



NOTICE OF MEETING

The Meeting of the Full Management Committee will be held on Thursday the 26th of May 2022 at 19:00 hrs through the Association's on-line virtual meeting portal.

AGENDA

\*\*\* for approval / decision

- 1.0 **MANAGEMENT COMMITTEE**
  - 1.1 APOLOGIES
  - 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT
  - 1.3 TRAINING
  - 1.4 REGULATORY & STATUTORY RETURNS 2022/23
  - 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2022/23
  - 1.6 HEALTH & SAFETY MATTERS
- 02.0 **MEMBERSHIP**
  - 2.1 NEW MEMBERSHIP APPLICATIONS
  - 2.2 CLOSURE OF SHARE REGISTER \*\*\*
  - 2.3 ANNUAL GENERAL MEETING 22.06.22 \*\*\*
- 3.0 **DOCUMENTS FOR SIGNING AND USE OF SEAL**
- 4.0 **CORRESPONDENCE**
- 5.0 **MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 28.04.22**
  - 5.1 APPROVAL OF MINUTES \*\*\*
  - 5.2 MATTERS ARISING
- 6.0 **CORPORATE GOVERNANCE REPORTS**
  - 6.1 KEY PERFORMANCE INDICATOR TARGETS 2022 / 23 REPORT \*\*\*
  - 6.2 REGULATORY COMPLIANCE ACTION PLAN REVIEW
  - 6.3 REVIEW OF STAFF TERMS AND CONDITIONS REPORT \*\*\*
- 7.0 **FINANCE REPORTS**
  - 7.1 LONG TERM FINANCIAL PROJECTIONS UPDATE 2022 REPORT \*\*\*
  - 7.2 SCOTTISH HOUSING REGULATOR FIVE YEAR FINANCIAL PROJECTIONS SUBMISSION 2022/23 \*\*\*
  - 7.3 SCOTTISH HOUSING REGULATOR LOAN PORTFOLIO RETURN SUBMISSION 2022 \*\*\*
- 8.0 **DEVELOPMENT REPORTS**
  - 8.1 DEVELOPMENT SCHEME REPORT
- 9.0 **HOUSING MANAGEMENT & MAINTENANCE REPORTS**
  - 9.1 POLICY REVIEW REPORT
    - 9.1.1 Selection & Performance of Maintenance Contractors Policy \*\*\*
    - 9.1.2 List of Approved Maintenance Contractors \*\*\*
    - 9.1.3 Death of a Tenant Policy \*\*\*
  - 9.2 MAINTENANCE SCHEME REPORT
  - 9.3 WAITING LIST & ALLOCATIONS TO 31.03.22 REPORT
- 10.0 **DATE OF NEXT MEETING 30.06.22**
- 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. Walker, Catriona       | <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. McKendrick, Mick   | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 12. Wronowska, Agnieszka   | <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. Parker, Morag      | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 13. Vandermotten, Roderick | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" 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"/> |                            |   |
| 5. Fleming, Anne              | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 10. Ryan, Isobel      | <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 May 2022 at 19:00hrs through the Association's on-line virtual meeting portal.

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### Present

Shields, G (Chairman)  
Ballantyne, M  
Donnelly, L  
Jarvis, A  
McKendrick, M  
Parker, M  
Ryan, I  
Vandermotten, R  
Wronowska, A

### In Attendance

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

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## 1.0 MANAGEMENT COMMITTEE

### 1.1 APOLOGIES

Apologies for absence were received from J Porter.

### 1.2 REGISTRATION, DECLARATIONS & CODE OF CONDUCT

All those present confirmed that they had nothing further to declare beyond the details already recorded on the schedule of interests.

It was noted that although Agenda Item 6.3 referred to Staff Terms & Conditions of Employment, it did not impact upon any of the staff members present and as such no interest needed to be declared.

### 1.3 TRAINING

G Shields reminded those present of their on-going requirement to meet minimum training hours and encouraged those not currently meeting their target to look at their individual training assessment as the starting point for selecting appropriate training courses.

In response to a question from A Wronowska, the Director confirmed that funding was available to facilitate one-to-one training or in-house training where courses arranged by SHARE or external providers were being cancelled due to lack of demand.

