



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 26th of August 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 MEMBERSHIP

- 02.01 NEW MEMBERSHIP APPLICATIONS
- 02.02 CLOSURE OF SHARE REGISTER ***
- 02.03 ANNUAL GENERAL MEETING 22.09.21 ***
- 02.04 SPECIAL GENERAL MEETING 22.09.21 ***

03.0 DOCUMENTS FOR SIGNING AND USE OF SEAL

04.0 CORRESPONDENCE

05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 24.06.21

- 05.01 APPROVAL OF MINUTES ***
- 05.02 MATTERS ARISING

06.0 CORPORATE GOVERNANCE REPORTS

- 06.01 POLICY REVIEW REPORT ***
 - 06.01.1 Privacy Policy
- 06.02 FREEDOM OF INFORMATION REPORT
- 06.03 COVID-19 REPORT
- 06.04 KEY PERFORMANCE INDICATOR TARGETS REPORT

07.0 FINANCE REPORTS

- 07.01 QUARTERLY CASH FLOW TO 30.06.21 REPORT
- 07.02 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 30.06.21 REPORT
- 07.03 QUARTERLY MANAGEMENT ACCOUNTS TO 30.06.21 REPORT

08.0 MAINTENANCE & DEVELOPMENT REPORTS

- 08.01 POLICY REVIEW REPORT ***
 - 08.01.1 Procurement Policy
 - 08.01.2 Planned Maintenance Policy
- 08.02 DEVELOPMENT SCHEME REPORT ***

09.0 HOUSING MANAGEMENT REPORTS

- 09.01 QUARTERLY COMPLAINTS HANDLING REPORT
- 09.02 TENANT PARTICIPATION STRATEGY REPORT
- 09.03 POLICY REVIEW REPORT ***
 - 09.03.1 Mutual Exchange Policy

10.0 DATE OF NEXT MEETING 30.09.21

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 26th of August 2021 at 19:00hrs through the Association's on-line virtual meeting portal.

Present

Shields, G (Chairman)
Ballantyne, M
Donnelly, L
Fleming, A
Jarvis, A
McKendrick, M
Parker, M
Porter, J
Ryan, I
Wronowska, A

In Attendance

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

01.0 MANAGEMENT COMMITTEE

01.01 APOLOGIES

Apologies for absence were received from E Busby and C Walker.

01.02 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

G Shields noted that M McKendrick would be moving to Larkfield Housing Association Limited from Monday the 30th of August 2021. The Director agreed to update the Register for the next meeting. There were no other declarations beyond those already registered on the register of interests schedule.

01.03 TRAINING

G Shields referred to the training monitoring schedule and following brief discussion the schedule was noted by those present. It was unanimously agreed that a number of training items scheduled to be completed by the end of September be postponed until after the business of the Annual General Meeting to allow participation by any new committee members.

K McKay reminded I Ryan that following her registration of interest, Employers in Voluntary Housing (EVH) had been in touch to say that their Governing Body Leadership Programme would be commencing on Tuesday the 21st of September. I Ryan confirmed she would like to participate in the programme and K McKay confirmed that she would forward the joining details.

01.04 REGULATORY & STATUTORY RETURNS 2020 / 21

G Shields referred to the report and those present noted that all regulatory and statutory returns were up to date. 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 MEMBERSHIP

02.01 NEW MEMBERSHIP APPLICATIONS

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

<u>Share Certificate No.</u>	<u>Name</u>	<u>Address</u>
1251	[REDACTED]	[REDACTED]
1252	[REDACTED]	[REDACTED]
1253	[REDACTED]	[REDACTED]
1254	[REDACTED]	[REDACTED]

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

In response to a question from M Ballantyne, the Director confirmed that the names and addresses of those approved for membership were redacted before publication.

02.02 CLOSURE OF SHARE REGISTER

The Senior Housing Services Officer in his capacity as Secretary formally moved closure of the Share Register pending the conclusion of the business of the Annual General Meeting.

02.03 ANNUAL GENERAL MEETING 22.09.21

G Shields referred to the report and those present noted that M McKendrick, M Ballantyne, A Fleming, J Porter and A Wronowska would be required to stand down from the Management Committee at the Annual General Meeting.

The Director confirmed that they were eligible to stand for re-election without the need for a nomination and that no additional nominations had been received to date.

The report was then noted by those present.

02.04 SPECIAL GENERAL MEETING 22.09.21

G Shields referred to the report and those present discussed the main changes being recommended in the adoption of the new Model Rules.

The Director confirmed that there were no amendments from the wording of the 2020 SFHA Model Charitable Rules beyond incorporation of the particulars of the Association on the relevant pages.

Following further brief discussion and confirmation of the practical arrangements for the business of the meeting, the adoption of the new model rules as tabled was unanimously approved 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

The following items of correspondence were noted by those present.

Scottish Housing Regulator –Engagement Plan Update

G Shields referred to the terms of the letter received from Dean Reynolds, Regulation Manager confirming the change of the Association's Regulatory Engagement to normal engagement. The letter confirmed that no additional information would now be required beyond the standard regulatory information provided routinely.

