

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held on Monday 27th March 2023



Present: Andrea Bell, Geraldine Connolly, Bill Dougan, Drew McPhail, Sharon May, Eileen Watters, Gail Jackson, Ellen Garscadden, Agnes Phillips and Esther Skimins

In Attendance:

Clive Douglas, Chief Executive

Anne Wilson, Corporate Services Director

Fiona Mills, Housing Director

Marie Campbell, Corporate Services Officer (Minutes)

- Item 1** Welcome, Apologies, Leave of Absence and Declaration of Interest:
- 1.1. **Welcome:** Committee welcomed Eileen Watters to her first meeting as a co-opted member of the Management Committee.
 - 1.2. **Apologies:** Theresa Findlay, Chris Elliot, John McMorrow and Steve Fleming.
 - 1.3. **Leave of Absence:** Ian Smith
 - 1.4. **Disclosure of Interest:** Gail Jackson and Eileen Watters declared their interest as member/volunteers of the Board of Tollcross Community Trust/Advice Centre and left the meeting whilst discussions took place (See Item 4).
- Item 2** **Minutes of Previous Meetings:**
- 2.1 **Minutes of the Management Committee Meeting held on 27th February 2023:**
 - i. Matters arising and any corrections to the Minute: **Item 4.1** – It was agreed to amend the Minute to add the word “more” before “detail”, therefore, the minute should read:
 - It was noted that the write off procedure is being reviewed and it was agreed that future reports will include more detail of the reasons for writing off cases.”
 - ii. Approval of Minutes – Subject to the above amendment the Minute was approved by general consent.
 - iii. Decisions taken between Meetings – None.
 - 2.2 **Minutes of Sub Committee Meetings:** None due.
- Item 3** **Arrears Update** - Committee noted that arrears at end February 2023 increased by £5k to £206k. Staff continue to monitor and work with tenants to support and assist, utilising the services and grants currently being administered via the Advice Centre. It was further noted that the Association has now purchased the “Grantfinder” software to provide alerts and instant access to funding sources to assist tenants. In addition, it was noted that, given the government energy supplement is being ceased, staff are targeting and working closely with those tenants affected to provide assistance wherever possible.
- Item 4** **Association’s Financial Contribution to the continuation of the TSMAS Project** – At the meeting held on 27th February, Committee noted the funding from the Scottish Government had been withdrawn for this project and requested further information to be presented in order to progress the request to increase the Association’s contribution. A detailed report was provided and lengthy discussion ensued regarding the options available.

In conclusion, considering the impact the project has had for the wider community in terms of; financial gains and the ability to link up clients in need with wider services in the Advice Centre such as emergency food, energy advice and provision of vouchers and low energy appliances, warm space project., etc., it was unanimously agreed to provide an additional sum of £25k of funding to allow the project to continue until March 2024. This brings the Association's total contribution for the year to £50k, noting that Shettleston Housing Association are also match funding.

- Item 5** **Membership Report to 31st March 2023** - Committee noted and approved the membership application reference 2023/1, noting no cancelled memberships during the period. The total membership at 31st March 2023 is 99. The seal was last used on 3rd October 2022 for a Share Certificate.
- Item 6** **Policy Review: Governing Body Performance Review Policy** – Committee noted and approved the revised Policy, including the form for new members, noting the Equalities Impact Assessment.
- Item 7** **PIN & Events Focus Group Update** – Committee noted the update and in particular:
- 7.1 **Membership Drive** - the proposal to boost Association membership numbers during Easter with a prize draw.
 - 7.2 **Local Groups** – the Association will continue to check in with other local groups regarding planned events.
 - 7.3 **PIN** - participation will be resurrected following the meeting of the Customer Engagement Team.
- Item 8** **Development Update** – Committee noted the update and in particular:
- 8.1 **Altyre Street** – Work is ongoing to locate the mineshaft which is causing significant disruption to parking in the area.
 - 8.2 **Easterhill Street** – Following legal advice, in order to overcome the procurement issues, an advert will be placed in the Procurement Contracts Scotland website.
 - 8.3 **Ogilvie Street** – Liaison with the contractor and door manufacturer is ongoing.
- Item 9** **Subsidiary Update** – It was noted that all 12 MMR properties are currently occupied and the rent arrears for these 12 properties is currently £3005. This year, Auchenshuggle Develops donated £13,299 back to the Association through the Gift Aid system.
- Item 10** **Scottish Housing Regulator – Engagement Plan 23/24** – It was noted that the Annual Regulation Plan was issued to the Association on 17th March 2023 for approval and this was approved by the Chair and Vice Chair on Monday 20th March 2023 with the Regulator notified. Committee ratified the approval of the Regulation Plan.

Item 11 AOCB

- 11.1 **Strategy & Development Funding Plan** – It was noted that the submission requires to be made by 21st April 2023. It was agreed that in the event that the Operations Sub Committee is unable to meet before the submission date, delegated authority is provided to the Chief Executive to proceed to submit the Plan.
- 11.2 **Sheltered Housing** – It was noted that the review of the sheltered housing service is ongoing. Due to the retirement of Tam Foulis, Sheltered Housing Officer, with effect from 1st April 2023, in order to allow time for completion of the review, recruitment of a temporary member of staff is being progressed.

Item 12 Date and Time of Next Meeting: Monday 24th April 2023 @ 6pm