



**Minutes of the Management Committee meeting  
Held on Thursday 29<sup>th</sup> October 2020 at 6.00 p.m.  
In Cadder Community Centre**

Committee Member	Attended	1.0 Apologies
Linda Brown	✓	
Gerry O'Donnell		✓
Jamila Flynn		✓
Kristina Bowie	✓	
Elizabeth Doherty	✓	
Claire McGraw	✓	
Linda Thomson	✓	
Stewart MacKenzie	✓	
Valerie Davies		
Helen McNab	✓	

In Attendance		
Gerry Casey	Finance & Corporate Services Manager	FCSM
Sandra McPhee	Corporate Services Officer	CSO
John McShane	Customer Services Manager	CSM

Agenda Item	Description	Action By
<b>2.</b>	<p><b>Declaration of Interest</b></p> <p>The following declaration of interests were declared</p> <ul style="list-style-type: none"> <li>- S McPhee – Agenda item 3c) – Confidential Minutes</li> <li>- S McPhee – Agenda Item 5a) – Directors Report</li> <li>- S McPhee – Agenda Item 8a) – Confidential Report1</li> </ul>	
<b>3.</b>	<p><b>Minutes and Action List</b></p> <p><u>Minutes of meeting held on 24<sup>th</sup> September 2020</u></p> <p>Minutes were approved by C McGraw and seconded by E Doherty</p>	
a)		

## Agenda Item 3a)

Agenda Item	Description	Action By
b)	i) <u>Matters Arising</u>  There were no matters arising	
	i) <u>Action List</u>  Item 6c) 28 May 2020 Meeting Stock Takes - G Casey clarified that stock takes are being carried out on a monthly basis and that work is ongoing with SDM regarding recording of stock.	
c)	<u>Confidential Minute of 24<sup>th</sup> September 2020</u>  Minutes were action with under Agenda Item 8 – Confidential Items.	
<b>4.</b>	<b>Minutes of Audit &amp; Staffing Committee Meeting held on 24 September 2020</b>	
a)	Minutes were presented for information.  Item 8c) Home Working Policy  Casey advised that officers have been in contact with Stratiis regarding software that can be used to record working times and is waiting on a response with software options and costs.  C McGraw advised that information on different options for this had previously been provided. and that they will forward these details onto the CSO to progress.	

## Agenda Item 3a)

<b>5.</b>		<b>Governance</b>	
	a)	<p><u>Director's Report</u></p> <p>The report was presented under Agenda Item 8 – Confidential Items.</p>	
	b)	<p><u>Annual Assurance Statement</u></p> <p>The Chairperson advised that work is ongoing with gathering the evidence required for the Annual Assurance Statement.</p> <p>A Special Management Committee meeting will be arranged in November to assess the information and approve the submission of the Annual Assurance Statement to the Scottish Housing Regulator for the 30<sup>th</sup> November 2020.</p>	
<b>6.</b>		<b>Finance &amp; Corporate Services</b>	
		No reports.	
<b>7.</b>		<b>Operational</b>	
	a)	<p><u>Rent Affordability Report</u></p> <p>J McShane presented the report by Arneil Johnston and highlighted the following</p> <ul style="list-style-type: none"> <li>- Association rents are affordable across the various households tested</li> <li>- Rent levels for 2 apartment properties could be reviewed</li> <li>- Arneil Johnston recommends a restructure of rents to eradicate rent disparities</li> </ul> <p>In response to questions J McShane clarified that:</p> <ul style="list-style-type: none"> <li>- the cost for Arneil Johnston to carry out a rent review would be between £6 – 10k, however as they have been working with the Association already the costs could be lower.</li> <li>- it could be an option to carry out the rent review in tandem with the consultation on the annual rent increase. Arneil Johnston would carry out the consultation with tenants as part of the cost for the review.</li> <li>- The costs that have been quoted by Arneil Johnston to carry out a review are average for this type of work.</li> </ul>	

