



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 27th of May 2021 at 19:00 hrs through the Association's on-line virtual meeting portal.

AGENDA

\*\*\* for approval / decision

- 01.0 MANAGEMENT COMMITTEE
  - 01.01 APOLOGIES
  - 01.02 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
  - 01.03 TRAINING
  - 01.04 REGULATORY & STATUTORY RETURNS 2021 / 22
  - 01.05 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2021 / 22
  - 01.06 HEALTH & SAFETY MATTERS
- 02.0 NEW MEMBERSHIP APPLICATIONS
- 03.0 DOCUMENTS FOR SIGNING AND USE OF SEAL
- 04.0 CORRESPONDENCE
- 05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 28.04.21
  - 05.01 APPROVAL OF MINUTES \*\*\*
  - 05.02 MATTERS ARISING
- 06.0 CORPORATE GOVERNANCE REPORTS
  - 06.01 COMMITTEE SUCCESSION PLANNING UPDATE REPORT \*\*\*
  - 06.02 STAFF SUCCESSION PLANNING UPDATE REPORT \*\*\*
  - 06.03 COVID-19 REPORT
  - 06.04 KEY PERFORMANCE INDICATORS 2021/22 – BUSINESS PLAN UPDATE \*\*\*
  - 06.05 REGULATORY COMPLIANCE ACTION PLAN UPDATE
- 07.0 FINANCE REPORTS
  - 07.01 LONG TERM FINANCIAL PROJECTIONS - BUSINESS PLAN UPDATE \*\*\*
  - 07.02 SCOTTISH HOUSING REGULATOR – FIVE YEAR FINANCIAL PROJECTIONS (FYFP) RETURN 2021 \*\*\*
  - 07.03 SCOTTISH HOUSING REGULATOR – LOAN PORTFOLIO RETURN 2021 \*\*\*
- 08.0 MAINTENANCE & DEVELOPMENT REPORTS
  - 08.01 POLICY REVIEW REPORT
    - 08.01.1 Selection & Performance of Maintenance Contractors \*\*\*
    - 08.01.2 List of Approved Maintenance Contractors \*\*\*
    - 08.01.3 Pest Control Policy \*\*\*
    - 08.01.4 Repair Standards to Unimproved Stock \*\*\*
    - 08.01.5 Development Policy \*\*\*
    - 08.01.6 Policy on Recovery of Other Owners' Costs \*\*\*
  - 08.02 DEVELOPMENT SCHEME REPORT
- 09.0 HOUSING MANAGEMENT REPORTS
  - 09.01 WAITING LIST & ALLOCATIONS TO 31.03.21 REPORT
  - 09.02 POLICY REVIEW REPORT
    - 09.02.1 Tenant Participation Strategy \*\*\*
- 10.0 DATE OF NEXT MEETING 24.06.21
- 11.0 A.O.C.B.

Distribution

1. Shields, Graeme (Chairman)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	6. Jarvis, Anna-Maria	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11. Wronowska, Agnieszka	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2. Ballantyne, Mary	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	7. Parker, Morag	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	12. McKendrick, Mick	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3. Busby, Elaine	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	8. Ryan, Isobel	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	13. <i>Casual Vacancy</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Donnelly, Lisa-Marie	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	9. Porter, Josephine	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	14. <i>Casual Vacancy</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Fleming, Anne	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	10. Walker, Catriona	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		



## MINUTES

Minutes of the Full Management Committee Meeting held on Thursday the 27th of May 2021 at 19:00hrs through the Association's on-line virtual meeting portal.

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### Present

Shields, G (Chair)  
Ballantyne, M  
Busby, E  
Donnelly, L  
McKendrick, M  
Porter, J  
Ryan, I

### In Attendance

Forrest, C J (Director)  
Bryce, L (Senior Property Services Officer)  
Freeman, K (Secretary / Senior Housing Services Officer)  
McKay, K (Finance Officer)

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## 01.0 MANAGEMENT COMMITTEE

### 01.01 APOLOGIES

Apologies for absence were received from M Parker, A Jarvis, C Walker and A Wronowska.

