

**GOVANHILL HOUSING ASSOCIATION
DRAFT MINUTES OF MANAGEMENT COMMITTEE MEETING
WEDNESDAY 27th MAY 2020 AT 6PM
ONLINE MEETING**

PRESENT: Annie MacFarlane (Chair)
Robert Findlater
Barbara Robertson
James White
John McLardie
Keith Kintrea
Elizabeth Klein
Ghazala Hakeem
Mujeeb Ur-Rehman

IN ATTENDANCE: John Quinn, Director
Shannon Watson, Head of Finance & IT (HF)
Alison Kevan, Head of Corporate Services & HR (HCSHR)
Alan McDonald, Head of Housing & Property Services (HHPS)
Liz Campbell, Minute Secretary

1.Apologies

Wilma Logan and Iain Doherty

2.Declarations of Interest

None

3.Minutes of Management Committee meeting held on 15th April 2020

It was asked that the minute be amended – at the end of the previous meeting a member had asked that those who did not attend and had not submitted apologies be contacted. This was to ask if technical support was required to allow them to participate in future meetings. It was reported that this had been done for previous meetings but not for tonight.

One member replied that he had issues with his laptop that may result in apologies for future meetings.

With this change taken into consideration the minutes were proposed by Keith Kintrea and seconded by Barbara Robertson.

4. COVID-19 Update

Director updated members and stated that most information is continuing from previous paper and update. The office continues to be open between 10am and 12 noon two days per week. This allows staff to collect equipment or update IT to allow them to continue to work from home. Janitorial staff are in each week to ensure the building is maintained and oversee the security of the building. Discussions have taken place with other organisations working from the building to ensure a consistent approach is adopted by everyone in the building to these changes. To date 12 staff have been furloughed and there may be another 2 furloughed in the next week or so. 1 member of staff has now been removed from furlough. Staff are getting used to working remotely and teams are using Microsoft Teams to keep in touch. Working remotely will continue for the foreseeable future.

The Media Worker has been promoting internal communications by posting information about various departments. Govanhill Community Development Trust (GCDT) and Housing Services were first and other departments will follow. This is to make all staff aware how each part of the Association is responding to the current lockdown.

There have only been two external requests from the media. The main one was on lottery funding award and how the £200,000 from the Scottish Government was being used to help local people.

There have only been 2 meetings that have not taken place as originally planned and all other meetings have proceeded as planned.

The Scottish Housing Regulator (SHR) has extended the date for ARC submission from May to July. The banks used by the Association have extended their reception deadlines for the Association's Business Plan from May to end of June. Committee meeting dates have been changed to allow additional time for ARC Submission and Business Plan approval. Overall the work on these is progressing well. It is hoped that these will be available to Committee in the next two weeks.

A member raised the retirement announcement of a member of staff and asked if it would be possible to mark this in some way at a later date as it would be remiss not to do anything to mark the occasion. It was reported that an email had gone out to all staff thanking the retiree for his service and wishing him well for the future. **It will be arranged for a copy of this to be forwarded to committee members.** It is not possible to mark the occasion in the usual way just now and the staff member has indicated he would come back when this changed.

It was also asked how the roadmap issued by Scottish Government as plan out of lockdown measures would impact on the way the Association works. It was reported the Head of Corporate Services & HR (HCSHR) and Head of Housing & Property Services (HHSP) were working with the Health and Safety Group. A lot of information has come from Scottish Government for manufacturing and retail businesses and the Association is using that as the basis of future plans. There is a legal obligation to consult with staff on these changes. A risk

assessment must be carried out and published and posters in the building confirming it is a COVID secure building must be displayed. It is anticipated that the Association will reopen in phase 3 of the plan which would likely not be before July at the earliest. It would also be a gradual re-opening process.

It was asked if speaking to other Associations or guidance from the Housing Regulator had been useful. It was reported that EVH had been extremely helpful in providing guidance and advice. They had assisted with the risk assessment template. It had also been useful using online meetings to speak with other Associations.

A COVID Resilience Group with SFHA, SHR and GSWF has been formed. The Regulator has not issued advice but has been monitoring activities.

It was asked if there were any areas of the Association that were proving difficult. It was reported that it seemed larger things were proving easier to solve than some of the smaller things. As long as limited numbers of staff were in the building, keeping a safe distance will be possible. There is a direct supply chain available for purchase of PPE. There will need to be stringent staff training so that everyone understands and abides by the new rules. Around 16-17 issues were identified by Health and Safety Group but steps can be taken to mitigate these to a degree.

The physical changes will also help with compliance and the health and safety risk assessment is at the forefront of this. Mears are working on site and have a stringent risk assessment in place.

