

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held on Monday 27th June 2022

Present:

Andrea Bell, Chris Elliot, Bill Dougan, Theresa Findlay, Steve Fleming, Agnes Philips, John McMorro, Drew McPhail and Ellen Garscadden

In Attendance:

Clive Douglas, Chief Executive
Marie Campbell, Corporate Services Officer
(Minutes)

Tom Hastings, Finance Director
Nicola Muir, Housing Manager

- Item 1 Apologies. Leave of Absence and Declaration of Interest:**
1.1. **Apologies:** Esther Skimins, Geraldine Connolly, Ian Smith and Sharon May
- Item 2 Minutes of Previous Meetings:**
2.1 **Minutes of the Management Committee Meeting held on 30th May 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:** None due.
- Item 3 Annual General Meeting 2022** - Committee noted the agenda/preparations for the AGM to be held on Tuesday 13th September, being a mix of online and in person participants. It was noted that those standing down and having confirmed their willingness to be re-elected are, Chris Elliot, Esther Skimins, Bill Dougan and Geraldine Connolly with two co-optees, John McMorro continuing in this capacity after the AGM and Sharon May seeking formal election.
- Item 4 PIN & Events Focus Group Update** – Committee noted the update and in particular the following:
4.1. **BusTrip for over 60s** – This is planned to go ahead on 12th August 2022, subject to a review of covid infection rates, which is currently rising.
4.2 **Performance Improvement Network (PIN)** – Members have been working on a number of policy reviews and undertaken training on the Annual Assurance Statement.
4.3 **Annual Assurance Statement** – Members were asked to consider participation in a short-life working group to consider the Statement for 2022, working with Alex Cameron on the compliance evidence. Any members interested should contact Anne Wilson.
- Item 5 Review of Customer Engagement Action Plan** – Committee agreed that the review of the Plan should be delayed until September 2022.

- Item 6** **Membership & Use of Seal Report** - Committee noted no new or cancelled memberships during the period. The total membership at June 2022 is 115. The seal was last used on 28th February 2022 for a Share Certificate.
- Item 7** **Arrears Update** – Committee welcomed Nicola Muir, Housing Manager, to her first meeting of the Management Committee. Committee noted that arrears to end May 2022 increased by £4k to a total £181k with all cases being managed in line with policy and procedure. It was also noted that other factors to mitigate the risk of rising arrears include; new tenants being encouraged to set up direct payments; improvements are being seen in reporting/liasing with DWP; the Association’s new Welfare Rights Officer has now taken up the post, alongside the services currently in place in the Advice Centre.
- 7.1 **Request for Special Sub Let/Arrears Case** – It was agreed that legal advice should be taken re. the payment of the arrears alongside sight of consents from the Home Office, etc.
- Item 8** **Money Advise Project – Funding Application** – Committee noted the update on the project and approved the funding for a further 3 years at a cost of £86k.
- Item 9** **Eviction Report - Eviction Case Ref 3 (2022/23)** - Committee noted the details of the case and in particular the date of tenancy start, the tenant profile and history. In noting all actions taken to date to prevent the case escalating, as per the Association’s policies, procedures and the solicitor’s confirmation of the granting of a decree on 11th May 2022, Committee approved, by general consent, that the decree should be enforced.
- Item 10** **Loan Portfolio 2022** – Committee approved the submission of the Loan Portfolio by the Finance Director to the Scottish Housing Regulator.
- Item 11** **Factoring – Write Offs** - Committee approved the write off of factoring arrears balances totalling £3,651.70. It was noted that there is now a procedure in place to deal with change of ownership. Discussion ensued and it was agreed to provide delegated authority to the Finance Director to write of arrears balances under £200, as appropriate.
- Item 12** **Business Plan Update** – It was noted that, based on previous comments made by Committee, the Business Plan has been updated and sent to our banking partners for comment.
- Item 13** **Asset Management Strategy** – Committee noted that following the consultation period, no comments were received. Accordingly, Committee approved the Strategy, noting that a more wide ranging and comprehensive system of evaluating the future of the Associations assets is under production and will be available late in 2022. The production of this new strategy will also include the latest guidance from the Scottish Housing Regulator relating to how we manage our assets.

Item 14 Pension Scheme – Committee noted the content of the letter from the Pension Trust regarding the increases in costs and the effect on the defined benefit schemes. It was agreed that a special meeting should be arranged for 20th July with a specialist adviser to consider the detail of the proposals. It was agreed that a package of information should be sent to Committee prior to the meeting in order to consider the short and long term effect of any changes to contributions for both employer and employees.

Item 15 A.O.C.B.

15.1 **Annual Return on the Charter** – Following the meeting on 30th May, it was noted that the Scottish Housing Regulator has provided clarification on question C8.2 relating to the Scottish Housing Quality Standard, which has necessitated an amendment to the figure originally submitted to 51%. It was also noted that the Regulator intends to reword the question for next year's submission.

15.2 **The Winter Gardens, Tollcross Park** – It was noted that the project should be complete by October 2022. In noting that there is a party interested in managing the project with the introduction of a café, it was agreed to query the Council as to whether the Association could undertake the feasibility per the agreed funding, and in turn share the outcomes with any interested parties to allow for full consideration by all concerned.

15.3 **Opening of Community Garden in Canmore Street** – Committee noted that the community garden, developed and funded through Margaret Blackwood Housing Association, is now open and a great asset for the community.

Item 16 Date and Time of Next Meeting:

- Wednesday 20th July @ 6pm – Special Meeting re. Pension Scheme
- Monday 29th August @ 6pm – Management Committee Meeting