### 01.02 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

G Shields noted that the Senior Housing Services Officer and Finance Services Officer had an interest in Agenda Item No. 06.02 and as such they would not be attending the meeting until this item had been discussed in their absence. There were no other declarations beyond those already registered on the register of interests schedule.

### 01.03 TRAINING

G Shields noted that the training plan provided by SHARE had now been updated with proposed dates for completion of the training needs identified.

Following brief discussion the plan as tabled was unanimously approved by those present.

### 01.04 REGULATORY & STATUTORY RETURNS 2020 / 21

G Shields referred to the report and those present noted that all the Returns for the current year to date had been submitted by the regulatory or statutory deadlines required. It was noted that a number of Returns to the Scottish Housing Regulator (SHR) were pending the availability of the SHR's on-line submission system.

The report was then noted by those present.

### 01.05 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2020 / 21

G Shields referred to the report and all those present or in attendance confirmed that they were not aware of any new whistleblowing, fraud or Notifiable Events having been raised since the last meeting.

### 01.06 HEALTH & SAFETY MATTERS

G Shields asked if there were any health and safety matters to be raised and the Director confirmed that there were no matters to report under health and safety.



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### 02.0 NEW MEMBERSHIP APPLICATIONS

There were three new membership applications from bona fide applicants as follows:

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1248	[REDACTED]	[REDACTED]
1249	[REDACTED]	[REDACTED]
1250	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by I Ryan, seconded by M Ballantyne, and unanimously agreed by those present.

### 03.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

Other than the aforementioned share certificates there were no documents for signing or use of seal.

### 04.0 CORRESPONDENCE

There were no other items of correspondence and the Director confirmed that there had been no feedback to report from the SHR following submission of the latest compliance action plan update approved at the previous month's meeting.

### 05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 28.04.21

#### 05.01 APPROVAL OF MINUTES

The Minutes were proposed by L Donnelly, seconded by I Ryan, and unanimously approved by those present.

#### 05.02 MATTERS ARISING

There were no matters arising.

### 06.0 CORPORATE GOVERNANCE REPORTS

#### 06.01 COMMITTEE SUCCESSION PLANNING UPDATE REPORT

The key recommendations within the report were discussed by those present and it was agreed that the Association continue with the target of seeking to recruit two new Management Committee members each year.

In terms of training, it was noted that SHARE's assessment was that there was a good overall level of knowledge and understanding across the Management Committee as a whole and that induction and further training continue to be supported as it appeared to be providing good outcomes for the Management Committee.

It was also agreed that completion of the Governance of Scottish Housing Associations (GOSHA) qualification continue to be promoted among Management Committee members with one qualified, one currently undergoing training and one having expressed an interest in commencing the qualification.

The report was then noted by those present.

#### 06.02 STAFF SUCCESSION PLANNING UPDATE REPORT

G Shields referred to the report and the Director confirmed his on-going commitment to training and development of key staff members in order to ensure a breadth and depth of knowledge was spread more evenly throughout the Association. He went on to explain that this primarily involved expanding both finance and information technology training and responsibilities to other staff members.



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**06.0 CORPORATE GOVERNANCE REPORTS (Cont'd)****06.02 STAFF SUCCESSION PLANNING UPDATE REPORT (Continued)**

As a direct result of this and in response to the Senior Property Services Officer indicating her retirement within the next twelve months, a number of recommendations were being made within the report.

These recommendations were then discussed at length by those present and it was unanimously agreed that the re-distribution of workload and responsibilities be implemented as recommended from 1 October 2021.

G Shields suggested that there be a review at some point to ensure that the revised delegations were operating effectively. It was unanimously agreed to carry out such a review at the end of December 2021 in order to allow for budget planning in the event of any future cost implications.

The report was then noted by those present.

At this point the Senior Housing Services Officer, the Senior Property Services Officer and the Finance Services Officer joined the meeting.

**06.03 COVID-19 REPORT**

G Shields noted the proposed timescales for re-opening of the Association's office premises subject to Scottish Government advice. Those present then discussed the possibility of re-opening the office around mid-July and agreed to review the position once again at the end of June.

