

**GOVANHILL HOUSING ASSOCIATION
DRAFT MINUTES OF MANAGEMENT COMMITTEE MEETING
WEDNESDAY 25th AUGUST 2021 AT 6.30PM
ONLINE MEETING**

PRESENT: Annie Macfarlane (Chair)
Elizabeth Klein
Barbara Robertson
Wilma Logan
Iain Doherty
Jen Cassells

IN ATTENDANCE: John Quinn, Director
Shannon Watson. Head of Finance & IT
Alison Kevan, Head of Corporate Services & HR
Liz Campbell, Minute Secretary

1.Apologies

John McLardie, Keith Kintrea, James White, Mujeeb Ur-Rehman and Ghazala Hakeem

2.Declarations of Interest

None

3. Minutes of the Management Committee meeting held on 23rd June 2021

There were no questions or comments.

The minutes were approved by Elizabeth Klein and seconded by Annie MacFarlane.

Minutes of the Office Bearers regarding Window 11 Contract Acceptance Meeting held on 14th July 2021

The minute was noted.

8. Covid Update – For Information

This item was moved up the agenda.

Regular updates have been given to Management Committee and Trust Board throughout the pandemic. Staff are gradually returning to the workplace, some of them on a rota basis.

The office at Samaritan House is only available to members of the public on a pre-arranged appointment basis. This system has worked well so far, and it will be in place for the foreseeable future. The main hall has been reconfigured to include several appointment booths with easy public access and in a way that protects staff and people attending the appointment.

Each floor has been measured against the guidelines and there are limits on the number of people who can be on each level of the building.

Following government guidelines, the default position for committee meetings has been to conduct them in a virtual manner. It is proposed that, when possible, hybrid meetings are held, with some members in the Boardroom and some taking part virtually. It is vital that members can engage fully with meetings.

The Association Rules were changed last year to allow AGM to take place on a virtual basis if required. Legislation was also passed to allow this to happen. As the Community Hall is not available, and it would be difficult to find another venue that meets Covid standards in terms of ventilation and sanitisation, this year's AGM will also be held on a virtual basis.

Head of Corporate Services & HR (HCS/HR) would like to follow the process used for staff and adopt the covid vulnerability survey with committee members to assess members individual risks. HCS/HR is happy to talk members through the survey. This is the first stage of the pilot process of the hybrid working model and the first steps in moving forward, as much as is safe to do so.

A question was asked about what is in place in the risk assessment if someone at a meeting did test positive for covid. It was reported that there is a comprehensive staff risk assessment in place and that is constantly reviewed. It was noted there had been a positive case in the office but the workplace wasn't to blame and the safe systems of work currently in place had worked effectively.

Discussion took place and it was stated that there is concern regarding constant online meetings which can be very draining and challenging. It was reported that questions are included in the survey to take into account mental health and wellbeing concerns.

The contents of the report were noted.

Alison Kevan left the meeting at 7pm

4. Policy Reviews – For Approval

4.1 Standing Orders

4.2 Membership Policy

4.3 Code of Conduct

- 4.4 Declaration of Interests**
- 4.5 Govanhill Housing Association's Committee Member's Handbook**
- 4.6 Management Committee Membership Appraisal & Review Policy**
- 4.7 Induction Policy for & Procedures for New Management Committee Members**
- 4.8 Anti-Bribery Policy & Risk Assessment**
- 4.9 Whistleblowing Policy & Procedure**
- 4.10 Gifts, Hospitality & Donations Policy**
- 4.11 Payments & Benefits Policy**
- 4.12 Equalities Policy**

There have been minor changes in these policy updates, mostly dates and job titles. This is part of 3 yearly review of current policies. There were no comments or questions asked.

The updates in the policies were noted.

5. Annual Report from Audit & Risk Sub Committee – For Information

This annual report supports the ability of members to approve the accounts. It gives reassurance that controls to safeguard the Association are in place. The Internal and External audits found no serious failings in their reviews during the year.

The contents of the report were noted.

6. Annual Report on Treasury Management – For Information

This is a summary from Finance & General Purposes (F&GP) Sub-committee regarding the activities undertaken on Treasury Management during 2020/21.

