

**Minutes of Management Committee meeting – Thursday 31<sup>st</sup> March 2022**  
**Via Zoom and attendance in office at 6.00pm**

**Action**

**Present:** Margaret McIntyre (MM), Betty Macneill (BM), Alison Devlin (AD), Ruth McCluskey (RM), Surjit Chowdhary (SC), Shirley Robison (SR), Iain Dyer (ID), Munir Choudry (MC), Alex Cameron (AC).

**In attendance:** Patrick Mc Grath (PM), Norma Taylor (NT), Mandy Wright (MW), Donna Reilly (DR), Des Phee (DP), Aileen Radford (AR), Karen Gall, Keppie Architects (KG).

MM advised that prior to staff coming in to the meeting, committee would discuss the confidential minute from last month.

**Item 2:  
Apologies &  
Attendance** Apologies received from Jonah Chireka.

**Item 3:  
Conflicts of  
Interest** No conflicts of interest for noting.

**Item 4:  
Confidential  
Minute** **Confidential minute**

Staff joined the meeting at this stage.

**Item 1:  
Presentation  
on New Build  
at  
Pollokshaws  
Road** MM introduced Karen Gall from Keppie Architects who went through a presentation on the proposed new site.

The Brief indicated that the site will have 1, 2 and 3 bed flats with a small percentage for wheelchair access. 25% x 1 bed, 55% x 2 bed and 20% x 3 bed properties. The proposal will be submitted for planning on 21<sup>st</sup> April 2022.

The Site Strategy has taken into account the existing tenemental properties adjacent to the site as well as the listed building of Strathbungo Church and the building in Nithsdale Drive.

The corner site central core will have 6 flats on each floor with the ground floor housing the service areas, plant room, bin store and bike shelter.

The external space at the back of the properties will be a shared amenity space and there is no parking.

The height of the building will be 5 storeys in Pollokshaws Road, 7 storeys at the corner, 7 storeys in Nithsdale Drive and the end block in Nithsdale Drive having 4 storeys.

**Minutes of Management Committee meeting – Thursday 31<sup>st</sup> March 2022  
Via Zoom and attendance in office at 6.00pm**

The plans pick up on certain features from existing tenements and this is shown throughout the plans. The brickwork chosen will be red brick to blend in with adjacent properties.

After public consultation took place the Architects reduced the corner site from 8 storeys to 7. A daylight study has also been commissioned to look at the difference.

Committee raised a few questions:

- Will there be a lift given the number of storeys? Yes a lift will be in place for the two stair closes accessed from Pollokshaws Road.
- Would the bike store house mobility scooters? This has not been looked at and due to the potential fire risk, any housing for these would require to be outside.
- Heating – what will the heating system be? Architects are looking at ground and air source heat pumps. There is no provision, as yet, for solar panels.

Committee thanked KG for her presentation. DR asked committee to approve continued discussions with AS Homes on the project with a view to providing a progress report in June/July. DR noted that any decision will require a full financial appraisal. This was approved by Committee – proposed by ID and seconded by BM.

**DR**

**Item 4:  
Minutes of  
meeting  
24.02.2022**

**Corrections:**

Page 5 – Draft Budget. SR noted that the discussions around 2.75% included a concern that the increase on salaries would be too low, not too high.

**Matters Arising:** no matters arising for noting.

Committee approved the minutes – proposed by RM and seconded by BM.

**Item 5:  
Matters  
Arising  
Schedule**

Nothing further to note.

**Item 6:  
Update on  
Queensland  
Community  
park**

PF gave committee a recap on this project. The project has now progressed and extra funding has been secured. There has been an uplift from Nature Scotland and also Scottish Government The Place Fund.

The Collaboration Agreement is almost finalised and is with TC Young for checking.

**Minutes of Management Committee meeting – Thursday 31<sup>st</sup> March 2022  
Via Zoom and attendance in office at 6.00pm**

The budget is sitting in a healthy position with £102k over the anticipated costs. However the true costs will become clear when the project is re-tendered. If costs come in over budget the project will be adjusted to meet the budget available.

There are still risks with the project and these are noted within the report.

MC asked about the increase in costs and how the deficit will be met, and will the costs be the same by the time we are on site. PF advised that the project would be adjusted accordingly and there is a buffer of £102k available. There are also other funding applications that have been submitted.

Committee noted the report and the Chairperson will sign off the Collaboration Agreement once finalised by TC Young.

