

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held on Monday 28th June 2021



Present:

Chris Elliot (Chair for meeting), Bill Dougan, Brian McNally, Theresa Findlay, Steve Fleming, Ellen Stewart, Ellen Garscadden, John McMorro, Geraldine Connolly, Gwen Wilson and Drew McPhail

In Attendance:

Clive Douglas, Chief Executive
Tom Hastings, Finance Director
Frank Donohoe, Technical Director
Marie Campbell, Corporate Services Officer (Minutes)

Anne Fitzsimons, Corporate Services Director
Fiona Mills, Housing Director

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

- 1.1. **Apologies:** Andrea Bell, Agnes Philips, Esther Skimins and Ian Smith
- 1.2. **Leave of Absence:** None
- 1.3. **Declaration of Interest:** Drew McPhail joined the meeting post Item 2.

Item 2 Appointment of New Committee Member – Following discussion it was agreed to appoint Drew McPhail as a member of the Management Committee.

Item 3 Minutes of Previous Meetings:

3.1 Minutes of the Management Committee Meeting held on 24th May 2021:

3.1.1 Matters Arising and Correction to Minute – The following matters were noted:

- **Covid 19 –** Following guidance by the Scottish Government, office staff will not be returning to the office until 19th July 2021, with a date for opening to the general public being considered thereafter. It was further noted that the Association has 4 staff self isolating as a result of contact with persons outside the office, with one staff member testing positive for Covid, although they are doing well.
 - **Item 4 - ARC 2021 –** Following advice from the Scottish Housing Regulator, the indicator for routine repairs changed from 2.5 days to 2.9 days.
 - **Item 6 - Whisky Fungus –** Business Confidential
- ii. **Approval of the Minute -** The Minute was approved by general consent.
 - iii. **Decisions taken between Meetings** It was noted that in line with budget, affiliation fees were paid to TPAS in the amount of £757, QEF in the amount of £790 and HTT in the amount of £660.

3.2 Sub Committee Minutes: None due.

- Item 4** **Five Year Financial Projections** - Committee considered the five year projections, noting the assumptions made, the drawdown of development funds in Years 4 and 5 from the Royal Bank of Scotland, with sensitivity analysis undertaken and no concerns highlighted.
- 4.1 In response to a query raised regarding the impact of developing or not developing, it was noted that as development is done incrementally on a small scale and is balanced with demolitions to date, with no additional staff required, there is minimal impact. It was noted that when considering future development, housing need and impact on resources is taken into consideration.
- 4.2 Committee approved the Five Year Financial Projections for submission to the Scottish Housing Regulator.
- Item 5** **Development Update** – Committee noted the update and in particular:
- 5.1 **Dunira Street / New Office** - It was noted that Phases 1 and 2 defects are nearing completion with defects to the office at 868 Tollcross Road ongoing. Committee also noted that Phase 2 Dunira Street has been nominated for an RIAS/RIBA award.
- 5.2 **Altyre Street / Easterhill Street** – It is anticipated that grant funding for these projects will not be made available until 2023.
- 5.3 **Parkhead Bus Depot** – It was noted that liaison is ongoing with potential development partners.
- 5.4 **McVities Factory** – It was noted that a package of assistance is being considered by the Scottish Government to assist those affected by the possible closure.
- Item 6** **Recess July 2021** – Committee approved the recess of meetings during July 2021 and, in line with the Association’s Standing Orders, Item 10, to deleted authority to the Chief Executive.
- Item 7** **Internal Management Plan** – It was agreed to carry this item forward.
- Item 8** **Appointment of Contractor for the Installation of Resident Care Call and Video Door Entry System 2021 at Helenslea Sheltered Housing Complex** – Business Confidential
- Item 9** **Appointment of Contractor to carry out Asbestos Survey Works 2021-24** – Committee approved the appointment of Messrs Envirotec to carry out Asbestos Survey Works for the period 2021 to 2024.

- Item 10 Arrears Update** – Committee noted that the arrears balance increased in May 2021 by £5,817 with the total arrears now at £216,640. Committee noted the detailed analysis of the cases involved and that those in the £500-£999 category had the most significant increase. With regard to direct payments, it was noted that 48% of those on Universal Credit have managed payments although monetary value of these cases is being analysed as some are on partial payment. It was noted that all cases are being closely monitored, managed and where possible assistance provided. In addition, it was noted that the Scottish Government has set aside grant funding to assist.
- Item 11 Policy Review – Arrears Policy** – Committee considered the revised policy with the following points raised:
- 11.1 It was noted that where a tenant has been previously evicted and seeks a future tenancy, the Association will pursue payment of the previous arrears and implement strict criteria for any future arrears.
 - 11.2 It was noted that any decision not to enforce a decree is always reported back to the Management Committee.
 - 11.3 Committee approved the Arrears Policy for consultation per the Association’s Policies and Procedures.
- Item 12 Membership & Use of Seal** - Committee noted the cancellation of membership Reference 540. The total membership at 30th June 2021 is 118. The seal was last used on 24th May 2021 to authorise a Share Certificate.
- Item 13 Policy Review – Succession Planning Policy** – Committee considered and approved the Succession Planning Policy with the new revisions to be implemented as a result of discussions with the Scottish Housing Regulator, alongside the Equality Impact Assessment, for immediate implementation.
- Item 14 Internal Audit Topics 2021/22** – Committee noted the topics and dates for internal audits during 2021/22.
- Item 15 Management Committee Induction Review** - Committee noted the Induction Review and agreed to meet on 16th August 2021 to consider this in detail and agree any amendments.
- Item 16 Review of Reporting on Quarterly Key Performance indicators** – Committee agreed that the quarterly KPI reports should be submitted to the Operations Sub Committee and Audit & Business Sub Committee for the year 2021/22 onwards.
- Item 17 A.O.C.B.**
- 17.1 **Whisky Fungus** – Business Confidential

17.2 **Incident** – It was noted that statements will be taken from a number of staff and contractors for future reference.

17.3 **Governing Body Performance** - It was agreed that the new appraisal forms recently circulated be approved for inclusion in the Governing Body Performance policy/procedure.

Item 18 **Date and Time of Next Meeting:** 30th August 2021 @ 6pm (Online: MS Teams)