

Management Committee Meeting Minute

Meeting summary:

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| Date | 26 February 2024 | Start time | 6.00pm |
| Location | Hybrid (868 Tollcross Road + online via Teams) | End time | 7.30pm |

Present:

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| Chris Elliot (Chair) | Bill Dougan | John McMorrow |
| Drew McPhail (Vice Chair) | Alice Lyness | Agnes Phillips |
| Andrea Bell | Sharon May | Eileen Waters |
| Geraldine Connolly | | |

Minimum quorum requirements met when 5 governing body members are present.

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| In attendance: | Clive Douglas, Chief Executive |
| Joe Wilson, Technical Director | Anne Wilson, Corporate Services Director |
| Fiona Mills, Housing Director | Dianne Mathewson, Corporate Services Manager (minutes) |

Agenda items:

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| Item 1 | Apologies & Declaration of Interest |
| 1.1 | Apologies – Steve Fleming, Gail Jackson, Ellen Garscadden and Esther Skimins. Leave of absence – Theresa Findlay (February - May 2024). Non-attendance – None. |
| 1.2 | Declaration of Interest – none. |

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| Item 2 | Minute of Previous Meetings |
| 2.1 | Minute of the Management Committee Meeting held on 29 January 2024. i. Matters Arising and any corrections to the minute: Correction (a) – item 5 – should read ‘inflation rates’ not ‘interest rates’. Correction (b) – item 13 – further explanation provided – ‘there were no major emergencies that put pressure on our contractors over the festive shut-down’. Matter arising (a) – item 4 – all rent increase letters have now been delivered. ii. Approval of the Minute: Approved by general consent. iii. Decisions taken between meetings: None. |
| 2.3 | Sub Committee Minutes for Ratification 2.3.1 - Audit & Business Sub-committee held 13 November 2024: Noted. 2.3.2 - Operations Sub Committee held 20 November 2023: Noted. |

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| Item 3 | Action Schedule 2023/24 | <i>For: Information, Discussion, & Decision</i> |
| <p>Action schedule provides a tracker for actions requested by the Management Committee.</p> <p>No. 1 update – the tender is currently live and will close on 20 March 2024.</p> <p>No. 7 update – the detailed report will be sent quarterly to the operation sub-committee – action completed.</p> <p>No. 25 update – action on hold until 2024/25, until further information can be confirmed relating to grants available. Clive confirmed that the Association has been approached to purchase a property on Tollcross Road and this will go ahead separately.</p> | | |
| Outcome: | Schedule noted by Management Committee. | |
| Actions: | Action number 10 and 23 deadlines to be extended to March 2024. | |

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| Item 4 | Former Tenant Write-Off 2024/24 | <i>For: Information, Discussion, & Decision</i> |
| <p>Report asked Management Committee to consider the proposed former tenant rent arrears write off for 2023/24. Fiona confirmed that based on feedback from the Management Committee further details of the cases can be found in the appendix to the report.</p> | | |
| Outcome: | <p>Management Committee confirmed delegated authority for small debt write-off should be used for debt up to £200 (as per agreed procedure). Report approved by Management Committee.</p> | |
| Actions: | <p>Former Tenant Arrears policy and procedure to be reviewed.</p> | |

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| Item 5 | Management Committee Workplan | <i>For: Information, Discussion, & Decision</i> |
| <p>Report asked Management Committee to consider the proposed calendar of meetings 2024/25, including proposed workplan, financial returns and submissions. Management Committee was asked to consider the 17 April 2024 for a staff/committee development day for 2024/25.</p> | | |
| Outcome: | <p>Report approved by Management Committee. Development day date approved by Management Committee.</p> | |
| Actions: | <p>None.</p> | |

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| Item 6 | Membership & Use of Seal Report | <i>For: Information, Discussion, & Decision</i> |
| <p>Report provided an update on the Association's membership and use of the Seal. The Management Committee were asked to consider one new membership for approval.</p> | | |
| Outcome: | <p>Reported noted by Management Committee. New membership approved.</p> | |
| Actions: | <p>None.</p> | |

