

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held online on Tuesday 29th September 2020



Present: Andrea Bell (Chair), Chris Elliot (Vice Chair), Esther Skimins, Ian Smith Gwen Wilson, Steve Fleming, Agnes Philips, Geraldine Connolly, Brian McNally, Ellen Stewart and John McMorro

In Attendance:

Clive Douglas, Chief Executive	Anne Fitzsimons, Corporate Services Director
Tom Hastings, Finance Director	Fiona Mills, Housing Director
Frank Donohoe, Technical Director	Marie Campbell, Corporate Services Officer (Minutes)
Stuart Eglinton – Agenda Item 7 only	

Item 1 Apologies and Declaration of Interest:

- 1.1. **Apologies:** Ellen Garscadden, Theresa Findlay and Bill Dougan
- 1.2. **Declarations of Interest:** None

Item 2 **Minutes of Previous Meetings:**

- 2.1 Minutes of the Management Committee Meeting held on 24th August 2020
 - 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 Special Management Committee Meeting held on 21st September 2020
 - 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.

Item 3 **Revised Budget 20/21** – Committee noted that as a result of the challenges being faced due to Covid19, a revised budget was prepared to reflect the changes required. It was noted that there has been some cost increases and decreases across the service, most notably; reduced income due to delays with the mid market rented properties; increased allowances set to tackle voids and bad debts; reduced office overheads as a result of staff working from home, repairs costs decreased and a reduction in interest rates.

- 3.1 In response to a query raised regarding a discount on business rates, Tom Hastings agreed to look into this.
- 3.2 In response to a query regarding repairs, it was noted that it is hoped to catch up with all repairs by the year end, subject to ongoing restrictions, and it is considered that there is sufficient resources to do so.
- 3.3 In conclusion Committee approved the revised budget for 20/21.

Item 4 **Five Year Projections 2021-2025** – Committee noted the detailed figures contained in the report and approved the projections for submission to the Scottish Housing Regulator. Proposed by Steve Fleming and seconded by Agnes Philips.

- Item 5** **Review of Clydesdale Bank Term Loan and Refinancing Options – Business Confidential.**
- Item 6** **Committee Workplan, Financial Returns and Submission Calendar –** Committee noted the detailed workplan, financial returns and submission calendar for the year 20/21.
- Item 7** **Governing Body Performance Review –** Following the recent committee appraisals undertaken by Stuart Eglinton, Committee considered the interim report on the findings therefrom. Stuart Eglinton took Committee through the detailed report and action points/plan. Lengthy discussion ensued with concerns raised regarding: the timescales set for training in light of current restrictions, advanced approval of the policy review schedule alongside the need for Committee to discuss training needs as a whole. In conclusion, it was agreed that where appropriate, amendments to timescales, etc., should be taken on board with the final report to be presented to Committee on 26th October 2020. It was further noted that the Chairperson has undertaken her appraisal with the Chief Executive.
- Item 8** **Health & Safety: Update, Policy & Responsibilities Review –** Committee considered the report and in particular:
- 8.1 noted the health and safety update contained within Appendix 1 of the report. It was suggested that only major/significant incidents should be included in the report.
 - 8.2 noted and approved the Health & Safety Policy noting no changes other than those relating to First Aid and Fire Warden representatives and renewal dates for training. It was further noted that this detail may be taken out of the policy and put on a separate schedule. In addition, it was noted that a review of the equality impact assessment has also been undertaken, with no further action required.
 - 8.3 considered and noted the responsibilities statement which will be emailed in the near future alongside other annual documents to each member with a view to each member's confirmation of understanding and compliance.
 - 8.4 noted that the Chairperson and Chief Executive will be asked confirm and sign their acceptance of the Policy Statement.
 - 8.5 noted the H&S Control Manual is now up to date with the next update due in January 2021.
 - 8.6 noted that although staff have been back in the office working for circa 6 weeks, due to the rise in numbers and 2 staff being required to self-isolate, it has been necessary to re-introduce some home working in order to mitigate the rising risk.
- Item 9** **Policy Reviews –** Committee considered the revised Policies as follows:
- 9.1 **Whistleblowing Policy –** Committee approved the policy and Equality Impact Assessment for immediate implementation.

9.2 **Transport Policy** – Committee approved the policy and Equality Impact Assessment for immediate implementation.

Item 10 **Membership Report to 30th September 2020** – Committee approved the membership application. Committee also noted the cancellation of share numbers: 707, 787, 792, 800, 521 and 305 and the reasons for cancellation. The total membership as at 30th September 2020 is 114 with the seal being last used on 10th August 2020 to complete a share certificate.

Item 11 **Eviction Report No 1** - Committee noted the details of the case and in particular the date of tenancy start, the tenant profile and history of non-payment of rent. It was further noted that the case has been ongoing for a number of years and is not associated with any financial burden as a result of Covid19. 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 16th September 2020, Committee approved, by general consent, that the decree should be enforced. It was noted that there may be negative publicity surrounding this decision and Committee are clear on the ongoing nature of the case and that there is no connection to the Covid19.

Item 12 **Development Update** – Committee noted the report and in particular the following:

- 12.1 **868 Tollcross Road** - Defects are progressing well with the final account due to be settled.
- 12.2 **Altyre Street** – Progress on proposals for the site are on hold, pending funding confirmation from Glasgow City Council.
- 12.3 **Parkhead Bus Depot** – Proposals for the site are on hold until a planning issue has been resolved.
- 12.4 **Easterhill Street** – Committee agreed that the Association enter into negotiations and discussions with the developer to investigate proposals for the site.

Item 13 **A.O.C.B.**

- 13.1 **Solicitor Services for Housing** – Committee noted that the principle solicitor at Shepherd & Wedderburn is commencing work with BTO Solicitors. It was further noted that both parties have proposed that the Association's work transfer with the solicitor. Committee agreed, that subject to cost, the Association shall transfer temporarily through Messrs BTO. A full tender for legal services is due to be progressed.
- 13.2 **The Pantry, 213 Braidfauld Street** – It was noted that the pantry is due to open on Friday 2nd October 2020.
- 13.3 **Bid for Tenancy Sustainment Funding** – It was noted that the joint bid has been unsuccessful, however, current efforts continue.
- 13.4 **Section 5 Referrals** – It was noted that Glasgow City Council has requested an allocations target of 90% by March 2021. It was noted that all transactions

are being recorded and Committee will be kept updated with regard to progress. It was also noted that councillors, MSPs, etc., are also being advised.

- 13.5 **Clare Newton** – With deep regret, following 10 years of service with Tollcross Housing Association, Clare has resigned from the Association. This is effective from 24th September 2020. During the COVID restrictions, it was agreed that her huge commitment to the Association be marked in some way, with thanks being conveyed from Committee and Staff.

Item 14 Date & Time of Next Meeting: Monday 26th October 2020