M Ballantyne asked that the Association's website be updated to confirm the current position and provide tenants with an indication of the proposals being considered.

The report was then noted by those present.

**06.04 KEY PERFORMANCE INDICATORS 2021/22 – BUSINESS PLAN UPDATE**

G Shields referred to the report and the Director provided an overview of the recommended targets for the current financial year following on from the publication of comparative data by the SHR.

The amendments to indicators as a result of a change in the way some statistical information was now being collected were discussed by those present. G Shields noted that a number of targets had effectively already been approved through the budget setting process. The general principle that the Association achieve the first quartile performance figure as the benchmark target was also discussed.

There then followed discussion on whether any further benchmarking indicators should be included at this time to measure performance in achieving any of the strategic objectives. It was unanimously agreed that no further indicators were required at this time.

The adoption of the revised benchmarking targets for 2021 / 22 was then proposed by M Ballantyne, seconded by J Porter and unanimously approved by those present.

**06.05 REGULATORY COMPLIANCE ACTION PLAN UPDATE**

Those present noted that the only remaining outstanding item on the plan was the adoption of the new model rules and that there had been no further feedback from the SHR following issue of the previous month's updated plan.

Those present then unanimously approved submission of the updated compliance action plan to the SHR and noted the content of the report.



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### 07.0 FINANCE REPORTS

#### 07.01 LONG TERM FINANCIAL PROJECTIONS - BUSINESS PLAN UPDATE

G Shields referred to the report and the Finance Services Officer provided an overview of the key updates to the long-term financial projections and changes in assumptions from the previous update in 2020.

Those present noted that the main assumption changes included rental income receivable following a re-appraisal of the likely timescale for the completion of development schemes at the Blawarthill Hospital and Yoker Primary School sites. The scheduling of planned maintenance and component replacements was also noted as having been re-appraised primarily as a result of the impact of Covid-19.

The impact of the revisions to the short, medium and long-term cash flows for the Association were then reviewed by those present and it was noted that the minimum cash balance was projected to be around £1.3m in March 2034.

Following further discussion, approval of the long-term financial projections and amended assumptions on which they were based was proposed by I Ryan seconded by M Ballantyne and unanimously approved by those present.

#### 07.02 SCOTTISH HOUSING REGULATOR – FIVE YEAR FINANCIAL PROJECTIONS (FYFP) RETURN 2021

The Finance Services Officer explained that the figures in this return were simply a re-statement of the first five years figures in the updated long-term financial projections approved for business planning purposes. She explained that the return also included some additional information regarding the assumptions in the projections together with a ratio analysis.

The staff cost as a proportion of turnover was highlighted as varying significantly during financial year 2023/24 and it was explained that this related to the lump sum payment of past pension deficit contributions. E Busby commented on the level of the contributions. It was confirmed that this was a conservative estimate and as such was likely to be the worst-case scenario.

Submission of the return was then proposed by M Ballantyne, seconded by I Ryan and unanimously approved by those present.

#### 07.03 SCOTTISH HOUSING REGULATOR – LOAN PORTFOLIO RETURN 2021

The Director confirmed that the Loan Portfolio Return would be completed on a "Nil Return" basis but was not yet available on the SHR's portal and as such the form could not be tabled for approval at the meeting.

There then followed discussion during which it was proposed by J Porter, seconded by M McKendrick and unanimously agreed by those present that the Loan Portfolio Return be submitted on a "Nil Return" basis. The Director was then authorised to make the submission on that basis as soon as it became available on the SHR's portal.

At this point the Finance Services Officer left the meeting.



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### 08.0 MAINTENANCE & DEVELOPMENT REPORTS

#### 08.01 POLICY REVIEW REPORT

##### 08.01.1 Selection & Performance of Maintenance Contractors

G Shields noted that there were no recommended changes to the policy at this time and in the absence of any proposed amendments from those present, the policy as tabled was proposed by M McKendrick, seconded by M Ballantyne and unanimously approved by those present.

##### 08.01.2 List of Approved Maintenance Contractors

G Shields referred to the policy and the Senior Property Services Officer explained that there was one recommended amendment following a review of the list.

