

**Minutes of Management Committee Meeting**

**held on Thursday 30 June 2022 at 6pm**

**PRESENT:** Mr G Maguire, Chair

Mr C Quigley, Member

Ms A Connelly, Member

Ms K Russell, Member
Ms A Williamson, Co-optee

**IN ATTENDANCE:** Ms F McTaggart, CEO

Ms C Quinn, Director of Corporate Services/Deputy CEO - Secretary

Ms N Salmon, Corporate Services Officer

Ms L Edwards, Development Consultant

Ms C Halliday, DO Architecture
 Ms E Cunningham, DO Architecture

**5.0 Reports for Decision/Approval**

5.2 Jim Stephen House Feasibility Study Update

5.2.1 The Development Consultant reminded Members that a feasibility study of Jim Stephen House is currently in progress and is being conducted by DO Architecture. Ms C Halliday and Ms E Cunningham from DO Architecture are in attendance to present options for the site.

5.2.2 The Development Consultant advised that once Committee have agreed their preferred option, the next stage is for DO Architecture to approach the Planning Department.

5.2.3 DO Architecture advised that they are looking at 3 main options for the site, namely:

* Option A – retaining the existing structure and working around it creating a total of 7 flats.
* Option B – adaptive use either retaining as many load bearing walls as possible creating a total of 7 flats or retaining the existing skin of the building, removing the innards/walls and creating 4 2-storey houses and 3 flats.
* Option C – new build. Within this option is 2 sub-options and they will create between 16-20 properties:
	+ Option C1 (Church) – creating a total of 4 town houses and a 6-7 storey flat block. Parking included for 2 disabled spaces and one standard space.
	+ Option C2 (Street) – creating a total of 5 town houses and a flat block. Parking increased to 5 spaces including 2 disabled spaces.

5.2.4 DO Architecture discussed each option in detail including the financial viability and the likelihood of being granted planning permission.

5.2.5 Following detailed discussion, Members agreed option C2.

**Discussion points:**

1. The number of units that would make the project viable.
2. New build options.

**Action notes:**

Following discussion Members noted the Jim Stephen House Feasibility Study Update Report and agreed option C2.

**For redaction:**

*At this point Ms C Halliday and Ms E Cunningham from DO Architecture left the meeting.*

5.1 Water Row Phase 1 Update Report

5.1.1 The Development Consultant presented the Water Row Phase 1 Update Report and noted:

1. The project is on programme;
2. The project is on budget;
3. The workmanship is to standard;
4. The City Deal Grant is going through the lawyers;
5. The Clerk of Works is providing weekly updates and is satisfied with the progress of the build;
6. *Redacted for confidentiality.*

5.1.2 The Development Consultant advised that she has reviewed the Risk Register and no new risks have been identified in the last month.

**Discussion points:**

1. Complaints received regarding Farrans (Construction) Ltd who are building the pedestrian bridge between Govan and Partick.

**Action notes:**

Following discussion, Members noted the Water Row Phase 1 Update Report.

**For redaction:**

5.6 Rathlin Street Roof Update

5.6.1 The Development Consultant advised that all of the tenants in the top floor of Rathlin Street have been decanted.

5.6.2 *Redacted for confidentiality*

5.6.3 The Development Consultant advised that she is meeting next week with the Consultant Quantity Surveyor, who is assisting with the maintenance procurement and contract management for the works, along with a specialist Architect.

5.6.4 The Development Consultant advised that the specialist Architect was used by the Association’s legal team to write the specialist report for the litigation case. It is likely that Committee’s approval will be sought to vary from the Procurement Policy in order to negotiate a fee to use the same specialist Architect.

5.6.4 *Redacted for confidentiality*.

**Discussion points:**

**Action notes:**

Following discussion, Members noted the Rathlin Street Roof verbal update.

**For redaction:**Point 5.6.2

Point 5.6.4

*At this point Ms L Edwards, Development Consultant left the meeting.*

1. **Apologies**

1.1 The Chair advised that Mr Z Khan, Mr S McLachlan, Mr J Murray and Ms A Fraser have submitted their apologies. Ms S Morton is on a leave of absence.

**2.0 Declarations of Interest, Gifts and Hospitality**

2.1 Mr C Quigley declared that he is a Director of the HOME Team Board. The CEO declared that she is also a Director of the HOME Team Board and CEO of the Group.