The report was then noted by those present.

### 1.4 REGULATORY & STATUTORY RETURNS 2022 / 23

G Shields referred to the report and those present noted that a number of regulatory and statutory returns had been completed over the last month with additional returns due to be submitted following approval at this meeting.

The report was then noted by those present.

### 1.5 WHISTLEBLOWING, FRAUD & NOTIFIABLE EVENTS REGISTER 2022 / 23

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

The report was then noted by those present.

### 1.6 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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**2.0 MEMBERSHIP**

2.1 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>
1289	[REDACTED]	[REDACTED]
1290	[REDACTED]	[REDACTED]
1291	[REDACTED]	[REDACTED]

Approval of these membership applications was proposed by R Vandermotten, seconded by A Wronowska, and unanimously agreed by those present

2.2 CLOSURE OF SHARE REGISTER

K Freeman, in his capacity as Secretary of the Association, formally declared the share register closed to new applicants pending the conclusion of the business of the Annual General Meeting.

2.3 ANNUAL GENERAL MEETING 22.06.22

Those present noted the date of the Annual General Meeting and the members of the Management Committee who were required to stand down in advance of the meeting. It was noted that none of those required to stand down required a nomination to stand for re-election and that all were standing for re-election.

The Director confirmed that there had been no nominations received for membership of the Management Committee to date.

The report was then noted by those present.

**3.0 DOCUMENTS FOR SIGNING AND USE OF SEAL**

Other than the aforementioned share certificates, there were no other documents for signing and use of the Seal.

**4.0 CORRESPONDENCE**

Yoker Bowls Academy - Fundraising Appeal

Those present considered a request for funding support to the local bowling academy and following discussion a donation of five hundred pounds was unanimously approved by those present.

There were no other items of correspondence.

**5.0 MINUTES OF THE FULL MANAGEMENT COMMITTEE MEETING 28.04.22**

5.1 APPROVAL OF MINUTES

The Minutes were proposed by L Donnelly, seconded by A Jarvis, and unanimously approved by those present.

5.2 MATTERS ARISING

There were no matters arising.



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### 6.0 CORPORATE GOVERNANCE REPORTS

#### 6.1 KEY PERFORMANCE INDICATOR TARGETS 2022 / 23 REPORT \*\*\*

G Shields referred to the report and those present noted the basis on which targets had been set for the 2022/23 financial year. He acknowledged that these indicators may be subject to further review as part of the business plan review due later in the year.

In terms of the targets themselves, these were proposed by A Jarvis, seconded by R Vandermotten and unanimously approved by those present.

#### 6.2 REGULATORY COMPLIANCE ACTION PLAN REVIEW

G Shields referred to the report which had been updated to reflect the most recent actions taken to ensure ongoing regulatory compliance.

Following discussion, the report was noted by those present.

#### 6.3 REVIEW OF STAFF TERMS AND CONDITIONS REPORT \*\*\*

G Shields referred to the report and noted the error in failing to apply an increment to one staff member from 1 April 2022.

The recommendation to apply an increment to the salary of C Wynd backdated to 1 April 2022 was proposed by M Parker seconded by R Vandermotten and unanimously approved by those present.

### 7.0 FINANCE REPORTS

#### 7.1 LONG TERM FINANCIAL PROJECTIONS UPDATE 2022 REPORT \*\*\*

G Shields referred to the report and the Senior Finance Services Officer explained the main changes that had been made to the long-term financial projections to reflect the most up-to-date information on financial outcomes and budget setting.

Following a review of the key assumptions included within the financial projections, the updated financial projections were unanimously approved by those present.

#### 7.2 SCOTTISH HOUSING REGULATOR FIVE YEAR FINANCIAL PROJECTIONS SUBMISSION 2022/23 \*\*\*

G Shields noted that the submission was based upon the first five years figures within the revised long term financial projections and the Senior Finance Officer confirmed that all the assumptions contained therein had been incorporated into the return.

Following brief discussion, the Five-Year Financial Projections were proposed by M Parker, seconded by A Jarvis and unanimously approved for submission by those present.

