

**Tollcross Housing Association Limited**  
**Minute of the Management Committee Meeting**  
**held on Monday 28<sup>th</sup> March 2022**

Present:

Andrea Bell, Ellen Garscadden, Chris Elliot, Bill Dougan, Drew McPhail, John McMorrow, Geraldine Connolly and Steve Fleming

In Attendance:

Fiona Mills, Housing Director  
Marie Campbell, Corporate Services Officer (Minutes)

- Item 1** Apologies and Declaration of Interest:  
1.1. Apologies: Theresa Findlay, Agnes Philips, Esther Skimins, Ian Smith, Sharon May and Clive Douglas
- Item 2** Minutes of Previous Meetings:
- 2.1 Minutes of the Management Committee Meeting held on 28<sup>th</sup> February 2022:
- 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.
- 2.2 Minutes of the Operations Sub-Committee Meeting held on 24<sup>th</sup> January 202e  
– Noted.
- Item 3** **Rent Arrears Update** – Committee noted that as of 28<sup>th</sup> February 2022, arrears reduced by £5,670.64. It was noted that staff continue to manage all cases and provide assistance through the Advisers in our Advice Centre and this will be supplemented with a Welfare Rights Officer at the Head Office, the recruitment of which is underway. In addition, it was noted that the covid legislation regarding court schedules has now returned to the normal 28 days and, therefore, it is hoped to escalate and resolve high arears cases in a more realistic timeframe.
- Item 4** **Membership Report to 31<sup>st</sup> March 2022** – Committee noted that there were no new applications or cancellations during the period. The total membership at 31<sup>st</sup> March 2022 is 115. The seal was last used on 28<sup>th</sup> February 2022 for a share certificate.
- Item 5** **Policy Review:**
- 5.1 **Mobile Phone Policy** – Committee approved the revised Mobile Phone Policy for immediate implementation.
- 5.2 **Risk Management Strategy** – Committee noted the updated Policy and agreed to direct any comments and feedback to Clive Douglas. It was agreed to discuss the Strategy further at the meeting scheduled for 30<sup>th</sup> March 2022.

5.2.1 At the Meeting on 30<sup>th</sup> March 2022 the main changes being proposed to the Risk Management Strategy were highlighted. It was clarified that the main area of change was to provide a route for Major Risk Items to be added to the Risk Register between meetings. It was further noted that the pandemic had highlighted how major risk issues may have to be added to the register at very short notice. Committee approved the revised Risk Management Strategy.

**Item 6 Internal Audit Update** – Committee noted the update and agreed to direct any comments and feedback to Anne Wilson and Clive Douglas at the meeting to be held on Wednesday 30<sup>th</sup> March 2022

6.1 At the meeting on 30<sup>th</sup> March 2022 Committee reviewed the outstanding items relating to previous internal audits as noted in the report. Committee noted the reason for these items not being addressed to date. With regard to the Asset Management Strategy, it was noted that the review had been delayed pending the completion of a more comprehensive study into the viability of the Association's stock. It was confirmed that the Association would now review its current Asset Management Strategy, which will be presented to the Management Committee on 30<sup>th</sup> May 2022.

**Item 7 Development Update** - Committee noted the update and that the subject of EESH2 and Net Carbon Zero would be discussed the Strategy Meeting scheduled for 30<sup>th</sup> March 2022.

7.1 At the meeting on 30<sup>th</sup> March 2022, Committee noted the detailed presentation, highlighting the need for the Association to bring as much of the its current stock up to the EESH 2 Standards by 2032 and the additional implications for bringing the stock up to Net Carbon Zero Standard by 2045. While accepting that; it might not be possible to bring all of the stock up to these standards; that technology might change as we move towards these targets, Committee also noted the enormous financial burden that this will place on the Association.

In conclusion, Committee agreed that the Association would work in partnership with Shettleston Housing Association to produce detailed plans for each Association that would outline the work required to bring the stock up to these standards, the timescale for carrying out the works and, crucially, how much this work was likely to cost

**Item 8 Any other Competent Business** - At the meeting on 30<sup>th</sup> March 2022 the following items of AOCB were discussed:

8.1 **Salary Increase 2022/23** - Committee approved the acceptance of the proposed salary increase for the year 2022/23. The EVH proposed offer on behalf of the employers was 4.1%. All staff members left the room while this matter was being discussed.

- 8.2 **Easthall Park Housing Co-op** - Committee approved the continued co-option of Clive Douglas, Chief Executive to the Committee at Easthall Park Housing Co –op for an indefinite period of time.

**Item**                      **Date & Time of Next Meeting:**

- **Strategy Meeting:** Wednesday 30<sup>th</sup> March 2022 @ 6pm.
- **Management Committee Meeting:** Monday 25<sup>th</sup> April 2022 @ 6pm