2.2 There were no declarations of gifts and hospitality.

**3.0 Declaration of Receipt and Understanding**

3.1 Members confirmed receipt and understanding of their papers.

**4.0 Minutes for Approval**

4.1 The minutes of the Management Committee Meeting held on 26 May 2022 were approved Ms A Connelly and seconded by Ms K Russell as a true reflection of the meeting.

4.2 Matters Arising

4.2.1 There were no matters arising.

4.3 The minutes of the Special Management Committee Meeting held on 11 June 2022 were approved by Mr C Quigley and seconded by Ms A Willamson as a true reflection of the meeting.

4.4 Matters Arising

4.4.1 There were no matters arising.

4.5 The minutes of the Group Strategy Day held on 11 June 2022 were approved by Ms K Russell and seconded by Mr G Maguire as a true reflection of the day.

4.6 Matters Arising

4.6.1 There were no matters arising.

**Discussion points:**

**Action notes:**

**For redaction:**

5.3 Monthly Governance Report

5.3.1 The Director of Corporate Services/Deputy CEO presented the monthly Governance report in depth and highlighted the following areas in the report:

1. Notifiable events as described in section 4 and Appendix A of the report noting that it is best practice to provide the Governing Body with an extract of notifiable events on an annual basis. The SHR have closed all remaining current notifiable events including Water Row;
2. Complaints as mentioned in section 5 of the report;
3. Governing body Membership as advised in section 6 of the report. Ms S Morton is on a Leave of Absence. Mr S Kalonji has resigned from the Committee for personal reasons. Recruitment of additional Members is recommended and following discussion, Committee unanimously agreed to instruct Corporate Services to begin advertising for new Members;
4. Health & Safety Working Group as stated in section 9 of the report;
5. Freedom of Information and Subject Access Requests as detailed in section 10 of the report;
6. *Redacted for confidentiality*
7. Other governance matters as described in section 14 of the report namely:
	1. SHR final COVID-19 Dashboard Report;
	2. SHR engagements with Abbeyfield Scotland, Blackwood, Charing Cross and West of Scotland Housing Associations;
	3. Homemaster update noting the go live date of 1 August 2022;
	4. Staffing restructure update noting that the structure has been launched and a 30 day consultation period with staff is in progress which is due to end on 20 July 2022. A Special Committee meeting on 28 July 2022 is proposed to approve the final structure;
	5. SHAPS deficit contributions noting that the Pensions Trust have confirmed that the repayments will cease at the end of September 2022;
	6. Changes to The Pensions Trust (TPT) Defined Benefit Contribution Schemes. Following discussion Committee agreed that the TPT should look into changes to reduce the pre-retirement revaluation rate applied to CARE benefits. Committee were also in favour of closing the final salary benefit option to further accrual.
8. Tenant Service Improvement Group update as mentioned in section 16 of the report noting that a Tenant Engagement Forum has been established and will focus on membership;
9. Approval for the annual signing of the Health and Safety Policy Statement by the Chair and CEO.

**Discussion points:**

1. Recruitment of Members to the Management Committee and Tenant Scrutiny Panel;
2. Office opening hours and issues with the Association’s general telephone number.

**Action notes:**

Following discussion, Members noted the Monthly Governance Report and approved:

1. The recruitment campaign for additional Committee Members;
2. The Share Application;
3. The annual signing of the Health and Safety Policy Statement by the Chair and CEO;
4. The TPT should look into changes to reduce the pre-retirement revaluation rate applied to CARE benefits;
5. The closure of the final salary benefit option to further accrual.

**For redaction:**

Item 5.3.1 point F

5.4 Monthly Customer Services Report

5.4.1 The CEO presented the Monthly Customer Services report in depth and highlighted the following areas:

1. The recommendations at section 2 of the report;
2. *Redacted for confidentiality*
3. Fire risk assessment recommendations as mentioned in section 5 of the report noting that many entries in the action plan are either completed or are in progress and are scheduled to be completed by the end of July 2022. It has been agreed with Cycle Scotland that the Association will apply for funding for 3 ‘bread bin’ style bike storage units that will be sited in Golspie Street. These units will allow tenants the option to store their bikes in the unit and not in the close as is current common practice thus preventing fire risks;
4. Former tenant’s bad debt as stated in section 7 and Appendix 2 of the report. Following discussion, Members unanimously agreed to write off the debt;
5. Void exclusions as mentioned at section 10 of the report noting that approval is sought to change the status of the properties at 43 Shaw Street, Flat 1/1 and Flat 2/2 from void to unlettable stock. Following discussion, Members unanimously agreed to the change in status;
6. Money, Debt and Energy Advice Service as described in section 11 of the report noting the GEL Energy Service Partnership project application for £60,000 worth of Energy Redress funding was successful and affected tenant’s have now been able to pay off their debt. In addition, the Association is currently applying a funding bid for £272,500 over 3 years to the Scottish Government ‘Investors in Community Fund’. The bid includes the proposal to recruit 2 new members of staff - Financial Wellbeing Officer and Financial Wellbeing Assistant to support the project;
7. Factoring as stated in section 12 of the report noting that a policy and procedure is now in place to progress factoring arrears. An update was provided for the 13 cases currently being progressed;
8. Community Fund Award as described in section 13 and Appendix 4 of the report. Following discussion, Members agreed that moving forward a criteria process for how the award is distributed should be approved by Committee in advance of the next panel so that it is clear how the funding will benefit the Associations tenant’s/local community;

