

**Minutes of Management Committee meeting – Thursday 26th January 2023
Southside House and remotely via Zoom at 6.00pm**

Action

Present: Munir Choudry (MC), Alison Devlin (AD), Iain Dyer (ID), Betty Macneill (BM), Ruth McCluskey (RM), Margaret McIntyre (MM), Shirley Robison (SR), Liz Ely (LE), Elisa Campanaro (EC).

In attendance: Paul McVey (PM), Norma Taylor (NT), Donna Reilly (DR), Des Phee (DP), Aileen Radford (AR)

**Item 1:
Apologies &
Attendance** Apologies received from Jonah Chireka

**Item 2:
Conflicts of
Interest** No conflicts of interest for noting.

**Item 3:
Minutes of
meetings &
Sub-
Committee
meetings** **Management Committee Meeting – 24.11.2022**
Corrections
Page 2 Item 9 – window installation should read window insulation.
Page 9 Item 18 – should read Cardonald Area Partnership.
Minutes approved by Committee – proposed by MC and seconded by BM.

Audit Sub-Committee – 12.01.2023
These minutes were noted by Committee.

Staffing Sub-Committee 19.01.2023
Minutes noted by Committee

**Item 4:
Matters
Arising
Schedule** *Single Building Assessment:*
Minutes redacted to remove confidential information

Quarterly Project Report:
Communication going out to tenants before the end of January with an update on the programme and Scottish Government have been asked to make a decision on funding to allow tender acceptance to proceed and works to be planned in Queensland and T84s.

Queensland Park:
Committee previously agreed to proceed if costs can be brought within budget. Pauline Fletcher has confirmed that this is now met.

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**Item 5:
Committee
Workplan**

Committee noted the Workplan

**Item 6:
I.T. Review**

NT advised that the work was commissioned in October and there is nothing contentious within the final report. This will help form a new IT strategy with timelines and costs.

EC commented that the Association was going through a lot at the time of implementing the new system and a review of the Orchard system would be helpful.

Committee agreed that the report was well laid out with clear recommendations.

PM advised that he had asked Ewan Barr from Cloch HA to carry out the above work as this is a service Cloch HA have introduced to sell to other organisations. The leadership team will now take more ownership of IT moving forward.

LT

**Item 7:
New Build
Grant
Benchmarks**

DR advised that after lengthy negotiations with Glasgow City Council and Scottish Government, the grant funding has now increased by £6k for social rent and £9k for mid-market rent.

****Minutes redacted to protect commercial interests****

DR advised that any new projects will be brought to Committee prior to approval with information in terms of grant rates.

Committee noted the report and the increased grant funding.

**Item 8:
Governance
& Financial
Improvement
Plan**

DP advised that this Improvement Plan has been developed in line with the recommendation made by John Mulholland Consultancy's report approved by Committee in August 2021.

Two actions have been completed:-

6.4 relates to membership – housing officers are promoting membership at sign up stage.

AN3 tenant and resident safety – an asset management audit was recently carried out and also an independent review of landlord safety.

New Actions:-

1.6 – review of Declarations of Interest policy

3.2 – focussed finance training as highlighted in annual appraisal from last year.

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3.3 – review of Business Plan assumptions – still in progress.

SR queried the implementation date of March 2023 for 3.2. It was agreed to amend this.

PM advised that there is a meeting next week on the Tenant Satisfaction Survey where 8-10 tenants are coming along to discuss the questions for this Survey. They will also come and review the results. One of the questions will ask if anyone is interested in joining a community group and this may then take over from the previous neighbourhood committees.

Committee approved the items to be removed – proposed by AD and seconded by MC.

**Item 9:
Corporate
Risk Register**

DP advised that this was presented to the Audit Committee earlier this month and approved. Amendments noted:

Risk 2 Planned Maintenance and major repairs - based on the financial element of this risk, scope for increasing net likelihood score to 4 and overall net risk score to 12.

Risk 6 EESSH – increase net likelihood score to 4 and overall net risk score to 16

Risk 9 Information Management processes for data protection – while review work remains incomplete, increase net significant score to 4 and overall net risk score to 12

Committee noted that there are a lot of emerging risks and one of these is dampness and mould. PM advised that communication has been received from GWSF highlighting that the Regulator is looking for a lot of information relating to complaints around this issue. There was some discussion around this issue and how to educate everyone to help deal with it.

Risk 16 Cost of Living Crisis – this is a new risk identified by the leadership team.

