

**Minutes of Management Committee Meeting – Thursday 28<sup>th</sup> May 2020**  
**Conference Call with all attendees from their homes at 6.00pm**

**Action**

**Present:** Margaret McIntyre, Betty Macneill, Iain Dyer, Kenneth Ross, Surjit Singh Chowdhary, Munir Choudry, Ruth McCluskey, Alison Devlin, Alex Cameron, Jonah Chireka, Bob Turnbull.

**In Attendance:** Patrick Mc Grath, Allan Forfar, Norma Taylor, Donna Reilly, Des Phee, Aileen Radford.

**Item 1:  
Apologies &  
Attendance** No apologies received.

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

**Item 3:** **Corrections:** No corrections for noting.

**Minutes of  
meeting  
30.04.20**

**Matters Arising:** No matters arising for noting.

Minutes approved by Committee – proposed by Iain Dyer and seconded by Ruth McCluskey.

**Item 4:  
Matters  
Arising  
Schedule** Committee noted the report.

**Item 5:  
Committee  
Workplan**

It was noted that some of the items will be moved due to the current crisis.

**Item 6:  
Performance  
Study and  
Review of 30  
Invergyle  
Drive**

Allan Forfar commented that the report is self explanatory, however there have been lessons learned and the service improved as the pilot progressed with good outcomes for tenants.

MC queries the time taken to reach the temperature however Allan advised that it takes over an hour only the first time the system is switched on. Once up and running it reacts much quicker and can also be controlled remotely.

BT asked about the loss of funding with the delays and can this be recovered. Allan advised that the initial deadline was November however funders are prepared to extend this for at least six months into next year.

MC asked about the tariffs available and fire safety for each flat. Allan commented that the Association has an agreement with two companies and the appropriate tariffs are in place.

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With regards to fire safety remedial works will be carried out and any new openings made will be fire stopped and sealed.

Committee noted the report.

**Item 7: Big Lottery Fund end of project Report**

Norma advised that the Association has been able to keep the Money Advice Service and community partnership with other organisations.

ID asked if rent arrears will be affected if not continuing with the full programme. Norma commented that is only the wider community who will be affected, the Association's own tenants will not be affected.

Committee noted the report.

**Item 8: Stock Condition Survey Report**

Patrick commented that there is a lot contained within this report and it will be within the Business Plan moving forward. Allan noted the large figures quoted which will require detailed discussions over the next few months. Committee commented that this would definitely require a separate meeting to discuss the findings in more detail, especially looking at the affordability for the Association. The report looks at investment priorities over the next 30 years. However the more immediate challenge relates to the next 5 years and prioritising shorter term investment. Patrick advised that the Asset Management model will be used to help make decisions.

The recommendations were agreed by Committee in principle with a meeting devoted to the Stock Condition Survey and the Business Plan to be arranged in the future, once lockdown restrictions are eased further.

**Item 9: Update on new Repairs contract**

Allan gave a verbal summary on the three tenders received recently – \* - ***Minute edited to remove commercially sensitive information in relation to this agenda item.***

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Overall City Building have come out on top and Allan recommends them as they have a good infrastructure in place and good I.T. City Building know our stock well and they currently look after the SHA gas and lift maintenance contracts, with both performing well. Allan advised that the tenders were scrutinised thoroughly and is looking for delegated authority to be given to senior staff to move forward as quickly as possible to ensure we have the new contract in place prior to the current contract ending.

Committee approved this and the appointment of City Building.

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- Item 10: Qtrly Perf. Report Tenant Safety**      Committee noted the contents of this report.
- Item 11: Qtrly Perf. Report - Projects**      Committee noted the contents of this report.
- Item 12: Qtrly Perf. Report – Complaints**      There was some discussion around the number of complaints received. Des advised that the numbers are fairly steady across all quarters, however still processing the first quarter which may differ due to COVID 19. It was noted that even though the number of complaints has doubled since last year, this means that staff are recording more than previous, but this is better recording.
- Des advised that a complaint due to be heard at the tribunal is still outstanding.
- Committee noted the report.
- Item 13: Tender Report St. Andrews Drive**      Committee noted the content of the report.
- Donna referred Committee to page 4 of the report which detailed a separate breakdown of the costs for both phases 2 and 3.
- Committee were asked to note that it is proposed that the contract be awarded to CCG (Scotland) as one single project. Committee also noted the approved Phase 1 tender costs as a comparison.
- There was some discussion around the possibility of the constructions costs increasing due to further site start delays/covid 19 restrictions.
- Committee noted that the cash flow assumptions being reported were based on a straight 24 month contract period with no site disruptions. It was agreed that Finance staff prepare a number of cash flow models which could incorporate potential costs increases and site delays as a consequence of future Covid 19 restrictions.
- Committee approved acceptance of the tender submitted by CCG  
\* subject to the conditions contained within the report.
- \* - Minute edited to remove commercially sensitive information in relation to this agenda item.**
- Item 14: Directors Report**      Patrick answered questions on the report.
- Furlough* – some staff will be coming back to work and measures are being put in place to allow this to happen safely. There are

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screens at reception and within interview rooms and also on some desks.

Committee agreed that the full 100% payment should also stop for staff on furlough and this should be reduced by 20%.

*Submissions to SHR* – the Association decided to avail of the extra time to submit the ARC, Loan Portfolio and Five Year Financial Plan.

*New Model Rules* – given the time constraints and the difficulty with holding an agenda due to the current situation, it was decided not to introduce the new model rules this year and these will be held back until the AGM in 2021.

*Calls to vulnerable tenants* – Allan advised that staff are being brought back off furlough in order that these calls can resume.

*Air Source Heat Pumps* – discussions are ongoing with GCC as they have been promoting ASHP.

*Pollokshields Community Food Point* – Committee congratulated Patrick and the staff involved in this venture.

**Items 15 to 29** Nothing to report in these items.

**Item 30: Any other competent business** Committee appraisals are due and forms must be returned directly to Alison Smith from Allanpark.

Aileen will be in contact with members to arrange times.