**Item 7:  
SHR  
Engagement  
Plan and SHA  
Regulatory  
Status**

DP advised that SHR has published a Regulatory Status and Engagement Plan for SHA. The report advises that SHR require no further assurance from the Association other than the annual regulatory returns required and this hopefully gives assurance to the Committee

Committee noted the report.

**Item 8:  
Options  
Appraisal**

MM noted that the report and recommendation was the result of a Project Board of Committee members, including tenant representatives, working with our consultants Arneil Johnston. The Option Appraisal had looked at various options for the Association in advance of the senior officer leaving in September. MM noted that it had been hard work for those involved and she had found the sessions intensive and thanked all those who had been involved. SR agreed with the Chair and indicated that more time to discuss non-financial issues and contextual information and options would have also been helpful but the project team understood the need to focus on financial considerations.

PM took Committee through a series of comments that had been received that afternoon from SHR and noted they were supportive of the methodology used and that the recommendation was reasonable. However there were a number of comments that required reflection.

***\*Minutes edited to remove confidential information\****

PM agreed to provide feedback to SHR on the points raised and to seek input from MW and Arneil Johnston in responding to the non-materially significant general Business Plan comments. Also noted the potential error in one of Arneil Johnston's figures.

MM brought the discussion to a conclusion and the Management Committee unanimously approved the Option Appraisal

**Minutes of Management Committee meeting – Thursday 31<sup>st</sup> March 2022  
Via Zoom and attendance in office at 6.00pm**

recommendation and to move forward with succession planning arrangements to recruit a new Director.

PM advised that he had a meeting with SHR regarding open Notifiable Events, the Option Appraisal and the timeline for recruitment.

**PM**

**Item 9:  
Tender  
Report –  
Cladding  
Works at 150  
Berryknowes  
Avenue**

***\*Minutes edited to remove confidential and commercially sensitive information\****

**Item 10:  
Group Final  
Budget**

MW advised that the draft budget was brought to the February meeting and a few things have changed.

- Surplus of £1.2m in February is now reduced to £500k. This is mainly due to rescheduling of when new build properties would come off site and when rental income will be received.
- Major Repairs Programme has also been reviewed and adjusted with some additional items included.
- Insurance premium renewal has increased and this has been adjusted.
- There are also a few adjustments in the salaries and £150k has been ring-fenced as this relates to work on the new IT system and won't be required next financial year.
- Capital Spend has increases £1.2m in relation to heating programmes being brought forward earlier
- £250k for a new retaining wall at Moss Heights Avenue

MW advised that there is no breach in covenant compliance. There will also be a drawdown in revolving credit of £10-11m.

MW also included the SFARS budget for ratification, it has already been approved by the SFARS Board. This is showing an uplift on the management fee of 3% and Mid Market Rent increase of 3.25% in line with SHA rent increase. The SFARS Board discussed and approved this budget at its last meeting.

Committee approved the SHA Budget – proposed by RM and seconded by AC.

Committee approved the SFARS Budget – proposed by BM and seconded by AD.

Committee raised some questions around the potential 4.1% pay increase which will have an increase on the budget of £60k.

**Minutes of Management Committee meeting – Thursday 31<sup>st</sup> March 2022  
Via Zoom and attendance in office at 6.00pm**

Notification of the outcome from joint negotiations between employers (EVH) and trade union (Unite) has now been received.

PM advised that EVH are looking for Associations to vote on this increase and asked if the committee supported the 4.1% increase. This raised a number of questions from committee:-

- Could more information be provided on the pros and cons of the increase? – However it was noted that we were tied to collective bargaining arrangements, but the level of feedback from EVH was poor.
- If giving 4.1% increase to staff then SHA income is not increasing at the same rate
- This is a difficult decision in the current climate but this is potentially a one year deal and next year negotiations would commence again. SHA can afford to pay the increase which is still below inflation.

PM commented that one year decisions have limited impact, but the year on year impact of successive above inflation increases on costs and below inflation rent increases is significant. Year on year rent increases, building costs are going up and there may need to be an increase in costs for our services. PM noted that with any above inflation increase, commensurate savings would need to be found.

Committee voted – 6 for the increase and 2 against.

**Item 11:  
Procurement  
Strategy**

DR commented that this is an annual strategy for approval setting how SHA intends to carry out regulated procurements if the expenditure is over £5m.

Committee approved this Strategy – proposed by MC and seconded by BM.

**Item 12:  
Former  
Tenant Write  
Offs**

PM noted the write offs for this year totalling £60,111.33. This is a total of 61 cases.

Committee approved the write offs – proposed by RM and seconded by MC.