**Discussion points:**

1. Fire damage to properties at 43 Shaw Street;
2. Community Fund Award criteria and benefits to the Association’s tenants

**Action notes:**

Following discussion, Members noted the Monthly Governance Report and approved:

1. Former tenant’s bad debt write off’s;
2. Change of status of the properties at 43 Shaw Street, Flat 1/1 and Flat 2/2 from void to unlettable stock;
3. Community Fund Award criteria process to be approved by Committee prior to the next panel.

**For redaction:**Action Point 5.4.1

5.5 Policy Report

5.5.1 This item was included and discussed under section 5.3.

**Discussion points:**

**Action notes:**

Members noted the Policy Report and approved the annual signing of the Health and Safety Policy Statement by the Chair and CEO.

**For redaction:**

5.7 Annual Loan Portfolio Return

5.7.1 The Director of Corporate Services/Deputy CEO presented the Annual Loan Portfolio Return Report and highlighted:

1. The background to the report as described in section 3 of the report;
2. The loan portfolio and position at March 2022 as mentioned in section 4 of the report noting that it is a summary of the information provided to the SHR in the Annual return and contains nothing new, Committee have previously been provided with the information in a variety of reports.

**Discussion points:**

**Action notes:**

Members noted the Annual Loan Portfolio Return Report and approved the recommendations at section 2 of the report.

**For redaction:**

**6.0 Reports for Discussion/Information**

6.1 There were no reports for discussion/information.

**7.0 Any Other Competent Business**

7.1 Deed of Servitude – Govan Auld

 *At this point, Mr C Quigley declared an interest.*

7.1.1 *Redacted for confidentiality*

7.2 Presentation from Glasgow University about the new Campus in Linthouse

7.2.2 The CEO advised that Committee have been invited to a presentation by Glasgow University about the new campus in Linthouse at 5.30pm on 27 July 2022. Corporate Services will email further information tomorrow. Members should advise Corporate Services if they are available to attend.

7.3 Election of Vice Chair

7.3.1 The Chair advised that there is a vacancy for the Vice Chair office bearer position following the resignation of Stefano Kalonji.

7.3.2 The Chair asked for nominations for the Vice Chair position which will last until the AGM on 8 September 2022 when new office bearers are elected. Ms K Russell nominated herself and the Chair nominated Mr C Quigley. Mr C Quigley advised that he was happy to stand aside in favour of Ms K Russell. Members unanimously voted to appoint Ms K Russell as Vice Chair.

**Discussion points:**

**Action notes:**

Following discussion, Members approved:

1. Permission to sign the legal documentation in relation to the Deed of Servitude for Govan Auld;
2. The appointment of Ms K Russell as Vice Chair.

**For redaction:**Item 7.1.1

**8.0 Date of Next Meeting**

8.1 The date of the next full Management Committee meeting is Thursday 25 August 2022 at 6.00pm.

8.2 A Special Management Committee meeting will be held on Thursday 28 July 2022 to approve the final staff structure.

CHAIRPERSON’S SIGNATURE:



**Action Plan from Management Committee Meetings from April 2021 to 31 March 2023**

| **Action Plan Number** | **Agenda item** | **Action** | **Officer Responsible** | **Original date for completion** | **Revised date for completion** | **Status** | **Comment** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 7.6.6 | Present GHT Management Accounts /Projections on a monthly basis | Head of Finance & IT/CEO |  |  | Ongoing |  |
| 2 | 4.6 | Joint GEL Wider Role Strategic Review Report  | CEO |  |  | On hold |  |

**Action Plan Key:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Complete |  | In progress/ongoing |  | Not Started |  |