Those present welcomed the terms of the letter and G Shields thanked all those present for their hard work and perseverance over the last few years in achieving this welcome outcome.



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05.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 24.06.21

05.01 APPROVAL OF MINUTES

The Minutes were proposed by A Fleming, seconded by M Ballantyne, and unanimously approved by those present.

05.02 MATTERS ARISING

There were no other matters arising.

06.0 CORPORATE GOVERNANCE REPORTS

06.01 POLICY REVIEW REPORT

06.01.1 Privacy policy

G Shields referred to the report and noted that the policy had recently been reviewed earlier in the year.

The Senior Housing Services Officer explained that further amendments were being recommended at this early stage following the publication of a subsequently revised model from the SFHA in June of this year. He explained that all the recommended amendments were to ensure consistency with the revisions introduced in that model.

Following brief discussion the policy as amended was proposed by A Wronowska, seconded by A Jarvis and unanimously approved by those present.

06.02 FREEDOM OF INFORMATION REPORT

G Shields noted that a review of the guide to information published by the Association had been carried out and that the removal of one policy which had now been superseded was being recommended at this time.

Following brief discussion the change to the guide to information was proposed by A Wronowska, seconded by L Donnelly and unanimously approved by those present.

06.03 COVID-19 REPORT

G Shields noted that the Association's office premises were now open to the public but that interview rooms were not currently in use due to the difficulty of providing a well ventilated and socially distanced environment to carry out interviews.

The Director confirmed that most interviews continued to be held over the telephone and that this may prove to be a more efficient long-term approach for certain elements of work such as housing options interviews. He also confirmed that staff were acting responsibly by operating with doors and windows open to allow good ventilation, socially distancing and using provided face coverings and hand sanitisers where necessary.

The Senior Housing Services Officer confirmed that while the offices were open, there were very few personal enquiries being made at the front desk. In response to a question from M McKendrick, he confirmed that the office opening had been publicised and that this was being reinforced through staff dialogue with residents when carrying out estate management duties or otherwise engaging around the local area.

There then followed discussion on the possibility of carrying out hybrid meetings of the Management Committee and the Director confirmed that he had identified a possible technical solution. Those present unanimously approved that the technology be acquired and installed with a view to facilitating a hybrid meeting at the next Management Committee meeting.

The report was then noted by those present.



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06.0 CORPORATE GOVERNANCE REPORTS (Continued)

06.04 KEY PERFORMANCE INDICATOR TARGETS REPORT

G Shields referred to the report and those present noted that the Association was largely complying with its business planning targets. The exception to this was with strategic objective six which was affected by the delays in the completion of the Blawarthill Hospital refurbishment project and the site start on the adjacent site.

However it was anticipated that this would improve through the remaining part of the current financial year and it was expected that all strategic business plan objectives would achieve high levels of compliance by the end of the current financial year.

The report was then noted by those present.

07.0 FINANCE REPORTS

07.01 QUARTERLY CASH FLOW TO 30.06.21 REPORT

G Shields asked the Finance Services Officer to provide an overview of performance for the first quarter of the current financial year.

Those present noted a net cash outflow in excess of budget attributable to lower social housing grant receipts than anticipated accompanied by higher expenditure on housing construction, planned maintenance and cyclical maintenance than budgeted.

It was explained that the excess expenditure on planned maintenance related to expenditure brought forward from the previous year as a result of delays caused by Covid-19.

The report was then noted by those present.

07.02 QUARTERLY PROPERTY MANAGEMENT ARREARS TO 30.06.21 REPORT

G Shields referred to the report and those present noted that the level of arrears had increased from the previous quarter. However the Finance Services Officer went on to confirm that these arrears had reduced since the quarter end and were now around nineteen thousand pounds lower at approximately sixty-two thousand pounds.

The Finance Services Officer went on to explain that of the two hundred and seventy-six owners, seventy-six had some arrears while two hundred no arrears or had prepaid balances on their accounts.

The report was then noted by those present.

07.03 QUARTERLY MANAGEMENT ACCOUNTS TO 30.06.21 REPORT

G Shields referred to the report and noted that the Association was performing better than budget.

The Finance Services Officer provided a brief overview of the financial results and position at the end of June 2021 and confirmed that the Association's net current assets position had improved since the previous year end.

In response to a question from G Shields, the Finance Services Officer offered to provide more graphical information to support the management accounts if those present wished this. However the consensus of opinion from those present was that the financial information provided incorporating the "traffic light system" and variance analysis provided sufficient detail for decision-making purposes.

The report was then noted by those present.



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08.0 MAINTENANCE & DEVELOPMENT REPORTS

08.01 POLICY REVIEW REPORT

08.01.1 Procurement Policy

G Shields referred to the policy and the Senior Property Services Officer provided an overview of the main changes being recommended primarily stemming from the withdrawal from the European Union.

Following brief discussion the policy was proposed by M Parker, seconded by M Ballantyne and unanimously approved by those present.

08.01.2 Planned Maintenance Policy

G Shields referred to the report and noted the adoption of the standard policy format along with a number of minor amendments.

