

Minutes of Management Committee meeting - Thursday 27th August 2020
Zoom call with all attendees at 6.00pm

Action

Present: Margaret McIntyre, Surjit Singh Chowdhary, Munir Choudry, Alison Devlin, Ruth McCluskey, Kenneth Ross, Alex Cameron, Betty Macneill, Jonah Chireka

In Attendance: Patrick Mc Grath, Norma Taylor, Mandy Wright, Des Phee, Donna Reilly, Aileen Radford, John Giddings.

Margaret McIntyre welcomed everyone to the meeting and advised Committee of the very sad news that Alan Ferguson had passed away the previous day.

**Item 1:
Apologies &
Attendance** Apologies received from Iain Dyer.

**Item 2:
Conflicts of
Interest** No conflicts of interest for noting.

**Item 3:
Minutes of
meeting
30.07.2020** **Corrections** – Item 12, end of third paragraph – should read ‘there is a new contract in place’.

Matters Arising – nothing to note.

Minutes approved by Committee – proposed by Alison Devlin and seconded by Munir Choudry.

**Item 4:
Matters
Arising
Schedule** Committee noted that a number of items should be moved on or put on hold.

- Analysis of Management and Administration costs – PMcG advised that consultants had issued this report in June, however it requires more work and a possible redraft. PMcG will update in September.
- Proposals on Membership of the Association and the Audit Committee to be put on hold.

PMc G

**Item 5:
Committee
Work Plan** This is for noting and will be redrafted for the coming year and brought to September meeting.

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Item 6:
Presentation
on
Community
Involvement
Strategy

John Giddings went through his presentation and highlighted to Committee the main points.

Why do we need a robust strategy?

- Building internal and external relationships
- Helps provide more relevant services
- Let customers be involved – want them to feel wanted

How do we do this?

- Wherever we operate – home visits, sign ups, informal meetings
- Face to face interactions

Where can we do this?

- No need to be stuffy – be out in the community meeting residents

How do we continue to build on what's there?

- Improve partnership working
- Take some risks and try something new

Committee were asked to consider and approve the Strategy, support regular reviews, meet with tenants and support an improved partnership with Committee.

Committee agreed with the Strategy and MMCI advised that this would be ideal for the Neighbourhood Committees to deal with, however they are not meeting at the moment.

RMCC commented on the importance of young people being brought in but asked about wording in 1.4 and 2.3. JG will amend this.

JG

MC also raised the wording in relation to Risk Analysis and JG will amend this also.

JG

JG commented on the basic Action Plan attached and advised that he felt that the customers should develop this. JG will engage with customers on this and report back to committee in October.

JG

Committee approved the Community Involvement Strategy – proposed by Alison Devlin and seconded by Jonah Chireka.

Item 7:

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

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**Item 8: Report
on 107 Niddrie
Road**

DR commented that these properties were bought in 2017 as part of the private acquisition programme. Various innovations have been looked at and the Association is now working with Glasgow University and Glasgow School of Art. It is a great opportunity for the Association to work alongside academics as well as the professional side of CCG (Scotland) Ltd and GCC. Funding has been received from GCC and a contribution from the Association of £500k is also required, although further funding options will be explored.

DR

KR asked what the Association is trying to achieve with this project? DR advised that although the same standard as a new build cannot be achieved within a pre-1919 tenement the project is allowing something new and different to be tried and tested. As the project involves new innovative ideas this will be closely monitored for better efficiencies.

PMcG commented that carbon reduction targets will have to be met by 2040 and there is funding for studies that will help achieve these targets. The new build equivalent is Passivhaus and this project could be a model that will allow others to follow suit.

There was some discussion on the costs involved, however these will be subsidised.

Committee approved the following recommendations;

1. Acceptance of the tender submitted by CCG. * - ***Minute edited to remove commercially sensitive information in relation to this agenda item.***
2. The financial contribution of £520,245.64 from SHA.
3. The overall funding contribution from the Association towards the project is £690,909.65 which includes the acquisition costs of £170,664 paid in March 2017.

