

**Tollcross Housing Association Limited**  
**Minute of the Management Committee Meeting**  
**held on Monday 22<sup>nd</sup> February 2021**

**Present:**

Andrea Bell, Bill Dougan, Brian McNally, Ian Smith, Chris Elliot, Theresa Findlay, Steve Fleming, Esther Skimins, Agnes Philips, Ellen Stewart, Ellen Garscadden, John McMorrow and Geraldine Connolly

**In Attendance:**

Clive Douglas, Chief Executive  
Tom Hastings, Finance Director  
Frank Donohoe, Technical Director  
Marie Campbell, Corporate Services Officer (Minutes)

Anne Fitzsimons, Corporate Services Director  
Fiona Mills, Housing Director

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

1.1. **Apologies:** Gwen Wilson

1.2. **Declaration of Interest:**

1.2.1 **Item 2.2** - Staff left the meeting and did not participate in discussions relative to Item 2.2 "Confidential Minute"

1.2.2 **Item 14.2** - Staff and Committee Members, subject to EVH Terms & Conditions, left the meeting and did not participate in discussions relative to Item 14.2 "Wage Ballot".

**Item 2 Minutes of Previous Meetings:**

2.1 **Minutes of the Management Committee Meeting held on 25<sup>th</sup> January 2021:**

i. **Matters Arising and Correction to Minute** – None.

ii. **Approval of Minutes** – The Minute was approved by general consent.

iii. **Decisions taken between Meetings** – None.

2.2 **Minutes of the Confidential Committee Meeting held on 25<sup>th</sup> January 2021:**

i. **Matters Arising and Correction to Minute** – None.

ii. **Approval of Minutes** – The Minute was approved by general consent.

iii. **Decisions taken between Meetings** – Management Committee Members noted that the recommendations regarding this matter, as approved at the previous meeting, have been achieved.

2.3 **Minute of the Audit & Business Sub Committee meeting held on 9<sup>th</sup> November 2020** – Noted.

**Item 3 Proposed Budget for 2021/22-** Committee noted the detailed budget and the assumptions made to 31<sup>st</sup> March 2022, noting that figures are in line with best information available at the time of setting the budget and, therefore, the figures are subject to review throughout the year with significant changes being reported as soon as is practicable.

3.1 In noting the impact of the pandemic on spend/cashflow, Committee requested that a report on the gains/losses anticipated to end March 2021, be brought back to a future meeting.

- 3.2 In conclusion, noting the assumptions made and the ongoing monitoring/reporting throughout the year, Committee approved the budget for the year to 31<sup>st</sup> March 2022.

**Item 4 Proposed Factoring Fee for 2021/22** – Committee approved the two levels of Factoring Management Fee of £146.00 (paperless) and £156 (traditional) and also agreed to the increase in the Sales Administration Fee to £62 (and £93) for the 2021-22 financial year.

**Item 5 Clydesdale Bank Term Loan Agreement** – In considering the terms of the new loan agreement, Committee noted that the new covenants have been tested over the 5 and 30 year projections. In addition, it was noted that in Year 10, the impact of the bullet payment has been considered and it is anticipated that refinancing would be required. In conclusion, Committee agreed :

- 3.1 to the terms of the new agreement;  
3.2 to the signing of the agreement by the Chief Executive and Finance Director;  
3.3 that the Chief Executive and Finance Director continue to have authority to sign annual amendment letters for both of our existing lenders.

**Item 6 Arrears Update** – Committee noted the report and in particular the fluctuation in arrears over the course of the current year with a total of +£239k at end January 2021. Committee further noted that the Association now has 573 tenants receiving Universal Credit with 42% of those cases in arrears. All arrears cases are being managed and assistance provided wherever possible.

**Item 7 Former Tenant Arrears Write Offs** – Committee agreed to write off a total of £46,584.99, noting that the debts have been pursued according to our policy and procedure. Committee also noted that the debts will continue to be pursued/ recovered wherever possible with consideration currently being given to the use of an external agency. Following discussion, it was also agreed;

- 7.1 that the policy be reviewed to include a section where debts are “uneconomical to pursue” and cover smaller debts, where recourse to Committee to write off is not required.  
7.2 that future reports include some background detail on a selection of higher value cases.

**Item 8 Membership Report to 28<sup>th</sup> February 2021** - Committee noted that there were no new applications or cancellations during the period. The total membership at 28<sup>th</sup> February 2021 stands at 116. The seal was last used on 7<sup>th</sup> December 2020 for a share certificate.

**Item 9 Committee Workplan/Financial Returns and Submission Calendar 2021/22 and Policy Review Procedure** – In noting the detailed returns calendar, workplan and policy review procedure, Committee also agreed that the monthly report on Covid19 which is submitted to the Scottish Housing Regulator is not required to be presented to the Committee. Following discussion, Committee requested that:

- 9.1 the submissions calendar be sorted in date order.
- 9.2 consideration be given to the policy review process whereby senior staff have authority to review and approve revisions where appropriate. Only reviews of these policies that require significant changes would be presented to MC for consideration and approval. Standing Orders would be required to be reviewed if this is approved by Management Committee.

**Item 10**      **Policy Review: Staff Training and Development Policy** – Committee noted the new policy as approved by the Audit & Business Sub Committee on 8<sup>th</sup> February 2021.

**Item 11**      **Development Update**

11.1      Committee noted the detailed report relating to :

- Dunira Street Phase 1/ 868 Tollcross Road
- Dunira Street Phase 2
- Canmore Street
- Easterhill Street
- Altyre Street

11.2      **Parkhead Bus Depot – Business Confidential** - It was agreed:

11.6.1      that a further special meeting should be held to consider in detail: the proposed funding arrangements, the effect on cashflow/reserves, in particular if the pandemic persists, all the risks involved including the assurances being provided alongside the timescale.

11.6.2      that in the meantime, discussions should continue but without any commitment at this stage.

**Item 12**      **Annual Leave and Public Holiday Allowance** – Committee considered the proposal to provide all staff members who worked over the first lockdown period additional annual leave in recognition of the work undertaken whilst other staff were on furlough; to grant all staff the public holidays that fell during the first lockdown period and that the carrying over of annual leave is extended beyond 5 days over the next three years to ensure minimum impact on the Association. To consider the request further, Committee requested that:

12.1      the legal position regarding the granting of the public holidays to staff on furlough be confirmed and that the question of additional leave being granted is not contrary to payments and benefits guidance. A report should be brought back to be included at the special meeting as outlined in Item 11.6.1 above.

**Item 13**      **Covid Update** – Committee noted that the majority of staff continue to work at home with minimum staff only in the office at any one time. One member of staff has tested positive, however, has not had contact with other staff and is recovering well.

Four positive cases were reported in the sheltered housing and again all are recovering well.

**Item 14      A.O.C.B.**

14.1    **Glasgow & West of Scotland Forum** – It was agreed to re-affiliate to the Forum for the year 2021/22 at a cost of £6,483.

14.2    **EVH – Wage Ballot** - Committee agreed to respond “yes” to the question “Do you confirm the EVH Negotiators’ position that salaries be increased as set out above?” This will be communicated to EVH.

**Item 15      Date & Time of Next Meeting:**

- **Special Meeting to be called early March TBC**
- 29<sup>th</sup> March 2021 @ 6pm (Online: MS Teams)