Committee approved the Corporate Risk Register – proposed by EC and seconded by SR.

**Item 10:
177 Nithsdale
Road –
Tender**

DR advised that there is one lift at this site to be replaced. Tenders and prices are noted in the report and Committee are asked to approve the appointment of ADL Lift Services at a cost of ****Minutes redacted to protect commercial interests****

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**Approval Lift
Replacement**

SR asked if this company was known to the Association. DR advised that the Association has not worked with ADL however they have good financial information and references will be taken up. The costs are also within budget.

Committee approved this tender – proposed by ID and seconded by BM.

**Item 11:
EICR
(Electrical
Inspection)
Tender
Approval**

PM advised that Ewing Somerville were appointed to carry out a procurement exercise following the end of the current contractual period. 7 submissions were received and 3 were disqualified. Committee is asked to approve the tender for best value from Magnus Electrical Services Ltd for the sum of.
****Minutes redacted to protect commercial interests****

This was approved by Committee – proposed by RM and seconded by AD.

**Item 12:
86 Craigie
Street –
Acquisition
Report**

DR commented that this site is the old police station where the Association own the flats above. Police Scotland are now looking to sell their ground floor offices which are no longer in use. The acquisition price is £180k. GCC has approved the funding of both the acquisition of this property as well as the conversion works which will convert the property into two flats. GCC have also approved works to any void properties to be included. This will include one flat on the site.

Section 5 of the report details costs and assumptions used for the 30 year financial appraisal. This shows a surplus generated from Year 18 onwards.

SR asked for more information on the long term void. DR advised that all flats were originally converted and a smaller police station retained. This void has been empty since just before covid however is very small with the kitchen in the bedroom. This project will allow for it to be redesigned as it requires substantial refurbishment.

PM highlighted that contributions towards the purchase of the police station will be funded through disposals which are in the process of being identified.

Committee approved the acquisition and conversion of the former police station – proposed by RM and seconded by BM.

**Item 13:
Chief
Executive's
Report**

Economic & Cost of Living Crisis – proposed rent increase out for consultation. £25k was received from the Lottery Community Fund which allows the Association to provide supermarket vouchers for families and singles/couples.

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The Well – building warrant has been approved and the lease has been signed.

Office Space – the current lease for Aberlour ends on 30th April 2023. They have agreed to move to the top floor of Southside House as of 1st May 2023. Rent increasing to £45k with services charges increasing to £3.50 per sq. ft.

Shields Road office is currently closed for refurbishment and will open again in March/April. Still to agree hours/days of opening.

City Building – ***Minutes redacted to protect commercial interests***.

Moss Heights – the recent surgery held at Moss Heights was not well attended. AD commented it may be better to hold in the evening when residents are not working.

PM

Notifiable Event – reported to the recent Staffing Sub-Committee – for information.

Orchard System – ***Minutes redacted to protect commercial interests***.

Operational Changes – Customer Service Department has been revised and the phone system amended. Now no abandoned calls. The repairs calls will move to CSD early February.

PM

A consultant is currently working within the Property team to resolve some issues with our current contractor, establish new processes and review the department to ensure there is a more collegiate approach to our asset improvement, management and development. There are also two vacancies within the Property Services & Asset Management Team.

Tenant Satisfaction Survey – There is a small tenant consultation team involved with Research Resource to carry out our 3-yearly Tenant Satisfaction & Equalities Survey. The survey will be carried out face to face and a report is likely in April 2023.

**Item 14:
Governance
Matters**

Application for membership:

Committee approved Membership Applications No.400

***Minutes redacted to protect third party personal data *** and 401 ***Minutes redacted to protect third party personal data**

Proposed use of the seal:

Committee approved the proposed use of the seal for the two membership applications noted above.

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Use of the Seal:

Committee approved use of the seal for Membership Application No.681

**Item 15:
Relationship
with other
bodes**

Pollokshields Community Council – MC advised that the AGM took place last week. They are now using Pollokshields Community Centre for their meetings. No Policy or City Council reps at the AGM.

MC advised that the Church building at 160 Nithsdale Road will be going on sale. DR will explore this.

DR

**Item 16:
SHR
Information**

PM advised of a document received from the Regulator on 'How to Conduct a Survey'.

**Item 17:
Any other
competent
business**

No further business to discuss.

**Item 18:
Date of next
meeting**

The next meeting will take place on **Thursday 23rd February 2023 at 6.00pm**