

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held on Tuesday 28th September 2021

Present: Andrea Bell (Chair), Bill Dougan, Chris Elliot, Steve Fleming, John McMorrow, Drew McPhail, Brian McNally, Sharon May (Observer) and Margaret Cooper (Observer)

In Attendance:

Clive Douglas, Chief Executive

Frank Donohoe, Technical Director

Marie Campbell, Corporate Services Officer
(Minutes)

Stuart Eglinton, SE Training (Item 2 only)

Alex Cameron, Quinn IA (Item 3 only)

Item 1 Apologies, Declaration of Interest, Resignation and Leave of Absence:

- i. **Apologies:** Ellen Garscadden (Leave of Absence), Agnes Philips, Ian Smith, Geraldine Connolly, Theresa Findlay and Esther Skimins
- ii. **Declarations of Interest:** Margaret Cooper and Sharon May left the meeting and took no part in the discussions regarding Item 13.1.

Item 2 Governing Body Appraisal Report 2021 - Following the recent committee appraisals undertaken by Stuart Eglinton, Committee considered the interim report on the findings. Stuart Eglinton took Committee through the report, noting the suggestions for continuous improvement/training. In conclusion, it was agreed that an action plan should be prepared with progress recorded/updated therefrom. In addition, it was noted that the Scottish Housing Regulator has approved the Association's Succession Policy. In regards to future appraisals, it was agreed that Committee/Staff should set time aside to agree objectives/outcomes and consider doing the appraisals in a different format in alternate years. In addition, given the volume of the report, it was agreed that future reports should contain a user friendly summary at the start. Committee agreed to feed any further suggestions to staff as appropriate.

Item 3 Compliance Assessment 2021 – Alex Cameron of Quinn Internal Audit Services took members through the report and the detailed findings of the recent audit. Committee noted in particular, that work is ongoing to finalise the following:

- Internal Management Plan
- Asset Management Strategy
- Tenant Engagement Strategy
- Updating minutes on Website
- Reporting on financial variances

In conclusion, it was noted that the report presented was an interim report with additional assurances to be added thereto and a final report alongside a draft Assurance Statement, should be brought back to the next meeting of the Management Committee for consideration.

Item 4 Minutes of Previous Meetings:

- 4.1 Minutes of the Management Committee Meeting held on 30th August 2021
 - i. Matters Arising and Correction to Minute – None

- ii. Approval of Minutes – The Minute was approved by general consent.
- iii. Decisions taken between Meetings – None.

4.2 Minutes of the Special Management Committee Meeting held on 14th September 2021

- i. Matters Arising and Correction to Minute – None
- ii. Approval of Minutes – The Minute was approved by general consent.
- iii. Decisions taken between Meetings – None.

Item 5 Membership Report to 30th September 2021 - Committee noted the cancellation of memberships in respect of Share Numbers: 331 and 833. The total membership as at 30th September 2021 is 113 with the seal being last used on 30th August 2021 to complete a share certificate.

Item 6 Policy Review – Health & Safety Policy and Equalities Impact Assessment – In considering the Policy, Committee noted that there were no changes other than those relating to First Aid/Fire Warden representatives and renewal dates for training. Committee also noted that clarification is being sought from our DPO in regard to data protection and flagging up potential risk to staff. In noting the revised Equality Impact Assessment, Committee approved the policy for immediate implementation.

Item 7 Post AGM Procedures – Committee noted and agreed, that in the normal fashion, they will require to sign up by way of physical signature or electronic acknowledgement, as appropriate, to: the Code of Conduct, Job Descriptions, Equalities & Human Rights Monitor, Statistical Information, Declaration of Interest, Health & Safety Responsibilities Statement and Consent for use of Photography.

Item 8 Kitchen Bathroom and Rewiring Contract – In noting that procedure had been followed in regard to tendering these works, Committee approved the appointment of Select Facilities (Scotland) Ltd for the Kitchens, Bathrooms and Rewire works contract 2021-24.

Item 9 Water Management Contract – In noting the procedure followed in terms of obtaining quotations, Committee approved the appointment of H2O Legionella Contract Services, for the Cleaning of Common Area Cold Water Storage Tanks and specific Individual Domestic Cold Water Storage Tanks.

Item 10 Arrears Update – Committee noted the updated report and in particular that arrears overall had decreased by approx. £4.5k during August 2021 with all cases being managed in line with policy and procedure.

Item 11 Whisky Fungus Update Report – Business Confidential

Item 12 Development Update Report – Committee noted the detailed report and in particular:

- 12.1 **Dunira Street** – Defects on Phase 1 are now complete with ongoing defects in Phase 2 and the office at 868 Tollcross Road.

- 12.2 **Canmore Street Mid Market Rent** – Defects are nearing completion on this site with discussions ongoing with Messrs Margaret Blackwood regarding the use of the common area within the development.
- 12.3 **Proposed Developments Altyre Street and Easterhill Street** – It was noted that funding is unlikely to be provided until 2023.
- 12.4 **Parkhead Bus Depot** – No further progress on discussions noted.
- 12.5 **McVities Factory** – No further progress on the closure proposals noted.
- 12.6 **Tollcross Winter Gardens** – It was noted that work has now started on the restoration of the Winter Gardens and liaison is ongoing with the Association, Milnbank Housing Association and the Council regarding the future use and management of the building. Discussion ensued regarding the location of the proposed memorial and it was noted that the Community Council would support this being placed in the park.

Item 13 A.O.C.B.

- 13.1 **New Committee Members** – Following discussion, Committee unanimously agreed to co-opt Sharon May and Margaret Cooper onto the Management Committee. It was noted that a full induction will be provided to the new members.
- 13.2 **Retiring Committee Members** – Committee noted the thanks received from Ellen Stewart and Gwen Wilson in regard to the gifts received upon their retirement from the Committee.

Item 14 Date and Time of Next Meeting: Monday 25th October 2021