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| Item 7 | Development Update | <i>For: Information, Discussion, & Decision</i> |
| <p>Report provided an update on on-going development projects. Clive confirmed that they may look to pay the private finance in the first instance before looking at loan provisions for Altyre Street development. <i>Query (a) – does the Association private financing the development increase the risk to the Association. Response(a) – the Association would ensure loan commitments were in place and in writing before making any financial commitments to the development.</i> <i>Query (b) – is there anyway of accelerating the process with the Scottish Government. Response (b) – this is a new process for the Association, we are unsure how long it may take.</i> General discussion took place around the positive feedback received about the Winter Gardens being open and volunteering at the Winter Gardens, Management Committee were asked if they could volunteer their time or were aware of any suitable volunteers to help keep the space open. Clive thanked current Management Committee volunteers. Clive confirmed that Tollcross Park will be one of three parks in Glasgow to get a free-standing toilet, this will be funded by Glasgow City Council and will be located next to the Winter Garden but not in it. Fiona confirmed that purchase of the single property in Tollcross is completed and it is now added to stock numbers.</p> | | |
| Outcome: | <p>Report noted by Management Committee.</p> | |
| Actions: | <p>None.</p> | |

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| Item 8 | Correspondence | | | | |
| 8.1 | <p><u>Pay Award 2024/25</u></p> <p>Clive confirmed that correspondence has been received from EVH regarding the annual employee pay increase for 2024/25. Clive confirmed that a meeting took place with EVH and Unite to negotiate the increase. At the end of the meeting EVH believed that they had come to an agreement. However, Unite balloted their members with a recommendation to reject the offer. Therefore, the ballot sent to employers from EVH is no longer valid. The parties are engaging with an arbitration process with ACAS. If they do not reach an agreement, Unite may ballot for strike action.</p> <table border="1" data-bbox="261 640 1477 745"> <tr> <td data-bbox="261 640 453 689">Outcome:</td> <td data-bbox="453 640 1477 689">Noted by Management Committee.</td> </tr> <tr> <td data-bbox="261 689 453 745">Actions:</td> <td data-bbox="453 689 1477 745">Management Committee to be made aware of any updates.</td> </tr> </table> | Outcome: | Noted by Management Committee. | Actions: | Management Committee to be made aware of any updates. |
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| Actions: | Management Committee to be made aware of any updates. | | | | |
| 8.2 | <p><u>Regulatory Framework</u></p> <p>Clive confirmed that the Scottish Housing Regulatory have launched their new framework and Anne has been working through the changes.</p> <table border="1" data-bbox="261 902 1477 1043"> <tr> <td data-bbox="261 902 453 952">Outcome:</td> <td data-bbox="453 902 1477 952">Noted by Management Committee.</td> </tr> <tr> <td data-bbox="261 952 453 1043">Actions:</td> <td data-bbox="453 952 1477 1043">Report to be sent to Management Committee meeting in March regarding changes and impact on the Association.</td> </tr> </table> | Outcome: | Noted by Management Committee. | Actions: | Report to be sent to Management Committee meeting in March regarding changes and impact on the Association. |
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| 8.3 | <p><u>Tenant Participation Questionnaire</u></p> <p>Clive confirmed that the Association was asked to participate in a questionnaire from the Regulator on Tenant Participation and Gypsy/Travellers.</p> <p><i>Query (a) does the Association have duty to Gypsy/Travellers. Response (a) the Association does not have any statutory duties, this would sit with the local authority.</i></p> <table border="1" data-bbox="261 1279 1477 1384"> <tr> <td data-bbox="261 1279 453 1328">Outcome:</td> <td data-bbox="453 1279 1477 1328">Noted by Management Committee.</td> </tr> <tr> <td data-bbox="261 1328 453 1384">Actions:</td> <td data-bbox="453 1328 1477 1384">None.</td> </tr> </table> | Outcome: | Noted by Management Committee. | Actions: | None. |
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| Actions: | None. | | | | |
| Item 9 | AOCB | | | | |
| 9.1 | <p><u>Fire in property</u></p> <p>Clive informed the Management Committee of a fire in one of the Association's properties. The fire resulted in the tenant being taken to hospital (still currently there) and the significant loss of their property. The Association is working to rehome the tenant in one of our properties until work can be completed on their home (which might be a number of months). Unfortunately, the tenant did not have contents insurance and the Association is exploring ways to get support for them.</p> <table border="1" data-bbox="261 1760 1477 1865"> <tr> <td data-bbox="261 1760 453 1809">Outcome:</td> <td data-bbox="453 1760 1477 1809">Noted by Management Committee.</td> </tr> <tr> <td data-bbox="261 1809 453 1865">Actions:</td> <td data-bbox="453 1809 1477 1865">None.</td> </tr> </table> | Outcome: | Noted by Management Committee. | Actions: | None. |
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| Actions: | None. | | | | |
| 9.2 | <p><u>ICT Tender</u></p> <p>Clive informed the Management Committee that the tender for the new ICT is live and will close this Friday 1 March. Volunteers are asked to attend to open the tender.</p> <table border="1" data-bbox="261 2022 1477 2121"> <tr> <td data-bbox="261 2022 453 2072">Outcome:</td> <td data-bbox="453 2022 1477 2072">Two volunteers will attend from Management Committee.</td> </tr> <tr> <td data-bbox="261 2072 453 2121">Actions:</td> <td data-bbox="453 2072 1477 2121">None.</td> </tr> </table> | Outcome: | Two volunteers will attend from Management Committee. | Actions: | None. |
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| Actions: | None. | | | | |

