

**Tollcross Housing Association Limited**  
**Minute of the Management Committee Meeting**  
**held on Monday 24<sup>th</sup> May 2021**

**Present:**

Chris Elliot (Chair for meeting), Bill Dougan, Brian McNally, Theresa Findlay, Steve Fleming, Esther Skimins, Ellen Stewart, Ellen Garscadden, Agnes Philips, Ian Smith, John McMorrow and Geraldine Connolly

**In Attendance:**

Clive Douglas, Chief Executive	Anne Fitzsimons, Corporate Services Director
Tom Hastings, Finance Director	Fiona Mills, Housing Director
Frank Donohoe, Technical Director	
Marie Campbell, Corporate Services Officer (Minutes)	
Drew McPhail (Observer)	
Jim Kearns – Glasgow City Council	(Item 2 only)
Paul Tonner – Glasgow City Council	(Item 2 only)

**Item 1 Apologies. Leave of Absence and Declaration of Interest:**

- 1.1. **Apologies:** Andrea Bell
- 1.2. **Leave of Absence:** Gwen Wilson.
- 1.3. **Declaration of Interest:** Drew McPhail, as observer at the meeting, was not present and, therefore, took no part in discussions relating to Item 10.

**Item 2 Update from Glasgow City Council Homeless Casework Team - Jim Kearns and Paul Tonner provided Committee with an update on progress since the reshaping of the service in 2020. The following points were highlighted:**

- 2.1 Tollcross Housing Association's performance has been exemplary with over 70% of lets during the last year provided to Section 5 referrals. Thanks were conveyed to the Association and its staff for the excellent contribution made.
- 2.2 In moving forward to continue to address homelessness, it is anticipated that a commitment of 60% of lets from each of the social housing landlords across the city would be required, with a review in 6 months in order to consider progress and outcomes.
- 2.3 In response to a query raise regarding the commitment and performance of other social housing landlords, it was noted that the situation is complex and impacted by factors such as: supply/demand for certain areas; the performance of the Casework Teams to quickly assess/provide resettlement plans alongside receptive Housing Teams.
- 2.4 In confirming the Association's continued commitment, it was noted that local councillors will be advised regarding the percentages required from each social landlord in order to avoid unnecessary administration.

**Item 3 Minutes of Previous Meetings:**

- 3.1 **Minutes of the Management Committee Meeting held on 26<sup>th</sup> April 2021:**
  - i. **Matters Arising and Correction to Minute** – None
  - ii. **Approval of the Minute** - The Minute was approved by general consent.
  - iii. **Decisions taken between Meetings** – None
- 3.2 **Sub Committee Minutes:**
  - 3.2.1 – **Minutes of the Audit Committee Meetings held on 9<sup>th</sup> November 2020 and 8<sup>th</sup> February 2021** – Noted.

**3.3.2 Minute of the Operations Sub Committee Meeting held on 22<sup>nd</sup> March 2021 – Noted.**

- Item 4 Annual Return on the Charter (ARC)** – Clive Douglas provided a detailed presentation outlining the figures for submission to the Scottish Housing Regulator, due by 31<sup>st</sup> May 2021. It was highlighted that: gas certifications have now all been completed for the year; allocations were down circa 20% due to the pandemic with no allocations during the period to sheltered housing properties and 121 lets were made to Section 5 referrals. Committee approved the submission of the ARC for the year 2020/21, noting that any last minute amendments will be reported at the next meeting. Clive Douglas and Committee extended thanks to all staff for their hard work in preparing the figures for the submission.
- Item 5 Update on Regulatory Engagement Plan** – The Association is working towards addressing the issues raised in the plan with the Scottish Housing Regulator being informed of progress.
- Item 6 Whisky Fungus** – Business Confidential.
- Item 7 Business Plan** – Committee considered the business plan, including the financial projections for the 30 years from 2021/22 and the assumptions made therein. In response to queries raised, it was noted that:
- the assumptions for EESH 2 are rolled forward each year. It was suggested that some benchmarking with other housing associations should be undertaken.
  - the 2034 cash balance is the net present value.
  - it is considered that the pension liability will be offset/balanced in future by staff leaving and entering the schemes.
- 7.1 In conclusion, Committee approved the Business Plan and 30 Year Financial Projections for submission to the Association’s lenders.
- Item 8 Audit Engagement Letters** – Committee approved the signing, by the Association’s Secretary of the: Audit Engagement Letter: Other Services Engagement Letter and the Audit Planning Letter.
- Item 9 Appointment of Contractors for the 2021-24 Landscape Maintenance Contract**  
In noting that all policies and procedures had been adhered to in the tendering of the contract, Committee approved the appointment of Caledonian Maintenance Services Limited to carry out landscape maintenance work for the period of 2021-24 with a further 2 year option.
- Item 10 Membership & Use of Seal** - Committee approved the applications for membership in respect of References: 2021/2 and 2012/3, with no cancellations during the period. The total membership at 31<sup>st</sup> May 2021 is 119. The seal was last used on 26<sup>th</sup> April 2021 to authorise a Share Certificate.

- Item 11**      **Policy Review** – Committee noted the Equality Impact Assessment and approved the Entitlements, Payments & Benefits Policy for immediate implementation. In addition, Committee noted the policies approved by the Audit & Business Sub Committee, namely; Recruitment & Selection, CCTV, Information Security & Corporate Clothing alongside associated Equality Impact Assessments.
- Item 12**      **PIN & Events Focus Group Update** – Committee noted the update and that the meetings of the PIN will recommence as soon as is practical. In addition, Committee approved the proposal for the summer event with details to be advertised in the summer newsletter.
- Item 13**      **Arrears Update** – Committee noted the report and in particular that arrears reduced by a further £4k with total arrears at end April 2021 at £210k. It was noted that Universal Credit cases amount to circa 50% of the total with direct/managed payments and lets to Section 5 Referrals in particular being analysed. Committee further noted that the overall arrears position is being continually monitored and with the impending closure of the local McVities factory, the Association is working to reach out to assist/signpost those affected wherever possible.
- Item 14**      **A.O.C.B.**
- 14.1      **Management Committee** – It was noted that Drew McPhail, who attended as an Observer at the meeting, is being considered as a potential Committee Member.
- 14.2      **Parkhead Bus Depot** – It was noted that discussions have recommenced with potential development partners.
- 14.3      **Committee Appraisals** – It was agreed that Stuart Eglinton should be appointed to undertake the appraisals for 2021.
- 14.5      **50<sup>th</sup> Anniversary** – It was noted that the Association will celebrate 50<sup>th</sup> Anniversary in 2024.
- Item 15**      **Date and Time of Next Meeting:** 28<sup>th</sup> June 2021 @ 6pm (Online: MS Teams)