

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held on Monday 28th February 2022

Present:

Andrea Bell, Agnes Philips, Ellen Garscadden, Chris Elliot, Theresa Findlay, Bill Dougan, Drew McPhail, John McMorro and Geraldine Connolly, Steve Fleming, Esther Skimins

In Attendance:

Clive Douglas, Chief Executive
Fiona Mills, Housing Director
Marie Campbell, Corporate Services Officer (Minutes)

Anne Wilson, Corporate Services Director

- Item 1** Apologies and Declaration of Interest:
- 1.1. Apologies: Ian Smith and Theresa Findlay.
 - 1.2. Committee members noted that Margaret Cooper has regrettably resigned from the Committee for personal reasons.

Item 2 Minutes of Previous Meetings:

- 2.1 Minutes of the Management Committee Meeting held on 31st January 2022:
 - i. Matters Arising and Correction to Minute
 - Clive notified Committee members that EVH and Unite the union continue to negotiate the salary review for 22/23 with no resolution to date.
 - ii. Approval of Minutes – The Minute was approved by general consent.
 - iii. Decisions taken between Meetings – None.
- 2.2 Minutes of the Audit & Business Sub-Committee Meeting held on 8th November 2021 – Noted.
 - Committee requested that a report outlining the outstanding internal audit items be provided to the full Management Committee.

- Item 3** **Rent Arrears Update** – Committee noted that as of 31st January 2022, arrears rose by £4,567.08, with staff continuing to manage all cases. In addition, it was noted that Universal Credit cases continue to increase and a more robust reporting regime has been introduced to allow Housing Officers to respond quicker as cases arise.

Committee noted the Covid Grant has been received from Glasgow City Council.

- Item 4** **Former Tenant Write Off 21/22** – Committee members noted the detailed report and approved the former tenant write-off figures.

There was some discussion about having appropriate systems in place to be able to reclaim outstanding former tenant debt should an application for housing be made in future, and Committee were satisfied there are. There was some further discussion around the Association's legitimate interest, in terms of data protection, and Committee noted we are in discussions with our DPO regarding this. Management Committee will be updated at a later date.

- Item 5** **Membership Report to 28th February 2022** - Committee approved the request for membership for ref 2021/6. They noted that there were no cancellations during the

period. The total membership at 28th February 2022 is 115. The seal was last used on 25th October 2021 for a share certificate.

Item 6 Committee Workplan/Financial Returns & Submission Calendar 22/23 – Committee approved the dates proposed within the proposed workplan and noted the proposed content of the workplan and the returns/submission calendar.

Item 7 Development Update – Committee noted the update and in particular:

7.1 **Canmore Street** – It was noted that the work carried out to redress the outstanding defects has been poor and that no retention monies will be provided to Messrs Cruden until these are made good.

7.2 A date for a programming meeting with Glasgow City Council is awaited.

Item 8 Review of Risk Register – Committee approved the major risks contained within the report. Other matters discussed were:

- Risks F14 and CS6 to be combined
- Ensure we are building in sensitivity testing into the Business Plan relating to F14 and find out if it is possible to pinpoint a date for when we think cessation is likely to occur.
- The Association is investigating the financial impact and other implications of achieving zero carbon. Management Committee will be updated on the findings.
- Consider the current situation between Russia and Ukraine and where we identify any Ukrainian or Russian tenants, find out if we can offer any support.
- Clive to arrange for costs of installing smoke/heat detectors to be provided to Committee.

Item 9 Any Other Competent Business

9.1 **Business Planning Event** – Management Committee were reminded that following contact with them, a date had been set for 30th March 2022. This will be held in the office, with remote access available.

9.2 **Sharing Owner Buy-back** – Committee approved the request to initiate a valuation following a request from a sharing owner for the Association to consider a buy-back of 25% share.

9.3 **Theresa Findlay** – Theresa had asked for the Committee to be informed that although she remains in hospital, she is feeling better and thanks them for their kind wishes.

Item 10 Date & Time of Next Meeting: 28th March 2022 @ 6pm