

**Minutes of Management Committee Meeting – Thursday 25<sup>th</sup> February 2021  
Held via Zoom with all attendees at 6.00pm**

**Action**

**Present:** Margaret McIntyre (MM), Alex Cameron (AC), Alison Devin (AD), Ruth McCluskey (RM), Surjit Singh Chowdhary (SC), Iain Dyer (ID), Munir Choudry (MC), Betty Macneill (BM), Bob Turnbull (BT), Shirley Robison (SR).

**In attendance:** Patrick Mc Grath (PM), Donna Reilly (DR), Mandy Wright (MW), Norma Taylor (NT), Des Phee (DP), Shahnaz Shakoor (SS), Aileen Radford (AR).

**Item 1:  
Apologies** Apologies received from Jonah Chireka.

**Item 2:  
Approval of  
Co-optees** MM advised that BT and SR had not joined the meeting in order that approval of their membership to the Management Committee could be discussed. Committee approved their membership to the Committee as co-optees. Proposed by SC and seconded by ID.

MM welcomed both BT and SR to the meeting.

**Item 3:  
Conflicts of  
Interest** No conflicts of interest for noting.

**Item 4:  
Minutes of  
meeting  
28.01.2021** MM advised that the majority of staff had not joined the meeting as confidential minutes require to be discussed.

**Minutes:**

*Corrections* – page 2 Item 8 – wording should be amended to ‘how can the Association ensure that there is no data breach’.

**AR**

*Matters Arising* – no matters arising to report.

Minutes approved by Committee – proposed by MC and seconded by ID.

**Confidential Minutes:**

No corrections or matters arising. Confidential minutes approved by Committee – proposed by AD and seconded by RM.

**Item 5:  
Matters  
Arising  
Schedule** PM added items from the minutes.

- Reference to fire door contract due to start on 22<sup>nd</sup> February. This has been delayed due to ongoing discussions with owner occupiers. Likely start date May 2021.
- PM issued details of committee reports due for March to MM and there are too many. Now a requirement to hold a meeting in April.

**Minutes of Management Committee Meeting – Thursday 25<sup>th</sup> February 2021  
Held via Zoom with all attendees at 6.00pm**

NT advised that she is looking at heating contracts for other properties and has asked that the communal heating at Moss Heights be added to the list.

**Item 6:  
Lettings Plan  
2021-22**

SS spoke to the report and commented on the reduction in re-lets due to COVID. SS advised that the majority have been given to Section 5 referrals Homeless Team.

BT asked about the risk analysis within the Plan and SS advised that this Plan allows the Association to ensure housing is balanced within the community.

MC asked for a hard copy of the report to be sent.

MC referred to Table 1 and asked if the type of apartment size meets the demands within our communities and does this get incorporated within any new build project. SS advised that there has been issues trying to get larger properties. However when a new build project is proposed staff incorporate the demand within the waiting list.

MC asked if the demand for wheelchair properties is met. SS advised that yes this is incorporated in to each new build project. DR commented that the Council criteria for grant funding is that a minimum of 10% is kept for wheelchair properties. This will also depend on who is on the housing list at the time.

AC thanked SS for the report and asked if an extra column could be put in Table 5a that shows the target and percentage.

SS noted that a new category has been added – Housing Transfer Incentive Scheme. There may be a large family home with only one or two people living there and a transfer can be offered as a special case and the Council will fund removal costs, carpets etc.

Committee approved the Lettings Plan for the coming year – proposed by BM and seconded by MC

**Item 8:  
Private  
Acquisition  
Programme  
Update**

DR advised that there were two parts to this item – 1. A general update report on the Private Acquisition Programme and 2.A proposed Partnership Agreement with GCC.

DR commented that the association has been very successful with grant monies received to date from GCC for acquisitions of tenemental stock in both Strathbungo East and East Pollokshields.

To date we have received circa £15m and acquired just over 200 properties.

The programme has resulted in significant progress being made in Strathbungo, however less so in Pollokshields.

**Minutes of Management Committee Meeting – Thursday 25<sup>th</sup> February 2021  
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DR has continued discussions with GCC on the success and failures of the acquisition programme and agreement has now been reached to formalise a Partnership Agreement which will allow SHA to focus on properties in East Pollokshields.

DR highlighted the risks noted within the report to consider. GCC have stopped funding for private acquisitions. DR, PM and Paul Hush met GCC this week and highlighted this as a potential issue going forward. GCC will now consider acquisitions on a unit by unit basis, but no large sums of money is currently available as was in previous years. The Partnership Agreement will allow SHA to be given priority access for owner's grants for common repair works haven't been available before.

DR and Paul Hush will give a presentation to the SFARS Board on the potential resource issues within SFARS in agreeing the Partnership approach.

