

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held on Monday 26th June 2023

Present: Andrea Bell (Chair), Drew McPhail, Bill Dougan, Agnes Philips (P/T), Theresa Findlay, Eileen Watters, Steve Fleming & Chris Elliot

In Attendance:

Clive Douglas, Chief Executive

Joe Wilson, Technical Director

Tom Hastings, Finance Director

Fiona Mills, Housing Director

Rhys Atkinson, Corporate Services Assistant (Minutes)

Item 1 Apologies and Declaration of Interest:

- 1.1. **Apologies:** Sharon May, Gail Jackson, Ellen Garscadden, Esther Skimins, John McMorro, Geraldine Connolly
- 1.2. **Leave of Absence:**
 - 1.2.1 Committee members were sad to hear that following a special leave of absence, Ian Smith has decided to resign from the Committee for personal reasons.
 - 1.2.2 Committee members approved a special leave of absence for Chris Elliot for personal reasons.
- 1.3. **Declaration of Interest:** None

Item 2 Minutes of Previous Meetings:

- 2.1 Minutes of the Management Committee Meeting held on 22nd May 2023
 - i. **Matters Arising and Correction to Minute** – None.
 - ii. **Approval of the Minute** – The Minute was approved by general consent.
 - iii. **Decisions taken between Meetings** – None
- 2.2 **Confidential Minute of Management Committee Meeting held on Monday 22nd May 2023** – None.
- 2.3 **Sub Committee Minutes:** None due.

Item 3 Loan Portfolio - Committee approved the submission of the Loan Portfolio by the Finance Director to the Scottish Housing Regulator.

Item 4 IT Support Tender – Committee approved the appointment of Stratiis as the new IT Support partner with a three-year contract commencing on 1st August 2023 at a cost of £40,870 (plus VAT) for the period of the contract.

Item 5 Heating Installation Tender – Committee approved the appointment of City Technical Services (UK) to carry out the Gas Central Heating replacement works for the period 2023-26 in the sum of £2,108,133.72 (inclusive of 20% VAT).

Item 6 Update on Sheltered Housing Review – Following the presentation provided by the Housing Director the Management Committee considered and approved the Sheltered Housing Service Review, along with granting the Housing Director

permission to proceed with the consultation and implementation of the proposed changes to the service.

- Item 7** **Proposed Benefit to Staff (Salary Sacrifice Electric Car)** – The proposed staff benefit was approved by management committee. This benefit would be named the Salary Sacrifice Car Scheme and would be eligible to employees of the Association, albeit there will be criteria set out in the Association Salary Sacrifice Car Scheme policy to ensure responsibilities of the employer and the employee are clear and concise.
- Item 8** **Rent Arrears Report** – Committee noted that arrears to end May 2023 reduced by £7501.03 to a total £190.6k with all cases being managed in line with policy and procedure. It was also mentioned that individual patches are being monitored in terms of arrears. This is to help identify any additional training or support need for specific members of staff.
- Item 9** **Governing Body Performance Review** – Committee have been provided with sufficient information to enable them to decide on whether the two long-standing Committee members, who are required to stand down this year remain effective to stand for re-election at this year's AGM. Committee noted the report and are satisfied with the information within.
- Item 10** **AGM Update** – Committee noted the agenda/preparations for the AGM to be held on Tuesday 12th September, being a mix of online and in person participants. It was noted that those standing down and having confirmed their willingness to be re-elected are, Andrea Bell, Steve Fleming, Theresa Findlay and Drew McPhail with three co-optees, John McMorrow, Gail Jackson and Sharon May seeking formal election.
- Item 11** **Review of Customer Engagement Action Plan** – Committee noted that the CE Team lead members are now Managers Kenny McCoy, John McShane and Dianne Mathewson and they have all agreed to meet on 27th July 2023 with a view to refresh the action plan. This will be rolled out to PIN and Staff members for contribution and participation as necessary.
- Item 12** **Events Focus Group & PIN Update** – Committee noted the report issued providing an update of the activities recently arranged and undertaken by the Events Focus Group and the Performance Improvement Network. Committee were reminded of the following events:
- 12.1 Easter 2023** – The Events Group had agreed to offer a large easter egg at each site that would be awarded to those applying for membership via a prize draw.
- 12.2 Summer 2023** – The group had met and agreed to continue the annual bus trip which is going to Largs on 11th August. We are now offering £15 rather than £10 to tenants on the trip.

12.3 School Achievement Award 2023 – All 7 Schools have responded with the pupil/s who they wish to receive the £100 amazon voucher. Images and quotes will be in the summer newsletter.

12.4 Performance Improvement Network – PIN members have been invited to a meeting on 28th June to discuss the Tenant Handbook and the Customer Engagement Action Plan.

Item 13 Membership & Use of Seal Report – Committee noted that there were no new members or cancelations at this time.

Item 14 ARC Return 22/23 – It was noted that a presentation of the ARC had been made to those Committee members who attended the strategy day on Tuesday 16th May 2023. The report has been issued in advance of the meeting, and in order for Committee members to easily compare the figures, 22/23 and 21/22 figures were provided. Committee members approved the ARC submission data for 22/23.

Item 15 Development update

15.1 **Altyre Street** – GCC is encouraging the association to get started as soon as possible after giving us a £250k grant.

15.2 **Easterhill Street** – Committee noted that the advertisement for New Build Development has ended back on the 12th June 2023. Tender from New City Vision was received and is being reviewed.

Item 16 Any Other Competent Business

16.1 Committee were reminded of a retirement party taking place in the office on the night of Thursday 13th July 2023 for one of the associations long standing committee members.

Item 17 Date & Time of Next Meeting:

28th August 2023 at 6.00 pm – Management Committee (868 Tollcross Road, Glasgow, G32 8PF and on-line).