

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held on Monday 3rd October 2022

Present: Andrea Bell, Ellen Garscadden, Esther Skimins, Chris Elliot, Gail Jackson, John McMorro

In Attendance:

Clive Douglas, Chief Executive

Anne Wilson, Corporate Services Director

Joe Wilson, Technical Director

Tom Hastings, Finance Director

Fiona Mills, Housing Director

Alex Cameron, Quinn Internal Audit (Item 2 only)

Marie Campbell, Corporate Services Officer
(Minutes)

Item 1 Apologies. Leave of Absence and Declaration of Interest:

- 1.1. **Apologies:** Agnes Philips, Bill Dougan, Drew McPhail, Theresa Findlay, Ian Smith, Sharon May, Janet Carmichael and Steve Fleming
- 1.2. **Leave of Absence** – Committee approved leave of absence in respect of Bill Dougan and Ian Smith.
- 1.3. **Welcome** – Committee welcomed Gail Jackson to her first meeting of the Management Committee.

Item 2 Annual Assurance Statement – Alex Cameron presented the report, confirming that the audit went smoothly and the Association remains fully compliant. In addition, Committee approved the actions for improvement and the quarterly monitoring thereof by the Audit & Business Sub Committee with any significant failures to comply being reported to the Management Committee.

- 2.1 **Rent Freeze** – Discussion ensued regarding the announcement by the Scottish Government of a rent freeze until end March 2023. It was agreed that a short statement should be included to simply state that at the time of preparation, the Association is aware of the Scottish Government's announcement regarding the rent freeze and should that be imposed on the Association post end March 2023, mitigating strategies will be put in place.
- 2.2 **Annual Assurance Statement** – Subject to the inclusion of the above Statement, Committee approved the Annual Assurance Statement to be signed by the Chairperson on behalf to the Management Committee for publication and submission to the Scottish Housing Regulator.
- 2.3 Committee conveyed their thanks to Alex Cameron and all staff involved in the preparatory work.

Item 3 Minutes of Previous Meetings:

- 3.1 **Minute of the Management Committee Meeting held on 29th August 2022:**
 - 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

3.2 Minute of the Special Management Committee Meeting held on 13th September 2022:

- 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

3.3 Sub Committee Minutes: No minutes due.

Item 4 RBS Loan Facility Amendment Letter – Committee noted the figures contained in the Amendment Letter, based on the Association’s Business Plan, and agreed to grant the Finance Director permission to accept the revised terms on behalf of the Association.

Item 5 Equalities Data Collection Update – Committee considered the report and in particular:

- 5.1 Noted the requirements within the National guidance for Scottish Social Landlords is the background to the Association revising its equality data collection processes.
- 5.2 Agreed that data should be collected on an anonymous basis.
- 5.3 Agreed to remove Maternity/Paternity and Marriage/Civil Partnership from the data collection in the specific areas as shown in the matrix.
- 5.4 Note that the Equality & Human Rights Policy will be updated to reflect the confirmed option and outline our data collection plan.

Item 6 Management Committee Appraisals Report 2022 – Committee noted the report and in particular:

- 6.1 Noted that all appraisals have been undertaken with the outcomes and proposals as detailed in the report. Overall, it was noted that feedback has been positive with a number of members interested in taking up office bearer positions in future.
- 6.2 Note the questionnaires contained within the report.
- 6.3 Note the Governing Body Performance Review Policy will be updated to reflect the revision to process for future appraisals.
- 6.4 Note that the Chief Executive appraisals was also undertaken on 13th September 2022, which was facilitated by Stuart Eglinton and attended by the Chair and Vice-Chair.

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, Transparency Statement and Consent for use of Photography.

- Item 8** **Policy Review: Health & Safety Policy and Equalities Impact Assessment** – In noting there were no changes other than those relating to First Aid and Fire Warden representative renewal dates for training and removal of ex-Staff and Committee members' details, Committee approved the Policy for immediate implementation, noting the equalities impact assessment.
- Item 9** **Membership Report to 30th September 2022** – Committee approved the membership application reference 2022/1. Committee noted and approved the cancellation of membership reference, 748 and 784. The total membership at end September 2022 is 107. The seal was last used on 28th February 2022 for a Share Certificate. It was noted that following earlier agreement regarding the equalities data, this information will now be sought from the membership.
- Item 10** **Arrears Report** – Committee noted that arrears to end August 2022 reduced by a further £6k and now stands at a total of £183k. Whilst the arrears position is stabilising, staff are closely monitoring the situation in light of rising energy costs, etc. In addition, it was noted that the ban on evictions during the winter months will also impact on figures, however, there are exceptions permissible and it is hoped additional support will be provided to housing associations.
- Item 11** **Development Update** – It was noted that the projects at Easterhill Street and Altyre Street are progressing with other gap sites also being considered, however, any development proposals may have to cease if any rent freeze or cap is imposed on the Association.
- Item 12** **Government Rent Freeze** – Committee noted the increasingly volatile situation with regard to economic forecasts and the possibility of a rent freeze or capping of rents. Whilst awaiting clarification on the legislation, it was noted that the Association will proceed to mitigate for the worst situation in terms of budgeting and proceed with arrangements for the rent consultation with clearly worded statements. It was noted that Committee will be provided with regular updates.
- Item 13** **Risk Management** – Committee noted that the risk register has been reviewed to include F11 and H9 which both relate to the possible rent freeze and the possible impact on finances, future repairs, etc. In addition, it was noted and agreed that CS21 should be removed which relates to the pandemic.
- Item 14** **A.O.C.B.**
- 14.1 **SFHA – Energy Grant** – It was noted that the Association's bid for grant funding was unsuccessful, however, it is hoped that further monies might become available.
- Item 15** **Date and Time of Next Meeting:** 31st October 2022 @ 6pm.