

**Present:**

Andrea Bell (Chair), Bill Dougan (Honorary President), Theresa Findlay, Clare Newton, Esther Skimins, Ellen Stewart, Agnes Philips, John McMorrow, Brian McNally and Geraldine Connolly

**In Attendance:**

Anne Fitzsimons, Corporate Services Director  
Fiona Mills, Housing Manager  
Neil Brennan, Consultant  
Marie Campbell, Corporate Services Officer (Minutes)

Tom Hastings, Finance Director  
Maureen Barnes, Housing Manager

**Item 1 Apologies and Declaration of Interest:**

- 1.1. Apologies: Ellen Garscadden, Steve Fleming, Ian Smith, Chris Elliot and Clive Douglas
- 1.2. Declaration of Interest – **Agenda Item 2 – Pension Scheme** - All staff members left the meeting during the presentation and discussions.

**Item 2 Pension Scheme (Presentation by Neil Brennan)**

- 2.1 Following the presentation by Neil Brennan, Committee confirmed their agreement to:
  - 2.1.1 proceed to consult with staff and on the basis of a 50/50 contribution basis.
  - 2.1.2 request a report from the Finance Director, analysing the impact of the proposed contribution rate on the business.
  - 2.1.3 meet on Monday 13<sup>th</sup> January to consider the staff feedback and financial report as above.

**Item 3 Minutes of Previous Meetings:**

- 3.1 **Management Committee Meeting held on 28<sup>th</sup> October 2019** - There being no matters arising, the minutes were approved by general consent.
- 3.2 **Minutes of the Audit & Business Sub Committee Meeting held on 12<sup>th</sup> August 2019** – The minutes were noted.

**Item 4 Membership and Use of Seal** - Committee noted that there were no new applications nor cancelled applications with the total membership at 30<sup>th</sup> November 2019 standing at 126. The seal was last used on 1<sup>st</sup> October 2019 to authorise two Share Certificates.

**Item 5 Equality & Human Rights Policy and Action Plan** – Committee noted the equalities impact assessment, agreed to review the action plan on a quarterly basis and approved the policy and action plan for immediate implementation.

**Item 6 Royal Bank of Scotland – Revised Covenants** – Committee approved the revised figures/covenants and agreed delegated authority be provided to the Finance Director to sign the appropriate documentation.

- Item 7**      **Proposed Rent Increase for 2020/21** – Committee considered the detailed report and agreed to:
- 7.1      consult with tenants on the proposed increases of either 2.4% or 2.9%.
  - 7.2      approve the narrative for the rent consultation article for the Winter 2019 Newsletter.
  - 7.2      consider the feedback from the consultation at the meeting schedule for 27<sup>th</sup> January 2020.
- Item 8**      **Living Rent** – Subject to some minor amendments, the proposed response to “Living Rent” was approved.
- Item 9**      **Glasgow City Council – Implementation of Local Lettings Plan for Glasgow (Homelessness and Section 5 Referrals)** – Committee considered the detailed report and agreed that the proposed target of 50% should be accepted, however, noting that this will be difficult to achieve. It was noted that a meeting will be held with Glasgow City Council to discuss concerns.
- Item 10**     **Christmas Office Closure & Emergency Arrangements** – Committee approved the arrangements in place for the festive period as set out in the detailed paper with the proviso that the office should close at 3pm on Tuesday 24<sup>th</sup> December 2019.
- Item 11**     **Subsidiary Update** – It was noted that the Association’s solicitors are progressing the set up of the new subsidiary with associated inter organisational agreements.
- Item 12**     **Glossary of Language** – Noted.
- Item 13**     **A.O.C.B.**
- 13.1     **Housing Association – Passport** – It was noted that a member of staff from NG Homes and current Management Committee Member enjoyed a one day passport to spend time with staff at Tollcross HA, noting that there was no access to confidential information.
  - 13.2     **Award** – Committee congratulated Clare Newton on receiving the service award at the EVH Conference.
  - 13.3     **EVH Representative** – Clare Newton agreed to continue as the Association’s representative.
  - 13.4     **Fullarton & Tollcross Playscheme** – It was agreed to provide a donation towards the Playscheme’s festive activities.
  - 13.5     **Business Confidential Item.**
- Item 14**     **Date & Time of Next Meeting** – Monday 16<sup>th</sup> December 2019 @ 5.45pm.