

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held on Monday 22nd May 2023



Present: Andrea Bell (Chair), Drew McPhail, Bill Dougan, Sharon May, Gail Jackson, Ellen Garscadden, Agnes Philips (P/T) Esther Skimins, Theresa Findlay, Eileen Watters and John McMorrow

In Attendance:

Clive Douglas, Chief Executive	Anne Wilson, Corporate Services Director
Joe Wilson, Technical Director	Fiona Mills, Housing Director
Tom Hastings, Finance Director	Rhys Atkinson, Corporate Services Assistant (Minutes)

Item 1 Apologies and Declaration of Interest:

- 1.1. **Apologies:** Geraldine Connolly, Chris Elliot and Steve Fleming
- 1.2. **Leave of Absence:**
 - 1.2.1 Committee members were sad to hear that following a special leave of absence, Ian Smith has decided to resign from the Committee for personal reasons.
 - 1.2.2 Committee members approved a special leave of absence for Chris Elliot for personal reasons.
- 1.3. **Declaration of Interest:** None

Item 2 Minutes of Previous Meetings:

- 2.1 Minutes of the Management Committee Meeting held on 24th April 2023
 - 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 **Confidential Minute of Management Committee Meeting held on Monday 24th April 2023** – Approved by general consent.
- 2.3 **Sub Committee Minutes:** Audit and Business Sub-Committee Meeting held on 13th February 2023 – noted.

Item 3

ARC Return 22/23 – it was noted that a presentation of the ARC had been made to those Committee members who attended the strategy day on Tuesday 16th May 2023. The report has been issued in advance of the meeting, and in order for Committee members to easily compare the figures, 22/23 and 21/22 figures were provided. Committee members noted that the Alex Cameron of Quinn Internal Audit Services has provided a Draft Report providing confirmation that he was able to verify all indicators for the ARC for 22/23. As a result of the verification process, one figure has been altered since the report was issued to Committee. This was for staff turnover and instead of 18.7% it is 19.89%.

Committee members approved the ARC submission data for 22/23.

Item 4 Business Plan Review – Committee noted the content of the report issued in advance of the meeting, which was supplemented by a detailed presentation from Tom Hastings.

Committee members approved the Business Plan, which will now be submitted to the Association's lenders.

Item 5 Five-year Financial Projections – Committee members noted the content of the report issued in advance of the meeting, which was supplemented by a detailed presentation from Tom Hastings.

Committee members approved the Five-year Financial Projections for submission to the Scottish Housing Regulator.

Item 6 Development update

6.1 **Altyre Street** – Committee noted that the mine shaft at Altyre Street has been located and is now filled and sealed by contractors earlier in May 2023.

6.2 **Easterhill Street** – Committee noted that the advertisement for New Build Development is on the Public Procurement Scotland website, and we are awaiting responses. Closing date is the 12th June 2023.

Item 7 Policy Review – Committee members noted that the following policies had been approved by the Audit and Business Sub-Committee at the meeting held 15th May 2023.

- Stress Management Policy
- Aggression & Violence at Work Policy

Following a request by Committee, a breakdown of the wellbeing and stress management training offered to and undertaken by staff will be issued to Committee.

Item 8 Membership & Use of Seal Report – Committee noted that there were no new members at this time and that 7 memberships have been cancelled.

Item 9 Any Other Competent Business

9.1 Committee members confirmed they were happy with the results from the Customer Satisfaction surveys undertaken by Research Resource (Tenants and Owners). These had been issued to Committee members and also presented at the strategy day on 16th May 2023.

9.2 Committee noted the 'thank you' card received from a committee member following receipt of a birthday gift from the Association on Tuesday 16th May 2023.

Item 10 Date & Time of Next Meeting:

26th June 2023 at 6.00 pm – Management Committee (868 Tollcross Road, Glasgow, G32 8PF and on-line).