

# **MARYHILL HOUSING ASSOCIATION LIMITED**

**Minutes of the Special Management Committee Meeting  
Held on Tuesday 22<sup>nd</sup> February 2011 at 6.30 p.m.  
In the Association's office at 45 Garrioch Road, Glasgow, G20 8RG**

## **PRESENT:**

Edith Ward, Chaired part of meeting  
Martin Rhodes, Chaired part of meeting  
Eleanor Brown  
Catherine Stylianou  
Roy Greatorex  
Billy McAllister  
Les Currie

## **IN ATTENDANCE:**

Willy Briody  
Eleanor Biggs  
Angela Cameron  
Lilian McPake, Minute-taker

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### **1.0 OFFICE SAFETY PROCEDURES INCLUDING COMMITTEE/STAFF HOME SAFELY**

- 1.1 **Fire Safety** – The main exits and assembly point were pointed out in the case of fire.
- 1.2 **Leaving the office** – person responsible is the Director
- 1.3 **Getting home safety** – Arrangements were agreed.

### **2.0 APOLOGIES**

- 2.1 Apologies were received on behalf of Lorain MacKinnon and John Brown.

### **3.0 DECLARATION OF INTERESTS**

- 3.1 Nothing to declare.

### **4.0 RISK MANAGEMENT**

- 4.1 Nothing to declare.

### **5.0 SST STAFF RESTRUCTURING**

- 5.1 The Post SST Organisational Structure was discussed and it was agreed that for the position of Chief Executive's post the Association's Solicitor and Staffing Sub-Committee would be involved. For the posts of Housing Services and Corporate Services the Director and Chair of the Association would be involved. For other posts it would be the relevant Director and Manager who would be involved.
- 5.2 The Director will invite the Association's Solicitor to come to the next Management Committee meeting to talk to them about staffing issues in relation to SST.

- 5.3 The Director explained the staff structure to the Committee and also that the Association will require to have a subsidiary to allow factoring services to be provided to Association owners.
- 5.4 Environmental staff may transfer from GHA to MHA or the Association may procure this work to be carried out by an externally contractor but until the Association has definitive information this decision cannot be taken.
- 5.5 Discussion took place on rent and service charges and it was confirmed that GHA have service charges included in the rent and MHA's service charge is separate.
- 5.6 Concierge staff transferring to MHA may wish to keep their GHA conditions and salaries which are better than EVH. The Association's intention would be to eventually have all staff on EVH terms and conditions, if at all possible.
- 5.7 The Housing Services Section was discussed with each of the three areas, Multi-storey flats, Maryhill and Ruchill, having a Senior Housing Services Officer in charges of a staff team to service each area.
- 5.8 There will be two Welfare Rights Officers who will be responsible for the full stock even though the staff structure shows them under Maryhill and Ruchill.
- 5.9 Development and Regeneration has a new post of Tenant Participation/Wider Role Officer who would set up further neighbourhood watch schemes and resident associations where there is a demand. This post holder would be to promote and establish these.
- 5.10 Corporate Services will require a Senior Finance Officer. Of the two Corporate Service Officers shown on the structure, one will be the Office Manager and the second will be a personnel officer. The Performance Manager will be from the LHO staff transferring. The IT Officer is a new post.
- 5.11 The Committee asked for the cost element regarding the staff structure to be provided before they could give consideration to the staff structure. It was commented that the staff structure was top management heavy. Committee were advised that there was a cost shown in the business plan which may need updating but can be made available to Committee. A cost will be put against the staff structure for Committee's consideration.
- 5.12 Lengthy discussion took place on the Association being financially viable after SST and the question was asked will rental income cover costs? Our business plan shows that it does. The Committee do not wish to see any compulsory redundancies.
- 5.13 It was agreed that Committee would be provided with staffing costs for the next meeting. It was highlighted that salaries are not to be shown against individual staff members.
- 5.14 It was felt that the Committee must have responsibility for decision-making. The Committee accepted the staff structure was a working document which is not ready to be issued to staff until Committee has had the opportunity to view and approve costs.

## **6.0 PENSION REVIEW**

- 6.1 The Director gave a Powerpoint presentation outlining the main points of the correspondence received recently from the SFHA Pension Trust to make Committee aware of the current situation.
- 6.2 Committee agreed that they needed more information to allow them to make an informed decision. The director advised that there will be further information from the Glasgow Forum in due course.
- 6.3 Discussion took place and Committee agreed to offer an alternative option for existing and/or new members (This would be in addition to the existing final salary option) of 1-80<sup>th</sup>. This would be reviewed in a year's time.

The Committee approved the above option, moved by Les Currie and seconded by Edith Ward.

## **7.0 RENT REVIEW**

- 7.1 The Housing Services Manager covered items on her report asking for Committee to consider a 4.8% rent increase this year (for MHA properties only) and then asked the Finance Manager to comment on current budgetary information.
- 7.2 Committee discussed the issues around the increase and agreed a rent increase of 4%.

The Committee agreed and approved a 4% rent increase, moved by Eleanor Brown and seconded by Billy McAllister.

## **8.0 AOCB/Date of Next Meeting**

- 8.1 The next Committee meeting will be held on 1<sup>st</sup> March 2011.

## **8.2 Committee Resignation**

It was confirmed that Rose McGowan has resigned from the Committee due to health issues.

## **8.3 Cheque Signatory**

The Finance Manager expressed a need for a replacement cheque signatory and Martin Rhodes has accepted. The necessary forms will be completed in due course.

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Lilian McPake  
23<sup>rd</sup> February 2011