The following points were also highlighted:

- There are 66 gas services still to be completed. It is important that tenants see Covid safe practices are being followed and they begin to allow access for services and repairs.
- The company installing smoke and heat detectors are expected out of furlough on 22nd June 2020.
- The GCDT shop on Allison Street cannot be used safely at present. A solution is being investigated.
- Perspex screens for the offices have been purchased and are currently being fitted in Samaritan House
- Mears are building temporary interview booths in the community hall as the interview rooms cannot be used under current guidance.

- Initially customers will be allowed into the office on an appointment only basis.
- It was asked what the cost of these adaptations will be and could they be absorbed by the Association. It was reported that it is expected that it will not cost more than £10,000 and can be met from office repairs budget.
- Quotes are being sought to extend the CCTV into the community hall. This is part of a planned update to CCTV.
- Glasgow City Council have requested that 25% of the staff return to the hub and the Association is working with them on that.
- There is a further health and safety group meeting being held this Friday.
- As more staff return to work in the building the cleaning schedule will be increased. Janitors will be carrying out this task just now and are very aware of the safe operating distance that must be maintained.
- As void keys are being returned deep cleans are being organised for the property.
- MEARS are dealing with small repairs just now.
- Mobilising Housing Services and dealing with matters that require face to face contact is being looked at. Ways of speeding up the letting process are also being investigated.
- A joined-up approach is being provided to signpost those experiencing financial hardship to access funds and support that is available.
- The Merrylee office will not be open to the public in the first phase of our return

Committee stated that the response was very good and very thorough. It was recognised that a lot of work had been taking place. The Director will pass the appreciation of the Committee onto staff.

5. Annual Procurement Report 2019/20

The annual report notes regulated and higher value non-regulated procurements.

If Committee approve the report it must be published on the Association's website and the Scottish Government informed that it has been published.

There were no questions or comments raised.

The contents of the report were noted and approved for publication.

6. Equalities Annual Report 2019/20

This report is usually reported at sub committee level but as part of the Assurance Review it was felt appropriate to pull together the information into an annual report to Management Committee.

As this is the first report of this kind the content may change on what information the Regulator releases guidance on what information it wishes to be collected.

Reporting on gender pay is difficult in a small staff group without identifying individuals but an attempt has been made to provide some information on this.

Recruitment information comparing applicants' characteristics in key areas compared to the staff as a whole has also been included.

Complaints information will be reported in more detail at the June meeting as part of the Information report.

More information will be available on customer involvement next year as records are moved onto contact management system.

This initial report was to give committee a flavour of what may develop and for guidance and comments to be given.

One member stated that they really enjoyed reading it and the recruitment section was a good chance to see new members of staff who have joined.

It was asked how a tenant aged 20-29 could have a tenancy length greater than their age 21-30 years. It was reported that this could be due to them succeeding the tenancy from a parent. **It was asked if a caveat could be added to explain that. It was agreed to do so.**

Thanks were given to Head of CS/HR for this report.

In discussion it was stated that the Association employs more women than men but at the higher level of management it is dominated by men. It is something to think about, why is that the case?

It was also stated with the data given it is difficult to know what this should be compared to. Information on applicants and tenants would help to show if the data reflects the diverse community we serve. It was suggested that information on the wider area would help to show that and help extract more meaning from the data.

7. Reports from Other Organisations – For Information

Employers in Voluntary Housing (EVH)

EVH and SHARE have been very good at supplying information as it has become available. If John McLardie receives anything, he thinks of interest he will forward it on for wider distribution.

SHARE

Executive Committee meeting is tomorrow. If it takes place John McLardie will provide an update at the next meeting.

Glasgow and West of Scotland Forum of Housing Associations (GWSF)

This was just an update of the current situation and the main activity was the distribution of funds received from Scottish Government pandemic fund.

It was asked if there is information received from organisations that the Association is a member of that it is distributed to all the Committee as a matter of course to keep everyone informed.

8. Documents for Formal Execution – For Approval

A share application was received from a private tenant.

This application was approved.

An offer of grant from GCC Integrated Grant Fund in the sum of £42,000 for Govanhill Thriving Places for financial year 20/21 to include salary costs for GCDT Community Connector post, management fee and seed/development funding.

This was noted and approved.

9 Correspondence – For Information

None

10. A.O.C.B

Pensions Consultation Update –EVH facilitated a meeting with the Pensions Group and a paper has been prepared. It will be taken back to the Pensions Group and then to Management Committee for consideration in June.

When a decision is made staff will enter a 60 day consultation period. 3 Management Committee members are required for an appeal hearings panel. Ideally these members should not have been part of the original decision-making process so should not be part of the Pensions Group.

It was asked if guidance would be given and it was reported that it would be.

Barbara Robertson, James White and Mujeeb Ur-Rehman volunteered for this panel.

In discussion it was agreed that this be held separately from Management Committee meeting. It was suggested that a Wednesday night may be suitable. **The Director's PA will be asked to contact members with possible dates for this.**

The meeting closed at 7.10pm

17. DATE OF NEXT MEETING

Wednesday 24th June 2020