Proposed by Alex Cameron and seconded by Ruth McCluskey.

**Item 9:
Procurement
Policy**

DR advised that this policy was previously reviewed in August 2017. BTO Solicitors have advised on this. Committee approved the policy – proposed by Munir Choudry and seconded by Alison Devlin.

**Item 10: 10-18
Maxwell Drive**

DR advised that this is the last phase of the clearance and Committee is asked to approve the negotiated tender submitted by Central Demolition Ltd. * - ***Minute edited to remove commercially sensitive information in relation to this agenda item.***

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This was approved – proposed by Ruth McCluskey and seconded by Alex Cameron.

**Item 11:
Consolidated
Accounts
2020**

MW advised that the SHA and SFARS accounts were approved at the July meeting and these accounts are a consolidation of both.

Committee queried the exceptional item on p.17 £663,305. MW advised that this relates to Halfway Park.

Committee approved the consolidation annual accounts – proposed by Munir Choudry and seconded by Jonah Chireka.

**Item 12:
Annual
Assurance
Statement
Update**

DP advised that this is the second report following on from last month and relates to Standards 1-3. DP has reviewed the update on reports from last year and has separated out the genuine COVID issues and there are no material non-compliances.

1. Training – Roles and Responsibilities of the Management Committee (this will be organised as a virtual meeting)
2. Tenant Engagement – presentation this evening and looking to improve on this.
3. Four points 'in place, but could be improved'.
 - Treasury Management Policy – review in Nov 2020
 - Point 3.4 is very much reliant on the new system being in place.

DP advised that the Annual Assurance Statement is still to be submitted on 31.10.2020, however indications are that this may move slightly.

**Item 13:
Orchard
Project
Update**

NT advised that there have been some delays in Finance and Housing Management system. It has been difficult as some staff have been furloughed over the last few months and staff still have their day job to carry out. Hopefully going live in October.

A small amount of paid overtime has been offered to staff to try and help them reduce some of the workload.

The training has not gone as well from home as thought. Currently re-running some of the training in the office, socially distancing. There are more costs involved in this and some of the contingency fund has been used.

JC asked for an updated timetable. NT advised that Finance was due to be up and running just now and will now be October.

JC queried EBIS (procurement software) purchase to pay. NT advised that normal authorisation and authorities will be built in and this is making good progress.

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Committee noted the report.

**Item 14:
Director's
Report**

PMcG advised that the report is for noting.

**Item 15:
Report on
Staff Structure**

PMcG advised that the Customer Service Manager post has now been advertised.

MW and AF are looking at ways of working and duplications within teams.

Trying not to put too much onto staff and some of the deadlines have now been pushed out a bit. PMcG will bring a written report to the September meeting.

PMc G

**Item 16: Pre-
AGM Reports**

Secretary's Report of Compliance with Rules 62 to 68 – Committee noted the Secretary's confirmation that the Association complies with Rules 62 to 68 of SHA Rules

Rule 37.6 – Nine Year Rule – The members due to stand down are Jonah Chireka, Alex Cameron, Kenneth Ross and Betty Macneill. Betty Macneill left the meeting to allow discussions on the nine year rule.

MMcI advised that BM had put forward her reasons for wanting to stay on Committee during her appraisal. Committee unanimously agreed that BM has experience and knowledge that is required by the Committee and was confident that BM had a positive contribution to make to the Management Committee. Committee agreed that BM can seem re-nomination. Proposed by Surjit Singh Chowdhary and seconded by Ruth McCluskey.

Items 17 – 32

Nothing to report on any of these items.

**Item 33: Date
of next
meeting**

The next meeting will be the AGM on 17th September at 3.00pm and the next Committee meeting will be 24th September at 6.00pm.

MMcI advised that Kenneth Ross would not be seeking re-nomination at the AGM and thanked him for all his service over the years and wished him well for the future.