There was £4.5million of undrawn loan funds available at the year end and the additional £5m from CAF Bank has now been added to that. There are major repairs projects to catch up on, EESSH, heating systems, and potential carbon neutral projects in the future; it is hoped that there are sufficient funds now available for these works.

The covenants set by each lender are being met and there are a variety of properties held by lenders as security against borrowings.

The contents of the report were noted.

7. Annual Accounts for the year ended 31st March 2021 – For Approval

Govanhill Housing Association Accounts

Audited Financial Statement Return to Scottish Housing regulator (SHR)

Letter of Representation regarding audit to RSM

Govanhill Community Development Trust (GCDT) Accounts

The accounts were audited by RSM UK, and they gave a clean audit report. There were a couple of notes made regarding immaterial items, but they did not affect the accounts. They also did not request anything to be added to the letters of representation as additional assurance and all matters included in the letter to be signed by the MC are standard.

There was a net actuarial loss on pension liabilities this year compared to a gain last year – this is likely to fluctuate each year.

Key statistics that are included in the ARC return are at the front of the report along with a description of work carried out this year. Brexit and the pandemic affected the amount of improvement works that could be carried out in people's homes.

The 3 Office Bearers are asked to sign off the main accounts statements, and the Secretary to sign two additional statements and then a copy of the accounts is sent to SHR.

The accounts for GCDT were approved at a separate meeting earlier this evening.

The graph on the final page of the covering report will be presented to members at the AGM. It will be highlighted that less was spent on works in homes due to covid-related restrictions but will note attempts to catch up with some of that work and an accelerated investment programme. Tenants will be thanked for working with the Association to help keep arrears under control.

The audited accounts were formally approved and the Chairperson, Secretary and Treasurer to sign the appropriate pages.

Approval was given for the submission of the annual financial accounts to be forwarded to SHR.

Approval was given for the Letter of Representation to the external auditors be signed by the Chairperson.

Formal approval was given to accept the audited accounts of GCDT, as the parent company

9. Notifiable Event Update – For Information

A notifiable event was logged with Scottish Housing regulator (ref 2241)

T [REDACTED] a tenant of the Association who was subject to an eviction order had sought support [REDACTED] to secure names for a petition against the eviction.

The SHR was contacted, and they requested that it be logged as a notifiable event.

The enforcement for the decree for eviction was approved at a Housing Services Sub committee meeting and all proper procedures had been followed.

[REDACTED]

[REDACTED]

[REDACTED]

The Head of Housing & Property Services has since met with the tenant and a number of actions will be taken forward as a result of that meeting. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] There were no questions raised. **The content of the update was noted and approved.**

10. Association Registers – For Information

There are still a couple of updates on furniture and IT equipment to be made to the Asset Register.

The following registers were highlighted:

- Committee members register of involvement & interests
- Staff members register of involvement & interests
- Complaints register
- Payments & benefits register
- Gifts& hospitality register
- Insurance register
- Racial harassment & hate crime log boog
- Register of registered tenants organisations
- Declarations of interests raised at meetings
- Whistleblowing register
- Fraud register

A member stated that the committee member’s register had been made more generic and some of the connections on it were not as obvious as they had been in the past. **John Quinn will clarify this and report back.**

The content of the report was noted.

11. Draft Meeting Schedule

Two draft schedules were attached. It was agreed to go with version 11.1 with Development Sub Committee meetings every 2 months and agreed that meetings could be cancelled if it was felt that they were not necessary.

12. Minutes of Sub-Committees – For Information

Audit & Risk meeting held on 19th May 2021

Housing Services meeting held on 10th June 2021

The minutes were noted.

13. Reports from Other Organisations – For Information

Employers in Voluntary Housing (EVH)

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

SHARE

It was noted that John McLardie had been elected for another 3 years as part of SHARE Executive committee,

14. Documents for Formal Execution

None

15. Correspondence – For Information

None

16. A.O.C.B

None

17. DATE OF NEXT MEETING

AGM on Thursday 16th September 2021 at 7pm

Special Management Committee Meeting on 29th September 2021 at 6.30pm

The meeting closed at 7.28pm