

Minutes of Management Committee meeting – Thursday 24th September 2020
Zoom call with all attendees at 6.00pm

Action

- Present:** Alex Cameron, Jonah Chireka, Munir Choudry, Surjit Singh Chowdhary, Alison Devlin, Betty Macneill, Ruth McCluskey, Margaret McIntyre
- In attendance:** Patrick mc Grath, Norma Taylor, Mandy Wright, Allan Forfar, Des Phee, Paul Noble, Aileen Radford.
- Item 1: Election of Office Bearers**
- MMcI welcomed everyone to the meeting and handed over to BM (vice chair) to seek nominations for Chairperson.
- JC nominated MMcI and this was seconded by AD. As this was the only nomination, MMcI was elected Chairperson.
- The meeting was handed back to MMcI who invited nominations for the position of Vice Chair. BM nominated AC and this was seconded by JC. As this was the only nomination, AC was elected Vice Chairperson.
- MMcI invited nominations for the position of Secretary and advised Committee that ID had served his 5 year term and had to step down. BM nominated JC and this was seconded by AD. As this was the only nomination, JC was elected Secretary.
- Item 2: Apologies & Attendance**
- Apologies received from Iain Dyer.
- Item 3: Code of Conduct and Declaration of Interest Register**
- Code of Conduct:** this is the new model from SFHA which has very few changes from the previous one. Committee approved the new Code of Conduct and agreed that everyone would sign this as soon as possible and return to Aileen. Proposed by BM and seconded by AD.
- Declaration of Interest Form** to be completed and signed by all Committee members and returned to Aileen as soon as possible.
- Item 4: Conflicts of Interest**
- No conflicts of interest for noting.
- Item 5: Minutes & Confidential minutes 27.08.2020**
- Confidential Minutes** – approved by Committee proposed by BM and seconded by JC.
- Minutes – Corrections** – JC was in attendance.
- Minutes – Matters Arising** – it was noted that DR would bring a cost benefit analysis on 107 Niddrie Road. This will be brought to the October meeting.

DR

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Minutes were approved by Committee – proposed by AD and seconded by RMcC.

**Item 6:
Matters
Arising
Schedule**

PMc G advised that the analysis of staff management and admin costs would be brought to the October meeting. Both PMc G and MW are working on this.

PMc G

**Item 7:
Draft Work
Plan**

PMc G advised that the Work Plan is a draft to be amended.

RMcC commented that the Business Planning Meeting was in October, however PMc G advised that any report from the event, plus the Business Plan, would be reported to Committee at a future date.

It was also noted that the Neighbourhood meetings were in the plan, however these have been suspended. PMc G commented that the time could be used to revisit how best to use the Neighbourhood Committees.

The Audit Committee should be in October and the SFARS Board meeting should be in November. The Plan will be amended to show these changes.

DP

The Work Plan was approved by Committee – proposed by BM and seconded by JC

**Item 8:
Appointm
s to Sub-
Committee,
SFARS and
Outside
Bodies**

PMc G asked Committee to consider a special appointment for a period of 12 months. ID has had to stand down as an office bearer due to the 5 year rule. Iain is a founding member of the Association which will be celebrating 50 years in 2021. Committee are asked to support a 12 month role of Honorary President. This will require a small amendment to the Standing Orders, which will be brought to Committee next month, but there are no legal issues. Committee supported this proposal.

PMc G

Staffing Sub-Committee: Alex Cameron, Betty Macneill, Jonah Chireka, Alison Devlin and Munir Choudry.

Audit Sub-Committee: Alex Cameron, Surjit Chowdhary, Iain Dyer, Ruth McCluskey and Margaret McIntyre.

SFARS: Lucy Gillie, Ruth McCluskey, Elisa Campanaro, Michael Davie and Jonah Chireka.

EVH: Betty Macneill and Margaret McIntyre.

GWSF: Surjit Chowdhary and Iain Dyer.

Cardonald Area Partnership: Margaret McIntyre and Alison Devlin.

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Neighbourhood Committees: It was agreed to take the next few months to review the roles and remit.

PMc G advised that there are three vacancies on the Management Committee. * - ***Minute edited to remove third-party personal data in relation to this agenda item*** has intimated an interest in coming back on to the Committee and it was agreed that Margaret McIntyre and another member would meet and discuss.

PMc G has had an enquiry from a retiring Chief Executive of another housing association to come on to our Management Committee. A meeting will be arranged with the Chief Executive, Margaret and another member.