The list was then proposed by I Ryan, seconded by L Donnelly and unanimously approved by those present.

##### 08.01.3 Pest Control Policy

G Shields noted that there were a significant number of amendments being recommended at this time and the Senior Property Services Officer explained that these generally reflected a clarification of responsibility between the Association as landlord and the tenant.

Those present considered the amendments and agreed that they provided a clearer policy for the reader. As such the policy as tabled was proposed by M Ballantyne, seconded by E Busby and unanimously approved by those present.

##### 08.01.4 Repair Standards to Unimproved Stock

The Senior Property Services Officer explained that the only recommended amendment to the policy beyond adoption of the standardised policy format was the removal of the reference to decant flats. This amendment was designed to ensure that all unimproved flats were brought up to a minimum standard before letting.

The policy was then proposed by I Ryan, seconded by E busby and unanimously approved by those present.

##### 08.01.5 Development Policy

G Shields noted that there had been no change to the aims and objectives of the development policy over the last twelve months and as such there were no recommendations for amendment of the policy at this time.

The policy as tabled was then proposed by J Porter, seconded by M Ballantyne and unanimously approved by those present.

##### 08.01.6 Policy on Recovery of Other Owners' Costs

The Senior Property Services Officer referred to a minor amendment to the policy regarding reporting requirements and explained that this was the only amendment being recommended at this time.

In response to a question from G Shields, the Director confirmed that the Association had taken security against other owners' properties in the past for their share of development costs and that the associated legal costs were borne by the owners themselves.

The policy was then proposed by M McKendrick, seconded by L Donnelly and unanimously approved by those present.



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### 08.0 MAINTENANCE & DEVELOPMENT REPORTS (Cont'd)

#### 08.02 DEVELOPMENT SCHEME REPORT

##### Blawarthill Hospital Conversion Project

G Shields referred to the report and those present noted the level of the current cost over-run for this scheme including Covid-19 related costs. The Senior Property Services Officer then referred to the detailed analysis and confirmed that the costs were currently being reviewed by Glasgow City Council (GCC) for a further grant award.

##### Yoker Primary School Site

The Senior Property Services Officer provided an update on the progress of this scheme. She confirmed that GCC staff had asked for a tender re-submission and confirmed that this remained a priority site for development during the recent development programming meeting. She went on to confirm that the tender re-submission was scheduled to be made within the next week.

The report was then noted by those present.

At this point the Senior Property Services Officer left the meeting.

### 09.0 HOUSING MANAGEMENT REPORTS

#### 09.01 WAITING LIST & ALLOCATIONS TO 31.03.21 REPORT

G Shields referred to the report and the Senior Housing Services Officer provided an overview of the key statistics and outcomes identified within the report.

The report was then noted by those present.

#### 09.02 POLICY REVIEW REPORT

##### 09.02.1 Tenant Participation Strategy

The Senior Property Services Officer referred to the tenant participation strategy with recommended amendments and provided an analysis of the key differences between the existing strategy and the recommended strategy.

G Shields noted that the key changes related to the content of the action plan and all those present agreed that the revised strategy was comprehensive and well laid out.

M Ballantyne noted that an office open day was suggested on an annual basis and questioned whether tenants might feel a more regular open day might be appropriate. The Senior Housing Services Officer agreed that this element of the strategy might be subject to change depending on the outcome of discussion with tenants and whether there was demand for holding such events more often.

Following further brief discussion, the strategy was proposed by M Ballantyne, seconded by I Ryan and unanimously approved by those present.

### 10.0 DATE OF NEXT MEETING 24.06.21

G Shields noted that the next meeting was scheduled for Thursday the 24th of June 2021.



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11.0 A.O.C.B.

Resumption of Office Meetings

Following discussion, G Shields suggested that the Association aim to have a meeting of the Management Committee within the offices at the end of August 2021.

Committee Attendance

E Busby noted that A Jarvis had now missed three meetings in a row and the Director confirmed that he would remind her of the need to attend the next meeting or risk losing her place on the Management Committee.

There being no other competent business the meeting closed at 20:40 hrs.

Proposed By \_\_\_\_\_

Seconded By \_\_\_\_\_