

**GOVANHILL HOUSING ASSOCIATION
MINUTES OF MANAGEMENT COMMITTEE MEETING
WEDNESDAY 18th SEPTEMBER 2019 AT 6.30PM
SAMARITAN HOUSE, COPLAW STREET**

PRESENT: Annie Macfarlane (Chair)
Elizabeth Klein
Robert Findlater
Iain Doherty
Keith Kintrea
Mujeeb Ur-Rehman
Ghazala Hakeem
John McLardie
Celine Lecompte Whitby

IN ATTENDANCE: John Quinn, Director
Ken MacDougall, Head of Development & Regeneration (HDR)
Alan McDonald, Head of Housing & Property Services (HHPS)
Liz Campbell, Minute Secretary

Members were asked to approve Celine Lecompte Whitby being a co-opted member again for the coming year. This was approved by all members and Celine welcomed to the committee.

1.APOLOGIES

Wilma Logan, Barbara Robertson and James White.

2.DECLARATIONS OF INTEREST

None

3.MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 21st August 2019

Apologies should have been noted for Mujeeb Ur-Rehman.

Item 8 – The minute should note that if services were not bought from GCDT then they would have to be bought from an external provider.

Item 19 – The minute should read Chair and Vice Chair.

With these approved amendments, the minutes were proposed by John McLardie and seconded by Iain Doherty.

Matters Arising

Item 8 – The Scottish Government’s Head of Regeneration has cancelled two meetings, and this has now been rescheduled for 8th October 2019.

Item 10 – The Action Plan is not yet on the website.

Item 18 – The Chair and Vice Chair attended the opening of offices of New Gorbals Housing Association.

4. ELECTION OF OFFICE BEARERS

The Director asked for nominations for the post of **Chairperson**. Annie MacFarlane was nominated by John McLardie and this was seconded by Elizabeth Klein.

There were no other nominations and Annie Macfarlane was duly elected as Chairperson.

The Chairperson asked for nominations for **Vice Chair**. John McLardie was nominated by Elizabeth Klein and this was seconded by Ghazala Hakeem.

There were no other nominations and John McLardie was duly elected as Vice Chairperson.

The Chairperson asked for nominations for the post of **Secretary**. Elizabeth Klein was nominated by Keith Kintrea and this was seconded by Mujeeb Ur-Rehman.

There were no other nominations and Elizabeth Klein was duly elected as Secretary.

The Chairperson asked for nominations for the post of **Treasurer**. Keith Kintrea was nominated by Mujeeb Ur-Rehman and this was seconded by Celine Lecompte Whitby.

There were no other nominations and Keith Kintrea was duly elected as Treasurer.

5. COMMITTEE CHOICES

Signed Code of Conduct and Declaration of Interest forms were handed in. It was suggested that for future forms, that the page for signature was a single and separate page in order that a section of the code is not lost when the form is signed. **It was agreed that an email copy should be circulated to members for reference.**

The following interests were noted:

Development Sub Committee – Ghazala Hakeem, Elizabeth Klein, John McLardie, Keith Kintrea, Annie MacFarlane.

Housing Services Sub Committee – Annie MacFarlane, Elizabeth Klein, John McLardie, Iain Doherty.

Finance & General Purposes Committee – John McLardie, Elizabeth Klein, Annie MacFarlane, Iain Doherty, Mujeeb Ur-Rehman.

Audit & Risk Committee – Annie MacFarlane, Elizabeth Klein, John McLardie, Keith Kintrea.

Members not in attendance will also be asked for their expressions of interest.

6. APPOINTMENT OF DIRECTORS OF GOVANHILL COMMUNITY DEVELOPMENT TRUST

The Management Committee is required to appoint up to nine Directors to the Trust. All previous members stood down and have expressed that they wish to be re-appointed. Jessica Yuill recently resigned from the Board.

Keith Kintrea, Annie MacFarlane, Barbara Robertson, James White wished to be re-appointed. Mujeeb Ur-Rehman also wished to be considered. **This was approved.**

The 3 current independent members had indicated they wish to be re-appointed. This was approved by committee.

This means that there is still a vacancy to be filled, if required.

