

**GOVANHILL HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT COMMITTEE MEETING  
WEDNESDAY 23<sup>rd</sup> OCTOBER 2019 AT 6.30PM  
SAMARITAN HOUSE, COPLAW STREET**

**PRESENT:** Annie Macfarlane (Chair)  
Iain Doherty  
Celine Whitby  
Elizabeth Klein  
Robert Findlater  
Ghazala Hakeem  
Keith Kintrea  
Wilma Logan  
Mujeeb Ur-Rehman

**IN ATTENDANCE:** Shannon Watson, Head of Finance & ICT (HF)  
Ken MacDougall, Head of Development & Regeneration (HDR)  
Alan McDonald, Head of Housing & Property Services (HHS)  
Alison Kevan, Head of Corporate Services & HR (HCSHR)  
Liz Campbell, Minute Secretary  
Jordan Henderson, Arneil Johnston

- 1. Apologies** James White  
John McLardie  
Barbara Robertson

**2. Declarations of Interest**  
None

**3. RENT RESTRUCTURE REPORT – Presentation from Arneil Johnston**

Jordan was welcomed to the meeting and gave a presentation on the rent review process and tenant consultation outcomes. He stated that the final report should be completed in around six weeks.

It was asked if the numbers as well as the overall percentages could be shown in each of the diagrams. It was noted that there was a detailed report on the consultation outcomes which would be shared with the Management Committee members after the meeting.

There was a discussion about how much detail should be in rent calculations. The example used was kitchen types and if every variation of this should be reported on. It was agreed that some detail should be refined but not to a minute level.

It was asked if the criteria tested met Glasgow City Council Housing Benefit eligibility thresholds. Historically some service charges had been queried by Housing Benefit.

It was also asked why there were large variations in stair cleaning charges. It was explained that this depends of the number of cleans – some are a weekly clean, others a monthly or two weekly cleaning schedules.

A question was also raised about 35 properties charged for boiler services. It was reported that these relate to specific housing support projects rather than individual tenanted homes.

**The HOF&IT noted that a detailed analysis of the anomalies in the data would be carried out before the final rent calculations were agreed.**

Keith Kintrea left the meeting at 7.15pm.

In the data for model A highlighting numbers and levels of potential increases, it was pointed out that the bandings noted could be misleading as they allowed for a broad range of potential increases **These details will be in the final report.**

It was noted that some more work is needed on harmonising the report so that people are not paying for services that they are not receiving. Also, that storage and kitchen size are considered in some way. It was also emphasised that this is not just about housing stock, it's about people and families.

**After some discussion it was agreed that in principle model A was the preferred option, but more detail was required.**

**It was unanimously agreed that a phased approach to any increases should be taken.**

It was also agreed that an extra meeting may be required to finalise the next steps and to finalise the chosen rent setting structure and harmonisation plan.

Jordan left the meeting at 7.35pm

#### **4.Minutes of the Management Committee Meeting held on 18<sup>th</sup> September 2019**

The minutes were proposed by Ghazala Hakeem and seconded by Elizabeth Klein.

#### **5. Update on South West Govanhill Acquisitions and Repair Project – For Information** – moved up the agenda

Works and Acquisitions are progressing well and close to having used up the available grant from Glasgow City Council (GCC) and Scottish Government (SG) for this financial year. The possibility of having additional funding from them was raised at the mid-year review meeting and seemed to be positively received.

Only a small amount of Govanhill Housing Association's contribution has been used so far. That money may be used if required to keep the momentum going and then recovered from future grant awards. The Scottish Government may pull forward some of their grant money from future years into this year if required and this could possibly

add an additional 30 acquisitions to the programme, However, it is important that these are targeted purchases and care is being taken to ensure that the flats will be easy to let when completed and that funding is confirmed before the target is raised.

Four additional properties have been identified and added to the McGill's MR3 contract at the same rates previously agreed. This will accelerate the works to these flats and minimise inconvenience to the other residents in the close.

There is a meeting with GCC next week regarding the common repairs proposed works. Statutory notices could be placed on owners who do not wish to take part, but this would mean they could not get grant assistance. One owner has challenged the request for half of the costs to be paid in advance – the challenge is not about the works.

A decision is due from the Investing in Communities Fund for the two Community Support Officers and Backcourt Engagement Officer posts. If the grant is not successful GCC have already agreed that these posts can be funded from the Association's contribution to the programme.

The Council Tax premiums that are due because of the phasing of the works can also be met from the Association's contribution.

So far 172 new tenancies have been created.

Significant works are now on site and are all progressing well.

**The contents of the report were noted, and Committee approved the addition of the four recent acquisitions to the McGill Scotland Ltd MR3 contract on the same terms as the existing contract.**

#### **5. Statutory Returns 2018-2019 – For Approval**

It is a matter of good governance that Committee see the returns made. There has been no deviation on the returns made from the final approved accounts or to the Scottish Housing Regulator.

