to spend more on our stock and there may be opportunities to speak to lenders at various points.
- *Expenditure has massively increase – why was this not foreseen?* Projects are phased and move but the following

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year may already have a massive spend proposed. Committee noted the main points to consider to reduce the budget and it was agreed to look at a blanket % reduction across a number of budget headings. Mandy will bring back the amended budget to a future meeting.

MW

**Item 7:
Contractors
Framework
Agreement**

Donna Reilly advised that previously procurement for individual Development projects was very time consuming and the proposed Framework Agreement will save staff cost and time by removing the need to tender individual projects on the open market. The Framework was developed with consultants Brown & Wallace and was advertised on the European Journal. This will be used for new build and refurbishment work only. A number of Associations have expressed an interest in being part of this Framework Agreement:

Committee approved the Framework Agreement – proposed by Iain Dyer and seconded by Ruth McCluskey.

**Item 8:
Communal
Heating Write-
Offs**

Allan Forfar commented that the report relates to the communal heating system at Moss Heights Avenue for a three year period, however in future these write-offs will be looked at annually. Allan is not comfortable with the Association being the energy supplier and is looking at suppliers who could manage this on the Association's behalf.

AF

Committee approved the write offs (£18,536.20) – proposed by Munir Choudry and seconded by Iain Dyer.

**Item 9: SHA
Re-brand**

Chris Milborrow advised that previously Cole AD re-branded SFARS and he is now looking to modernise the SHA branding. Chris gave a presentation on how he would propose the re-branding to be carried out.

Committee were happy with the design of the branding, however asked to see other colours. Chris will bring back next month.

CM

**Item 10: Annual
Assurance
Statement**

Des Phee commented that the report presents options to consider and agree the approach to the Annual Assurance Statement process for 2020. Committee looked at the options for this:-

- Repeat the same process
- Short life working group
- Hybrid approach
- Light touch review of improvement plan

There was some discussion around each option looking at the advantages and disadvantages. It was also noted that the Regulator has still to report on their assessment of visits carried out and this is expected in March. The support amongst

DP

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committee was for the short life working group and it was agreed to circulate the Regulator's report once received and then look at who would be on the short life working group.

Item 11: Review of Scheme of Delegated Authority

Committee reviewed the attached report and noted the tracked changes. It was agreed to add on to the Committee responsibilities the newly approved Contractors Framework Agreement.

The Scheme of Delegated Authority was approved by Committee – proposed by Surjit Singh Chowdhary and seconded by Bob Turnbull.

Item 12: Business Performance Improvement Plan

This is a follow up to the ARC results and Tenant Survey results. Membership of the Association still to be addressed.

PMc G

Item 13: Directors Report

Patrick advised that the report is mainly for information, however a decision is required for Item 7 – Audit Committee. There is a small number on the Audit Committee and the Association and SFARS have been successful in the past advertising for members. There was some discussion about asking the new SFARS Board members if they would be interested and this will be raised at the next SFARS Board meeting. Thereafter advertising is the next option.

MW

Committee asked for feedback on the Air Source Heat Pumps. Patrick commented that there are very strong views on this, however those who have had the new system fitted are very positive. There is a lot of opposition in Pollokshields and some residents don't want the new system. Patrick advised that the cost of this heating is £7-8k per house, although a subsidy has been received from the Warm Homes Fund.

Patrick updated Committee on the incident at Moss Heights Avenue and advised this was caused by reckless behaviour by the household.

Also serious damage to two properties in the Stanley Street new build. The cause is thought to be a plumbing fitment and this is being investigated.

Item 14: Application for Membership etc

Nothing to report.

Item 15: Proposed use of

No items for proposed use of the seal.

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the seal

Item 16: Use of the seal Membership Certificate No.651 was approved for use of the seal.

Item 17: Minutes of Sub-Comm No minutes for noting.

Item 18: CIH CIH conference in Edinburgh next week if anyone would like to attend.

Item 19: EVH Betty updated on various discussions that took place at the meeting.

Item 20: SHARE Nothing to report.

Item 21: GWSF Committee approved the affiliation fee of £6,387. Proposed by Kenneth Ross and seconded by Iain Dyer.

Item 22: SFHA Nothing to report.

Item 23: Cardonald Area Partnership Margaret McIntyre updated on the discussions at the meeting.

Item 24: GCC Nothing to report.

Item 25: Consents Disposals etc Nothing to report.

Item 26: SHR Correspondence No correspondence for noting.

Item 27: SHR Guidance No guidance notes for noting.

Item 28: SHR Notifiable events No events to note.

Item 29: Any other business No other business for discussion.

Item 30: Date of next meeting The next meeting will take place on Thursday 26th March 2020 at 6.00pm.