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| 9.3 | <p><u>Salary review</u></p> <p>Clive informed the Management Committee that work on the salary review is continuing and once the report is compiled this will be sent to Chair and Vice Chair for consideration.</p> <table border="1" data-bbox="261 340 1481 452"> <tr> <td data-bbox="261 340 453 396">Outcome:</td> <td data-bbox="453 340 1481 396">Noted by Management Committee.</td> </tr> <tr> <td data-bbox="261 396 453 452">Actions:</td> <td data-bbox="453 396 1481 452">None.</td> </tr> </table> | Outcome: | Noted by Management Committee. | Actions: | None. | | |
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| Actions: | None. | | | | | | |
| 9.4 | <p><u>Meeting structure</u></p> <p>The Management Committee confirmed the following to be integrated in the meeting structure moving forward (1) comfort breaks will be provided for longer meetings and (2) food to be provided for evening meetings.</p> <table border="1" data-bbox="261 640 1481 752"> <tr> <td data-bbox="261 640 453 696">Outcome:</td> <td data-bbox="453 640 1481 696">None.</td> </tr> <tr> <td data-bbox="261 696 453 752">Actions:</td> <td data-bbox="453 696 1481 752">None.</td> </tr> </table> | Outcome: | None. | Actions: | None. | | |
| Outcome: | None. | | | | | | |
| Actions: | None. | | | | | | |
| Item 10 | Date & Time of Next Meeting | | | | | | |
| 10.1 | <p>Management Committee Meeting</p> <table border="1" data-bbox="261 891 1251 1025"> <tr> <td data-bbox="261 891 469 936">Date</td> <td data-bbox="469 891 1251 936">25 March 2024</td> </tr> <tr> <td data-bbox="261 936 469 981">Location</td> <td data-bbox="469 936 1251 981">Hybrid (868 Tollcross Road + online via Teams)</td> </tr> <tr> <td data-bbox="261 981 469 1025">Start time</td> <td data-bbox="469 981 1251 1025">6.00pm (planned end time 8.00pm)</td> </tr> </table> | Date | 25 March 2024 | Location | Hybrid (868 Tollcross Road + online via Teams) | Start time | 6.00pm (planned end time 8.00pm) |
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