**DR**

There was some discussion around the unit by unit basis and how this could be cumbersome. DR advised that previously, due to the funding received, the Association took a blanket approach when purchasing properties. Now if a property is identified there is a large admin burden to go through prior to approval. DR commented that the Association will try and identify blocks already with SHA flats but that have flats available to purchase. The list would then be presented to the Council.

SC asked if the current budget has been exhausted. DR advised that the Association was given £3.2m last year and this, and more, has now been claimed/spent. Due to the current limited grant resources available from GCC, the Association may have to front fund refurbishment costs in the future.

SR commented on the targeted approach to obtain 50%+ ownership for the Association. Are these resident owners or sub-let? DR advised that there is a mixture of both.

DR gave the example of 105 Allison Street which consists of 17 flats. The Association now owns 14 of these and a lot of work has been undertaken over a long period of time.

PM commented on ensuring the SFARS Board are aware of the strategy moving forward. It was agreed it would be helpful to have more of a commitment from GCC if a Partnership Agreement is in place and officers were instructed to make representations to GCC.

**DR**

Officers were also asked to look for opportunities to raise concerns about the repair and improvement grant regime funded by Scottish Government.

**PMcG**

**Minutes of Management Committee Meeting – Thursday 25<sup>th</sup> February 2021  
Held via Zoom with all attendees at 6.00pm**

Committee noted the report.

**Item 9:  
Draft Annual  
Budget up to  
31.03.2022**

MW commented that this is very much the draft budget and a final one will be brought to the March meeting.

The majority of major repair projects reflected in the budget require further review as they will most likely be profiled over the next 2-3 years. The new finance system has brought some challenges in terms of mapping the budget headings across to the new format. MW hopes to finalise the budget structure in the new system as soon as possible.

MM asked if the heating programme is not completed by November would the Association lose the funding. MW advised that it is a possibility. Ideally the Association would aim to deliver the programme in order to access as much eligible grant as possible. However, delivery of the programme is dependent on a number of variables, including access to homes while under the COVID restrictions. MW also advised that the funding was extended from last financial year and it would be hoped there would be a further extension if similar circumstances existed. Given the current uncertainties of the funding, it has not as yet been included in the budget. BT queried if the budget included the potential expenditure for Berryknowes Avenue. MW advised that this was not included and this would be discussed in detail at Item 12.

SR asked how the Association would prioritise the programme of works and what is the impact on our insurance policy with costs that relate to COVID. MW advised that the Association is going through its insurance renewal just now and have been advised by the broker that there will be an uplift – possibly 10%. DR answered the query on prioritising projects. The first priority is the projects already on site. Also need to know if tenants will let the Association in to their homes to carry out works, but can prioritise works that do not require access. Another priority will be completing the ASHP project.

MC asked about the large variance in the budget noted in 'other grants'. PM commented that there are a number of grants within this category, including the Food Point grant which are not necessarily repeated each year. Lottery funding for the advice service was only up until March 2020.

Committee noted the draft budget.

**Item 10:  
Self-  
Assessment  
Against**

DP advised that the last self-assessment was in 2018. The proposal is to commission an external independent self-assessment. Committee asked if the internal auditor could carry this out, however PM advised that our internal auditors have been in place for a

**Minutes of Management Committee Meeting – Thursday 25<sup>th</sup> February 2021  
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**Regulatory Standards**

number of years now and it would be good to get competitive tenders.

Committee gave approval to go out to tender for a consultant with a view to commence the work by April 2021. It was agreed that the self-assessment process needs to be controlled by the Management Committee, however quotes could be given to the Audit Committee for approval. This was proposed by AC and seconded by RM.

**DP**

**Item 11:  
Mosspark Church Acquisition**

DR advised that this is a site the Association has been in discussions about for five years. The report gives the background to this project and committee were asked to note the risks identified at point 7 within the report.

Committee were advised that as well as the internal due diligence carried out by Association's staff to determine whether any new build project delivers value for money, the Association for additional governance purposes instruct a third party RICS Registered Valuer DM Hall who will sign off the development cash flows and appraisals. The purpose of this exercise is to attempt to recognise that at the end of 30 years there is still an asset which will continue to be able to generate an income stream.

Committee noted that by the end of 30 years a surplus of just under £950,000 is projected for this project.

DR advised Committee of the recent discussions with the Local Community Council.

Committee discussed the parking issue, which was an objection raised by the Community Council. DR advised that the plans will look at disabled parking and electric charging points.

SR asked if there would be ongoing security costs and will the Community Council object formally. DR advised that security costs would be required for the Church Building itself until such times as demolition works commenced.

DR responded on the question on the likelihood of the Local Community Council objecting to the proposals, advising that points raised at their meeting would be incorporated into the designs where possible.

Committee approved the acquisition of the site, the planning application to GCC and moving the project to tender stage. This was proposed by MC and seconded by RM.