**Item 13:  
Internal Audit  
Services –  
Tender  
Assessment  
Report**

DP advised that this report has previously been approved at the recent audit sub-committee. The assessment has been made on 70% quality and 30% price.

Committee approved the appointment of Wylie-Bissett LLP ***Minutes edited to remove commercially sensitive information***\* for a period of 3 years. Proposed by SC and seconded by SR. DP will notify SHR of the change in Internal Auditor.

**DP**

**Minutes of Management Committee meeting – Thursday 31<sup>st</sup> March 2022**  
**Via Zoom and attendance in office at 6.00pm**

**Item 14:  
Corporate  
Risk Register**

DP advised that this report has previously been to the audit committee in February.

DP highlighted Section 4 which gives a summary overview and assurance level for each section.

SR noted that the IT/Cyber Security is a top risk however due to the recent incident mitigation could give a lesser score. DP commented that the risk could happen again and SHR has recently advised that there could be future attacks.

NT commented that there will be an update report to the next audit committee. The Association has moved to self-assessment for the cyber accreditation. The last two legacy servers were also cut off last week.

Committee also asked about the mental health in relation to staff absences as a number of reports have shown higher rates of absences. DP advised that this will be discussed in detail at the SMT next week.

SC enquired about Risk 4 – *‘Major disaster caused by non-compliance with key landlord responsibilities and/or health and safety responsibilities’*, and why the net risk score remains relatively high. DP advised that this reflects a cautious approach to this risk and risk score will be revised as the Association’s compliance programme against the key areas of landlord/tenant safety asbestos, gas safety etc. progresses.

Committee approved the Corporate Risk Register – proposed by SC and seconded by MC.

**Item 15:  
Anti-Social  
Behaviour  
Policy**

DP advised that the main change to this policy is the Equality Impact Assessment and 3<sup>rd</sup> party reporting of hate crime. All changes are marked in yellow throughout the report.

MC asked how confident are we with mediation services provided by CRU and how many have used this service? DP commented that the services do get used, however he would have to look into the numbers. PM noted that the service standard had been good pre-pandemic but we might need to review this. Community Relations have not been able to deliver all services over the last couple of years. Shahnaz Shakoor will look at the services and perhaps get a discount for this period.

**SS**

**Item 16:  
Director’s  
Report**

PM went through the report in detail.

*Mark Bradley* – this has been a difficult time in the office and for staff. The funeral took place yesterday and there was a collection for a mental health charity. PM would like to speak to staff about organising something in-house and this could possibly be matched by committee.

**PM**

**Minutes of Management Committee meeting – Thursday 31<sup>st</sup> March 2022  
Via Zoom and attendance in office at 6.00pm**

*City Building Contract* – the changes on the main contract take effect from 1<sup>st</sup> April 2022 and after lengthy discussions a 10% uplift has been agreed with no backdating. Once City Building deliver on the IT integration we will accept a further 2% uplift. It has also been agreed to make a payment of £35k towards the alleged losses of £150k. This was approved by committee.

*SFARS Review* – a report will be brought to the May meeting.

**PM**

*SFARS Accounts Reconciliation* – MW will bring an update to next month's meeting.

**MW**

*SFHA Membership Renewal* – PM advised that the renewal is high, but worthwhile. This was approved – proposed by ID and seconded by BM.

**Item 17:  
Appl. for  
Membership**

No new applications received.

**Item 18:  
Proposed use  
of the seal**

No items for proposed use of the seal.

**Item 19:  
Use of the  
seal**

The following was approved for use of the seal:

Seal No. 1277 – Application for membership No. 673  
Seal No. 1278 – Application for membership No. 674  
Seal No. 1279 – Application for membership No. 675

**Item 20:  
Minutes of  
sub-  
committees**

No minutes for noting

**Item 21:  
Relationship  
with other  
bodies**

*Pollokshields Community Council*  
MC gave an update on the recent meeting.

Prior to the next item DP asked for agreement to suspend the Standing Orders for half an hour. This was agreed.

**Item 22:  
Consents,  
Disposals,  
Acquisitions**

Nothing to report.

**Minutes of Management Committee meeting – Thursday 31<sup>st</sup> March 2022**  
**Via Zoom and attendance in office at 6.00pm**

**Item 23:** Nothing to report.  
**SHR guidance**  
**etc**

**Item 24:** AR reminded committee of the finance training session arranged for  
**Any other** next Thursday morning.  
**competent**  
**business**

**Item 25:** The next meeting will take place on Thursday 28<sup>th</sup> April 2022 at  
**Date of next** 6.00pm.  
**meeting**

BM thanked all the staff for all their hard work during these very difficult times.