There were no questions raised. **The report was noted and accepted.**

#### **7. Consultancy Support for Asset Management Strategy – For Approval**

As previously discussed, a scope of service and fee proposal was requested from Arneil Johnston regarding consultancy support in developing the Asset Management Strategy & Plan

References have been provided and checked. Southside Housing Association stated they also employed them for a Rent Review and Asset Management Strategy and found it positive.

It was asked why there was a cost for staff training. It was explained that staff will need to update the model on an ongoing basis.

**The fee proposal of £8,500, plus £595 expenses, plus VAT, for this piece of work was approved.**

#### **8.ARC Presentation – For Information**

This item was moved to the end of the meeting.

#### **9. Assurance Statements – For Approval**

- **Annual Assurance Statement by the Management Committee of Govanhill Housing Association**
- **SHR Regulatory Requirements report**
- **Regulatory Standards of Governance & Financial Management Self-Assessment and Assurance Review**
- **Scottish Social Housing Charter – report on achievement of outcomes and standards**

There has already been extensive discussion and Committee scrutiny of these papers and this report provides a summary to allow Committee to approve the submission of the statement to the Regulator within the required timeframe.

No items have been identified as non compliant but there are areas where more work is required to continue to meet and exceed requirements. The action plan outlining this work will be brought to the December meeting.

**Approval was given for the Chair to sign this document and for it to be sent to the Scottish Housing Regulator.**

#### **10. Freedom of Information – Extension to RSLs – For Information & Approval**

This is a follow up from the June report and work to date has taken 212 hours of work, not including the work undertaken in the last two weeks.

The action plan shows the progress made and that the Association will be compliant by 11<sup>th</sup> November 2019. The Guide to information is now complete and the Scottish information Commissioner has been notified that it is now on our website along with all supporting documentation. Some final elements will be added just before 11<sup>th</sup> November.

Committee were asked to consider and approve the Freedom of Information & Environmental Information Policy and the Records Management Policy which will apply to both the Association and GCDT. **These were all approved.**

#### **11. Share Membership Update**

The updated information was noted.

## **12. Minutes of Sub Committees – For Information**

Minutes of Special GCDT meeting held on 7<sup>th</sup> August 2019  
Minutes of Audit & Risk meeting held on 7<sup>th</sup> August 2019  
Minutes of Development meeting held on 8<sup>th</sup> August 2019  
Minutes of F&GP meeting held on 14<sup>th</sup> August 2019  
Minutes of Special GCDT meeting held on 21<sup>st</sup> August 2019  
Minutes of Housing Services meeting held on 5<sup>th</sup> September 2019  
Draft Minutes of AGM held on 5<sup>th</sup> September 2019  
Minutes of GCDT meeting held on 25<sup>th</sup> September 2019

All minutes were noted.

## **13. Report back from Other Organisations – For Information**

### **Employers in Voluntary Housing (EVH) Monthly Report – September**

#### **Glasgow and West of Scotland Forum of Housing Associations (GWSF) – September/October Update**

A member Association had raised the issue of problems with bulk refuse collection by Glasgow City Council. The forum is awaiting a response from SFHA and will keep members updated of progress.

Annie is taking part in a panel discussion at GWSF conference on 15<sup>th</sup> November.

#### **SHARE**

No update

#### **Govanhill Community Action (GoCA)**

No update

## **14. Documents for Formal Execution – For Approval**

Share Certificate for [REDACTED] was approved.

Also approved for signature were:

- A commercial lease, schedule of conditions and title plan between City Property Glasgow (Investments) LLP and Govanhill Housing Association in respect of premises at 490 Calder Street, Glasgow, G42 0QD in the sum of £7,000 per annum.
- Building contract between Govanhill Housing Association and Morris & Spottiswood Ltd in respect of comprehensive tenement improvements to 19 Garturk Street, G42 8JQ, in the sum of £751,329.71 (seven hundred and fifty-one thousand, three hundred and twenty-nine pounds and seventy-one pence).

## **15. Correspondence – For Information**

None

## **16. Any Other Competent Business**

An update was given that interviews for the post of Housing Manager will take place on 12<sup>th</sup> November 2019. There is temporary cover in place just now and if required that could be extended. A temporary recruitment for the post of Senior Housing Officer until 31 March 2020 to allow for completion of the review of the work of the rent team was approved.

Approval was sought to extend the temporary contract of the Gas Maintenance Assistant providing cover as a Maintenance Assistant until Christmas to provide cover for absence within the team.

**This extension was approved.**

## **8.ARC Presentation – For Information**

The HCSHRM presented the annual report comparing Govanhill HA's ARC results in key areas with other similar landlords.

## **16. DATE OF NEXT MEETING**

4<sup>th</sup> December 2019 at 6.30pm