**Item 12:  
150 Berryknowes**

DR referred to the report which was previously issued to Committee last August 2019.

**Minutes of Management Committee Meeting – Thursday 25<sup>th</sup> February 2021  
Held via Zoom with all attendees at 6.00pm**

**Avenue  
Options  
Appraisal**

Committee were asked to note that although officers were proceeding with the preparation of tender documents to be able to respond timeously should funding be made available by the Scottish Government for the works.

PM and DR met with Humza Yousaf in December. He is aware of the issues and is in consultation with the Housing Minister.

The value for money report from Arneil Johnston (Section 3) gives a note of their key conclusions and recommendation for retention and investment in the stock. This has a more positive financial contribution to the business plan over the next 30 years when compared to the cost of demolition.

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

**DR**

**Item 13:  
Membership  
Policy &  
Procedures**

PM advised that the new updated rules, approved in September 2020 have no substantial changes. However the Association has a commitment to ensure it has a representative and informed membership drawn from the communities which it serves. Membership has fallen in recent years, the majority due to being removed after non-attendance at the AGM or not notifying us with an apology. A membership drive is now required.

There was some discussion around the reasons for applications being refused. PM confirmed that these reasons have been lifted from the previous policy.

A query was also raised around GDPR implications of asking for a date of birth. DP advised that there is an age eligibility criteria and we also have a member's privacy notice.

Committee noted the new membership leaflet and proposed campaign and approved the new Membership Policy – proposed by BM and seconded by MC.

**Item 14:  
Director's  
Report**

PM advised that the majority of items within the report are for noting.

*School Holiday Food Programme* – Pauline Fletcher, Community Initiatives Manager submitted an emergency proposal for funding. This has now been agreed. Committee noted this.

*GWSF Affiliation Fees* – Committee approved the annual membership fee of £6483. Proposed by RM and seconded by BM.

**Minutes of Management Committee Meeting – Thursday 25<sup>th</sup> February 2021  
Held via Zoom with all attendees at 6.00pm**

*Audit Committee* – Committee approved the appointment of Elisa Campanaro, who is a member of the SFARS Board, to membership of the Audit Committee. Proposed by AD and seconded by MC.

*Living Rent* – SR asked what the strategy is for dealing with the Living Rent issue. PM advised that a response will be placed in the next newsletter and it is important that the Association challenges the issues and addresses these head on.

**PM**

*SFARS Subsidiary* – PM advised that a lengthy discussion took place at the last Audit Committee meeting on the strategic direction of the subsidiary company.

AC commented on the internal audit report which notes the need for more strategic overview of SFARS. It may be useful to have a committee session on this for further discussion. It was agreed that the wording within the internal audit report was perhaps overly negative and missed a lot of positive aspects of SFARS. It was noted that the private acquisitions have an impact on SFARS and they have taken on tenements where the Association have had no other involvement. Having a small working group of Committee and Board members is a good move forward. MW commented that the audit report came across quite negative and SFARS has been successful over the last 5 years in achieving and exceeding its objectives. However there is probably a need for more streamlined objectives moving forward. It was agreed to come back to Committee with more developed proposals once the various work streams outlined in the Directors Report have had time to advance.

**PM**

*Business Planning Event* – Committee agreed to have a further session on 13<sup>th</sup> April 2021.

**Item 15:  
Application  
for  
Membership**

One application for membership received:

No. 370 – XXXXXXXXXX

Committee approved this – proposed by AD and seconded by RM.

**Item 16:  
Proposed use  
of the seal**

The following was approved for proposed use of the seal:

Application Membership No. 370

**Item 17:  
Use of the  
seal**

No items for noting.

**Item 18:  
Minutes of  
Sub  
Committees**

No items for noting.

**Minutes of Management Committee Meeting – Thursday 25<sup>th</sup> February 2021  
Held via Zoom with all attendees at 6.00pm**

**Item 19:  
Relationship  
with other  
bodies**

*EVH* – monthly newsletter attached for information.

*SHARE* – winter newsletter attached for information.

*Cardonald Area Partnership* – MM gave an update on issues raised at the recent meeting.

- Police report – 30-40 fixed penalty notices issued for breaking COVID restrictions.
- 8 vacancies within community police
- Break ins have increased on private taxis
- Fire Service report – reports of fire have decreased
- Submission in from Southside H.A. for grant for Queensland Play Park. (MM left the meeting for this item.

**Item 20:  
Consents,  
Disposals &  
Acquisition**

No items for noting.

**Item 21:  
SHR  
Guidance  
Notes /  
Notifiable  
Events**

No items for noting

**Item 22:  
Any other  
competent  
business**

No other items for discussion.

**Item 23:  
Date of next  
meeting**

The next meeting will be held on Thursday 25<sup>th</sup> March 2021 At 6.00pm