## Agenda Item 3a)

	<p>The Committee agreed to progress Arneil Johnston to carry out a full review of the Association Rents.</p>	<p>JMcS</p>
<p>b)</p>	<p><u><i>Annual Rent &amp; Management Fee Increase 2021-22 - Consultation</i></u></p> <p>G Casey and J McShane presented the report for approval for consultation for the Annual Rent &amp; Management Fee increase for 2021-22.</p> <p>The following areas were highlighted: -</p> <ul style="list-style-type: none"> <li>- Rent increase will be based on CPI rather than RPI which has been used in previous years</li> <li>- Ensuring that the Association remains compliant with the Covenants</li> <li>- Ensuring rents remain affordable</li> </ul> <p>In response to questions J McShane clarified that:</p> <ul style="list-style-type: none"> <li>- the policy does not specify which month's CPI figure should be used, but the information is included in information about the rent increase to ensure transparency</li> </ul> <p>The Committee agreed consultation to proceed on the following:</p> <ul style="list-style-type: none"> <li>• Annual Rent Increase – 1.2% (CPI plus 1%)</li> <li>• Annual Management Fee (Tenement Owners) – 8.6% (from £116.47 to 126.53 per annum)</li> <li>• Annual Management Fee (Cottage Owners) – 2.3% (from £21.81 to £22.32 per annum)</li> <li>• Annual Estate Management Fee (Tenement owners) – 3.5% (from £147.69 to £152.82 per annum)</li> <li>• Annual Estate Management Fee (Cottage Owners) – 3% (from £76.04 to £78.34 per annum)</li> <li>• Close Cleaning (Annual Charge) – 5.4% (from £93.10 to £98.10)</li> </ul>	<p>JMcS</p>

## Agenda Item 3a)

c)		<p><u><i>Demand Assessment</i></u>  J McShane presented the report on demand to Committee and highlighted the following:</p> <ul style="list-style-type: none"> <li>- Demand for properties is influenced by various reasons including street, property type, floor level and investment</li> <li>- Currently 460 applicants on the housing list</li> <li>- Demand for 2 apartment properties remains high with 146 applicants</li> <li>- On average there are 50 void properties per year</li> <li>- Void spec to be reviewed</li> <li>- Low demand for tenement properties above the 1<sup>st</sup> floor</li> <li>- Homeless cases largest demand for 2 apartment properties</li> </ul> <p>Committee raised the point that CHA should be considering long term solutions for lower demand housing such as demolition and new build</p> <p>The Committee agreed for a feasibility study to be carried out on demand for Association properties.</p>	JMcS
d)		<p><u><i>Fire Safety Policy</i></u></p> <p>J McShane presented the draft Fire Safety Policy and advised committee that the policy has been updated to include all Association properties</p> <p>Committee approved the draft Fire Safety Policy for implementation.</p>	
<b>9.</b>			
<b>A.O.C.B.</b>			
a)		<p>J McShane advised he received a report of an incident involving youth services that has been reported to the police and social services. He advised Committee that he wanted to make them aware of the incident in case there is any fall back to the Association.</p> <p>Committee noted the verbal report.</p>	
b)		<p>J McShane advised the Committee that the Association is looking to organise an event for the community at</p>	

## Agenda Item 3a)

	<p>Christmas time. It won't be on the scale of the Winter Wonderland but it is important to let the community know we are still here. He asked Committee to approve a budget of £2,300 which will be funded through wider role funding.</p> <ul style="list-style-type: none"> <li>- Following discussion G Casey confirmed that additional money is available through Wider Role Funding should Committee wish to consider a larger budget to support the community and the people in the area who are facing difficulties as a result of the Coronavirus pandemic</li> </ul> <p>The Committee agreed to increase the proposed amount of £2,300 to £6,000.</p> <p>J McShane advised that the Association has been working with the school on a pumpkin competition. The school will provide an article and photos so that we can publish the event in our newsletter and on our website.</p>	
c)	<p>J McShane made a request that as staff and Committee will not be having a Christmas event this year, that a voucher be presented to everyone for £25 as an alternative.</p> <p>Following discussion, it was agreed that under the current circumstances it wouldn't be appropriate for this to be given.</p>	
	<i>S McPhee &amp; J McShane left the meeting.</i>	
<b>8.</b>	<b>Confidential Items</b>	
	A separate minute will be issued for the confidential reports.	
<b>10.</b>	<b>Date of Next Management Committee Meeting</b>	
	Thursday, 3 <sup>rd</sup> December 2020 at 6.00 p.m. Cadder Community Centre, Main Hall.	