In response to a question from M McKendrick, the Senior Property Services Officer confirmed that the clauses associated with restricting property improvements for those with arrears of rent or rechargeable repairs were used quite regularly but not extensively.

Following further brief discussion the policy was proposed by M Parker, seconded by M McKendrick and unanimously approved by those present.

08.01 DEVELOPMENT SCHEME REPORT

Blawarthill Hospital Conversion Project

G Shields referred to the report and the Senior Property Services Officer provided an update on scheme progress. She explained that handover arrangements were now being discussed with an anticipated handover scheduled for the middle of September. However she warned that this timetable would be subject to final inspections being carried out by Building Control.

Blawarthill Hospital New Build Project

G Shields referred to the report and the Senior Property Services Officer provided an overview of the position as outlined in the report in relation to the tender.

The Senior Property Services Officer provided an overview of the revised tender and confirmed that this had increased significantly from that agreed when the contract was originally priced in 2018. She explained that the revised tender had now been re-submitted to Glasgow City Council and provided a worst-case scenario in the event that the Association was unable to obtain additional grant funding to support this project.

The significant increase in costs and the ability of the Association to fund the shortfall between the currently approved grant levels and the increased costs was then discussed at length. A number of those present felt that to delay the project might expose the Association to even higher costs in the future and that the current tender should be accepted and the scheme commence on site as soon as possible.

However it was acknowledged that proceeding with this development and assuming the worst-case scenario of no additional funding would significantly reduce the Association's cash reserves. Those present agreed that the Association should consider the impact on the availability of funding for future repairs expenditure.

At this point the Finance Services Officer referred to the long-term financial projections and the possible impact on cash reserves. She demonstrated the possible impact and key assumptions on development expenditure currently within the projections. She confirmed that the Association may need to raise private finance in year fourteen if all the development plans were carried out.

There then followed further lengthy discussion on the merits of proceeding with this development and the downside development risk independently of the other development scheme at the Yoker Primary School site. G Shields suggested that proceeding with both developments based upon the current costs presented too great a risk to the Association.



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08.0 MAINTENANCE & DEVELOPMENT REPORTS (Continued)

08.01 DEVELOPMENT SCHEME REPORT (Continued)

Blawarthill Hospital New Build Project (Continued)

G Shields then asked those present to draw the discussion to a conclusion and it was unanimously agreed that the Association proceed with this development on the understanding that this decision would have an impact on the ability to proceed with the Yoker Primary School Site.

Yoker Primary School Site

The Senior Property Services Officer referred to the cost increases associated with this development.

Following further discussion it was unanimously agreed that these costs represented too great a risk to the Association's financial position and as such the Association could not proceed with this development based upon the current HAG subsidy levels.

The Senior Property Services Officer then suggested the possibility of some form of partnering arrangement with a view to reducing the risk exposure to the Association.

After discussing this option at some length, those present agreed that while it might reduce the Association's overall development risk, it was unlikely to yield any significant cost savings. It was suggested that it might in fact lead to further delays in starting this site and as such result in higher costs in the longer term.

G Shields suggested that the Association simply go back to Glasgow City Council and explain that in the absence of increased HAG subsidy, the scheme was not viable and represented too great a development risk to the Association. Following further discussion it was unanimously agreed by those present that this scheme should not proceed based on current HAG subsidy levels.

The report was then noted by those present.

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

09.0 HOUSING MANAGEMENT REPORTS

09.01 QUARTERLY COMPLAINTS HANDLING REPORT

G Shields referred to the report and noted that only three complaints were made during the first quarter of the current year and that they were all dealt with within the required timescales.

Following brief discussion and in the absence of any trends or issues to be addressed, the report was noted by those present.

09.02 TENANT PARTICIPATION STRATEGY REPORT

G Shields referred to the report with specific reference to the tenant participation action plan objectives and the outcomes being achieved.

Those present noted that the vast majority of objectives including within the "Next Steps" programme were being achieved or were on-going. The main outstanding items were related to the impact of Covid-19 and the inability to have "in person" meetings and consultations.

The report was then noted by those present.

At this time G Shields moved Standing Orders as the meeting was about to run over two hours.



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09.0 HOUSING MANAGEMENT REPORTS (Continued)

09.03 POLICY REVIEW REPORT

09.03.1 Mutual Exchange Policy

G Shields referred to the policy report and noted that there were only a few minor changes to the policy being recommended at this time. The Senior Housing Services Officer provided a brief overview of the amendments being recommended.

M Ballantyne asked for clarification on the rent due by each tenant and it was confirmed that tenants were not expected to pay two months rent.

Following further brief discussion, the policy was proposed by I Ryan, seconded by A Fleming and unanimously approved by those present.

10.0 DATE OF NEXT MEETING 30.09.21

G Shields noted that the next meeting was scheduled for Thursday the 30th of September 2021.

11.0 A.O.C.B.

Capital Expenditure Budget

Those present unanimously approved an increase in the capital expenditure budget to cover the additional costs associated with staff re-grading that had been approved earlier in the year as well as the additional information technology costs associated with the decisions taken earlier in this meeting.

There being no other competent business the meeting closed at 21:10 hrs.

Proposed By _____

Seconded By _____