

**Tollcross Housing Association Limited**  
**Minute of the Management Committee Meeting**  
**held on Monday 30<sup>th</sup> May 2022**

**Present:**

Andrea Bell, Chris Elliot, Bill Dougan, Theresa Findlay, Steve Fleming, Esther Skimins, Agnes Philips, John McMorro, Drew McPhail, Sharon May and Geraldine Connolly

**In Attendance:**

Clive Douglas, Chief Executive	Anne Wilson, Corporate Services Director
Tom Hastings, Finance Director	Frank Donohoe, Technical Director
Marie Campbell, Corporate Services Officer	Jim Harvey (Agenda Item 3)
(Minutes)	Paul McNeil (Agenda Item 3)

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

1.1. **Apologies:** Ellen Garscadden, Ian Smith and Fiona Mills

**Item 2 Minutes of Previous Meetings:**

**2.1 Minutes of the Management Committee Meeting held on 25<sup>th</sup> April 2022:**

- 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

**2.2 Sub Committee Minutes:**

- 2.2.1 – **Minutes of the Audit Committee Meetings held on 14<sup>th</sup> February 2022** – Noted.
- 2.2.2 **Minute of the Operations Sub Committee Meeting held on 21<sup>st</sup> March 2022** – Noted.

**Item 3**

**Business Plan** – Jim Harvey and Paul McNeil provided a presentation on the draft business plan and 30 year financial projections, noting that the document will remain fluid as it is subject to many variables including: stock condition survey updates; legislative requirements in terms of climate change, etc; ongoing financial forecasts and in turn impact on costs and rent levels. In response to queries raised, the following point was highlighted:

- 3.1 **Financing** – Whilst a Bond model has been assumed within the 30 year projections, this option requires further exploration with existing lenders and analysis to include scenarios showing the effect of no further new build, capital pay back costs, cost of updated energy requirements, rents/service charges, etc.
- 3.2 In conclusion, Committee approved in principle the Business Plan and 30 Year Financial Projections for submission to the Association's lenders.

- 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 2022. It was also noted that clarification on the formula used for C8.2 (SHQS) will be sought from the SHR guidance. Committee approved the submission, of the ARC for the year 2021/22, noting that any last minute amendments will be reported at the next meeting.
- Item 5**      **Five Year Financial Projections** - Management Committee approved the Five Year Financial Projections for submission to the Scottish Housing Regulator.
- Item 6**      **Audit Planning Letter** – Committee noted and approved the Audit Plan for the Year to 31<sup>st</sup> March 2023 from Messrs Alexander Sloan.
- Item 7**      **Governing Body Performance Review** - Committee members approved the proposals as detailed for the Governing Body Performance Review, subject to the inclusion of Office Bearers in regard to the Chair’s appraisal. It was noted that it is hoped to complete the reviews by the end of August and any changes required, incorporated within the revised Governing Body Performance Review Policy.
- Item 8**      **Membership & Use of Seal** – Committee noted no new or cancelled memberships during the period. The total membership at 31<sup>st</sup> May 2022 is 115. The seal was last used on 28<sup>th</sup> February 2022 for a Share Certificate.
- Item 9**      **Policy Review** - Committee ratified the policies and associated equalities impact assessments for immediate implementation as approved by the Audit & Business Sub Committee on 9<sup>th</sup> May 2022, namely; Alcohol and Substance Misuse Policy –, Attendance and Absence Management Policy & Procedure, Code of Conduct for Staff, Dignity at Work Policy and the Reserve Forces Policy. Committee also noted that the Customer Service Standards are now out for consultation and will brought back to the next meeting of the Management Committee for consideration.
- Item 10**     **Arrears Update** – It was agreed to carry forward this item to the next meeting.
- Item 11**     **Shared Ownership – Valuation of Property** – It was agreed to provide delegated authority to staff to agree the valuation and proceed with the sale in accordance with policy and procedure.
- Item 12**     **Development Update** – Committee noted the update and in particular that Glasgow City Council are advising the Association to advance with the projects at Altyre Street and Easterhill Street. Committee approved the submission for grant funding on both the projects, noting that ongoing consideration will be given to costs/timing.
- Item 13**     **Police Review – Asset Management Strategy** – Committee approved the draft strategy for consultation, noting that this is subject to an update on guidance due in September 2022.

**Item 14      A.O.C.B.**

- 14.1 **Shettleston Housing Association** – Committee noted the ongoing liaison with Shettleston Housing Association to consider possible partnership working across a range of services. In addition, it was noted an application has been submitted for grant funding to employ an Energy Adviser.
  
- 14.2 **Housing Benefit** - It was agreed to consider at a future meeting, how any excess funding should be directed.

**Item              Date and Time of Next Meeting: 28<sup>th</sup> June 2022 @ 6pm (Online: MS Teams)**