

Minutes of Management Committee Meeting – Thursday 26th March 2020
Conference Call with all attendees from their homes at 6.00pm

Action

Present: Margaret McIntyre, Betty Macneill, Iain Dyer, Surjit Singh, Munir Choudry, Jonah Chireka, Ruth McCluskey, Alison Devlin, Kenneth Ross.

In Attendance: Patrick Mc Grath, Norma Taylor, Mandy Wright, Donna Reilly, Allan Forfar, Des Phee, Chris Milborrow, Paul Noble, Aileen Radford.

Everyone was in attendance via phone (conference call).

Item 1: Apologies Apologies received from Bob Turnbull and Alex Cameron.

Item 2: Conflicts of Interest Conflict of Interest noted by Betty Macneill in Item 7 – Management Fee increase.

Item 3: Minutes of Management Committee 27.02.2020 Margaret spoke to each member in turn.

Corrections: no corrections noted.

Matters Arising: no matters arising noted.

Minutes approved by Committee – proposed by Iain Dyer and seconded by Betty Macneill.

Item 4: Matters Arising Schedule Margaret advised that members had put questions forward prior to the meeting and these have been answered.

No further issues to discuss.

Item 5: Committee Workplan Patrick advised that this will need to be altered and it may be that a meeting will be required in April given the current circumstances.

PMc G

Item 6: Revised Budget 2020/21 Members were invited to ask questions on the Budget.

Munir questioned the savings in staffing and how the Association could cope with less staff. Patrick advised that these savings on the budget were independent prior to the coronavirus crisis. There was a target to save £700k and £500k was made through non staff savings and 200k with staff. There has to be savings across the board and the coronavirus crisis has now overtaken events and the reality is that the workload may reduce as a result of the crisis.

Munir also questioned if any discussions had taken place with staff regarding the introduction of the new IT system and the

**Minutes of Management Committee Meeting – Thursday 26th March 2020
Conference Call with all attendees from their homes at 6.00pm**

requirement to possibly carry out different roles. Patrick commented that most staff will be unaffected, however some staff may need to take on other duties.

Kenneth queried the potential drop in income over the next year as tenants may be unable to pay rent and should there be a provision within the budget for this. Mandy advised that this is difficult to estimate but is looking at various scenarios and will review this at the end of the first quarter. There will be a provision entered into the annual accounts, but too early to put in the budget.

Iain advised that the virus may have a significant effect on the business and should the Association be asking the Government for help for social landlords. Patrick commented that there are high level discussions ongoing between Scottish Government, GWSF, SFHA and the Regulator.

Munir questioned the affordability of removing the maintenance manager, maintenance officer and health and safety officer posts. Patrick advised that the health and safety officer post doesn't actually exist, this was put in as a 'wish list'. The Association is trying to make better use of the posts in place, however there will be two manager posts within Maintenance – one for the day to day repairs and the other for planned maintenance. One agency staff member has been cut and there is still one in place, however there is no knowing how long this will last as contractors are only carrying out emergencies.

The Budget was approved by Committee – proposed by Munir Choudry and seconded by Ruth McCluskey.

**Item 7: SFARS
Budget 2020/21**

Mandy advised that although the recommendation within the report is for a Management Fee increase of 5%, this will be deferred until later in the year.

Munir asked if customers would be okay with these recommendations. Patrick advised that the rent increase on Mid Market Rent is less concerning. Rent levels are all on or around the local housing allowance and if customers could not pay they would be directed to our Welfare Rights Team as they would be eligible for housing benefit.

The actual increase figure is relatively small, around 7.00 over the year. It is not ideal to send out letters at this time and these will be issued at a later date.

MW

This budget was approved by Committee – proposed by Iain Dyer and seconded by Munir Choudry.

Minutes of Management Committee Meeting – Thursday 26th March 2020
Conference Call with all attendees from their homes at 6.00pm

- Item 8: Former Tenant Arrears** Allan commented that there have been a few write-offs over the last few months.
- Committee were pleased to see the abandons and evictions slightly less than the previous year and asked if a different approach had been used. Allan advised that there had been no difference in the way these had been dealt with, however did advise that the rent arrears and former tenant arrears will be very challenging over the next few months.
- The former tenant arrear write-offs of £71,073.26 were approved by Committee – proposed by Ruth McCluskey and seconded by Alison Devlin.
- Item 9: SHA Rebrand** Chris issued various colour options, as requested at last month's meeting. There was some discussion around the colours and Iain advised that the brighter colour of blue stands out and is instantly recognisable. Margaret asked each member in turn for their choice and the majority chose the bright blue with the gold.
- Item 10: Internal Management Plan** Patrick apologised that this was not available to issue. This will be sent out separately once complete, but advised that this is an operational plan. If anyone has any feedback please pass this on. **PMc G**
- Item 11: Coronavirus Update** Patrick commented that this is changing daily. He advised that all staff are now working remotely and it is business as usual with calls being answered.
- Staff are calling all residents which is being well received. To date 106 people have been contacted and this will continue over the next few weeks.
- Norma advised that the food programme has had to be cancelled however the funding can be kept and used at a later date as long as it is used for child poverty initiatives.
- Item 12: Annual Procurement Strategy** Committee were happy with this Strategy, with one amendment. Point 2.3 should be amended to 'our customers to be extremely satisfied with the service they receive' **DR**
- This was approved by Committee – proposed by Iain Dyer and seconded by Betty Macneill.
- Item 13: Director's Report** *Audit Committee* – Ruth agreed for this to be a virtual meeting.
- Accident at Halfway Park* – Patrick gave committee some background to a recent accident at the Park. He commented that the Architect and Project Manager will be going out to assess the chute and Patrick will report on this at a future date. There are **PMc G**

Minutes of Management Committee Meeting – Thursday 26th March 2020
Conference Call with all attendees from their homes at 6.00pm

other potential risks within the park, however parents need to take some responsibility for their children. The park is now closed off due to the virus.

- Item 14: Correspondence** No correspondence for noting.
- Item 15: Proposed use of the seal** No items for proposed use of the seal.
- Item 16: Use of the seal** No items for use of the seal.
- Item 17: Minutes of Sub-Comm meetings** No minutes for noting this month.
- Item 18: CIH** Nothing to report.
- Item 19: EVH** Nothing to report.
- Item 20: SHARE** Nothing to report.
- Item 21: GWSF** Nothing to report.
- Item 22: SFHA** Annual affiliation fee of £16,585 due for payment. Patrick advised this is the same rate as last year and it may be prudent to discuss at a later date whether the Association is getting value for money. It was agreed to pay this just now.
- Item 23: Cardonald Area Partnership** Nothing to report.
- Item 24: GCC** Nothing to report.
- Item 25: Consents, Disposals etc** Nothing to report this month.
- Item 26: SHR Correspondence** Information on coronavirus attached with the papers.
- Item 27: SHR Guidance Notes** No guidance reports this month
- Item 28: SHR Notifiable Events** No notifiable events this month.

Minutes of Management Committee Meeting – Thursday 26th March 2020
Conference Call with all attendees from their homes at 6.00pm

**Item 29: Any
other competent
business**

Betty thanked all the staff during these difficult times.

**Item 30: Date of
next meeting**

The next meeting is due on 28.05.2020 however there may be a requirement to have a meeting in April.