#### 7.3 SCOTTISH HOUSING REGULATOR LOAN PORTFOLIO RETURN SUBMISSION 2022 \*\*\*

G Shields referred to the submission and the Senior Finance Services Officer confirmed that it was being completed on the basis of a nil return.

The Loan Portfolio Return was then proposed for submission by A Jarvis, seconded by I Ryan and unanimously approved by those present.



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### 8.0 DEVELOPMENT REPORTS

#### 8.1 DEVELOPMENT SCHEME REPORT

##### Blawarthill Hospital New Build Scheme

G Shields noted the content of the report, and the Director provided an update in terms of the progress on site and confirmed that all of the off-site housing component construction was now complete.

With respect to cost information, the Director confirmed that a number of unknown cost variables had now been firmed up and he had obtained a cost report from the scheme quantity surveyor. This confirmed the anticipated total scheme costs based upon quotations that had now been received by the contractor.

On the basis of these updated costs, the Director confirmed that he had now been able to produce a more accurate cash flow appraisal for this scheme to assess whether or not the scheme was likely to generate a positive cash flow for the Association in the long term.

G Shields noted that even on the most prudent inflation assumption the scheme generated a positive cash flow and an overall positive cash contribution over the fifty-year life cycle of the properties. He also noted that higher rates of inflation generated higher positive cash flows over the same period.

Those present noted that the financial projections supported the decision to invest in this scheme despite the high costs and relatively low levels of grant subsidy.

In response to a question from I Ryan, the Director confirmed that Glasgow City Council had approved an additional two hundred and fifty thousand pound grant subsidy for this scheme.

The report was then noted by those present.

At this point the Senior Finance Officer gave her apologies and left the meeting.

### 9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS

#### 9.1 POLICY REVIEW REPORT

##### 9.1.1 Selection & Performance of Maintenance Contractors Policy \*\*\*

G Shields noted that no amendments were being recommended to the policy at this time other than to update the policy cover sheet in line with standard adopted format.

The policy was then proposed by M Parker, seconded by A Wronowska and unanimously approved by those present.

##### 9.1.2 List of Approved Maintenance Contractors \*\*\*

G Shields referred to the report and the Housing Manager confirmed the rationale behind the recommended amendments being made at this time.

Those present noted the high levels of satisfaction with all contractors and in the absence of any proposed amendments the list was proposed by L Donnelly, seconded by I Ryan and unanimously approved by those present.

##### 9.1.3 Death of a Tenant Policy \*\*\*

The Housing Manager explained that the only changes being recommended to the policy at this time were the adoption of the standardised policy format with cover sheet.

There were no other amendments proposed by those present and the policy was proposed by M Parker, seconded by I Ryan and unanimously approved by those present.



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9.0 HOUSING MANAGEMENT & MAINTENANCE REPORTS (Continued)

9.2 MAINTENANCE SCHEME REPORT

Rear Screens 1951/1959/1965 Dumbarton Road

Due to time constraints and the specialist nature of the work, a non-competitive appointment for the joinery element of these works was approved by those present. However in order to demonstrate value for money, this was subject to the obtaining of a quotation in advance of the work to ensure this was in line with the competitive quotes obtained for previous phases of these works.

Bathroom Replacement Contract

The Housing Manager confirmed that this contract to replace sixty-six bathrooms had been procured through Public Contracts Scotland (PCS) and that City Building had been the successful contractor.

1945 Dumbarton Road

G Shields noted that the tender for this work had now been issued with a tender return date of 15 June 2022. The Housing Manager anticipated being able to provide the outcome at the next meeting/

The report was then noted by those present.

9.3 WAITING LIST & ALLOCATIONS TO 31.03.22 REPORT

G Shields referred to the report and the Housing Manager provided an overview of the key outcomes from the report.

Following brief discussion, the report was noted by those present.

10.0 DATE OF NEXT MEETING 30.06.22

G Shields explained that he would not be available to attend the scheduled meeting and following discussion it was agreed that the meeting date be re-scheduled to the following month.

11.0 A.O.C.B.

M Ballantyne – GOSHA Training

As part of her assessment, M Ballantyne informed those present that she would be attending a management committee meeting at Pineview Housing Association.

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

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

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