Committee agreed that particular skills should be sought for membership of the Committee.

**Item 9:
Annual
Assurance
Statement
Update**

MMcI apologised that the outcomes from the senior officer's appraisal earlier this year had been omitted from discussions. These are on the agenda later this evening.

The statement is to be submitted on 30th November 2020.

DP went through the main points within the action plan which details improvements required within each standard.

Committee felt the report was very thorough and DP will bring an update to next months meeting.

DP

**Item 10:
Five year
financial
projections**

PN has been reviewing the stock condition survey results with AF and work is ongoing on to identify investment priorities.

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

The attached financial projection submission is covenant compliant. However hard decisions need to be made if the Association wants to continue investing in homes.

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

The five year financial projection submission was approved by Committee – proposed by MC and seconded by AC.

PMc G

**Item 12:
Welfare
Reform
Strategy and
Risk
Assessment**

This is for noting and will be updated and refreshed prior to bringing back to committee in six months. The Action Plan demonstrates how pro active the Welfare Rights Team are and the additional work taken on during the COVID crisis.

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MC asked about 3.3, 3.4 and 6.1 and how committee can be reassured that we can do better. NT advised that these are highlighted as serious risks but staff are working to mitigate these, however some are outwith our control and exacerbated by COVID.

JC asked about 2.2 Reputational and where is the money coming from for the starter packs for tenants. NT advised that there is a pot funded through rental income and each case is assessed financially. If there is a delay it means that the tenant would miss out on rental income.

Committee noted the report.

Item 13: Update on recent Tenant Satisfaction Survey

Lorna Shaw joined the meeting and went through a presentation of the recent survey.

LS advised that the survey is a snapshot in time and is mainly based on collecting data for the Annual Return of the Charter. There were 400 interviews carried out between 10th and 30th June 2020.

Overall the results are very good and MMCI invited questions.

JC commented on the very detailed report and felt the questions asked were good. He thanked the team who carried out all the interviews.

PMc G is delighted with the results but is not being complacent. There was tremendous goodwill from tenants at the beginning of lockdown, however there has since been an increase in complaints over the last 5-6 weeks.

MC asked how the sample was picked. LS advised that they were given a database of 690 tenants. Interviews took place until 400 were reached. This is a cross section of ages and across all areas.

MMCI felt that some of the figures are very optimistic and those contacted had been contacted recently by the Association.

Committee noted the report and thanked Research Resource for their input.

Item 13: Management Committee Training Plan

AR advised that the Training Plan included individual requests taken from appraisals and also the legislative and regulatory training required as part of the Regulatory Standards.

Committee approved the Training Plan – proposed by MC and seconded by RMcC

Item 14: PMc G went through the report and highlighted the main issues.

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Director's Report

Pollokshields Food Point – since writing the report the proposals noted will now not go ahead.

Air Source Heat Pump – planning has now been approved for Pollokshields. MMcl asked if a contractor has been appointed. PMc G commented that the Association hopes to speak to the existing contractor as there is not a huge number who are able to carry out this work. AF advised that it is hopefully a formality for Cardonald and hope to start in the void properties over the next few weeks.

COVID restrictions – PMc G commented that the restrictions will be in place for quite a while and we are all adapting to how we work. The office will not be opening any time soon.

HSCP Correspondence – PMc G noted that there is a crisis in the city in relation to homelessness and the Association is being asked to make lets of up to 90% to homeless applicants. AF has checked and SHA has nearly 70% of lets going to homeless applicants. PMc G noted that the Association's rate to homeless lets is high and is already dealing with other critical housing need. AF is to respond to HSCP but if we commit to 90% we will be unable to support other housing need. AF has also spoken to the Council looking for support, including financial support. AF will bring the Lettings Plan to Committee in a few months.

Committee agreed not to sign up to 90% going to homeless applicants.

**Item 15:
Changes to
Staff
Structure**

PMc G advised that the main point to note is that the timescales were too ambitious and putting extra pressure on staff. The direction of travel is the same but will just take longer.

JC asked if there would be any financial impact. PMc G advised that the Association is trying to operate within the existing financial resources.

Item 16 – 30

Nothing to report.

**Item 32:
Any other
competent
business**

No further business to discuss.

**Item 33:
Date of next
meeting**

The next meeting will be held on Thursday 29th October 2020.