7. REQUEST FOR CONSULTANCY SUPPORT TO DEVELOP ASSET MANAGEMENT STRATEGY

The HDR requested the Committee to consider consultancy support for the development of the Asset Management Strategy, as identified in the Business Plan, due to time constraints with programmes of work.

Initial discussions have been held with Arneil Johnston, Housing Consultants, who are currently appointed to undertake a Rent Restructure Review following competitive tender. Arneil Johnston also offer an Asset Management Strategy review as part of their overall planning and business management services, of which Rent Restructuring and Review is part.

Arneil Johnston also have an awareness of the Association's stock type and condition whilst undertaking analysis and review of the rent setting structure. It is likely that there will be some synergy with that work if they are also helping to support the development of the new Asset Management Strategy.

The HDR advised that the consultancy cost had been included within the MR budget. It is expected that the consultancy fee would not exceed £10k

The Committee requested Terms of Reference and a Scope of Works together with a Fee Breakdown in order to further consider this request

8. REQUEST FOR EXTENSION OF TEMPORARY DEVELOPMENT ASSISTANT CONTRACT

The contents of the report were noted and a further 3-month extension to the temporary Development Assistant post was approved.

9. REPORT FROM OTHER ORGANISATIONS

EVH – nothing further to report

GOCA – nothing to report

GWSF – HHPS reported that the Forum has been active re SECRCO and MEARS Issues. There were no over stayers in Govanhill Housing properties and a tighter lease agreement with MEARS in in place.

SHARE – nothing to report

10. DOCUMENTS FOR FORMAL EXECUTION

Share memberships were approved for the following:

[REDACTED]

Formal signature of Reactive and Void Maintenance Services 2018-2021 Contract was also requested and executed.

11. CORRESPONDENCE

None

12. A.O.C.B

(i) **Request to enter into Lease** - the HDR reported that the Association currently rents Unit 1 of Govanhill Workspace from GCDT. This space is used to store components such as windows, kitchens etc in relation to the Association's ongoing Major Repairs programme. The unit is 1700 square feet and the rental cost is £16,500 per annum.

Another tenant in the workspace, Playlist for Life, are looking for additional space and have enquired about the possibility of leasing Unit 1. They have indicated that if they were unable to secure additional space locally, they may have to move to larger premises elsewhere.

The Association has sourced a smaller but suitable industrial unit for rent at 490 Calder Street. It is owned by City Property. The rent is £7,000 per annum. The proposed lease term would be for 5 years with a clause to break after 3 years.

It was requested that approval be given to enter the lease with City Property which would then enable GCDT to lease Unit 1 at Govanhill Workspace to Playlist for Life. The terms of the lease with Playlist for Life were queried. At present it is a standard month to month rolling lease, but the tenant has recently secured grant funding for a 3 year period. It was suggested that a longer-term lease could be negotiated with them. It was noted that Playlist for Life had offered to meet the costs of redecorating Unit 1 themselves and had indicated that they were established in the area and planned to remain so.

With these points considered, approval was given for the Association to lease the unit at 490 Calder Street. An Office Bearer will be asked to sign the lease with City Property when it is drawn up.

(ii) **Committee Membership** – Someone had expressed an interest in becoming a co-opted member of the committee, but their present student placement with GCDT would prevent them from doing so until later in the year.

General discussion took place about recruiting new members. In the past the Association's Registered Tenants Organisation has successfully provided a first step for stakeholders before they sought to join the Committee.

There are currently 5 RTO's and some informal groups and Committee membership is raised with them by Tenant Participation Officer. It was stated that it is important people know that their views matter.

The last Tenant and Resident Committee Report and the Association's Tenant and Resident Participation Strategy reaffirms this.

Committee requested that the next quarterly Tenant and Resident Participation Report provides options on how to recruit and develop new Committee Members from RTOs and other groups for Committee discussion.

It was noted that Housing Management staff promote share membership and committee membership with tenants.

It was suggested that as the Association has a Facebook page that it could also be used to recruit committee members.

HHPS will email a copy of Tenant & Resident Participation Strategy to Celine.

(iii) **Committee Members** - Discussion took place around staff identifying Committee members and it was suggested that lanyards or ID Badges be given to Committee members.

The meeting closed at 7.40pm

13. DATE OF NEXT MEETING

Wednesday 23rd October 2019 at 6.30pm