

**GOVANHILL HOUSING ASSOCIATION
DRAFT MINUTES OF MANAGEMENT COMMITTEE MEETING
WEDNESDAY 29th SEPTEMBER 2021 AT 6.30PM
ONLINE MEETING**

PRESENT: Annie Macfarlane
Elizabeth Klein
Jen Cassells
Wilma Logan
John McLardie
Barbara Robertson
Iain Doherty
Keith Kintrea

IN ATTENDANCE: John Quinn, Director
Alan McDonald, Head of Housing & Property Services
Dave Zabiega, Govanhill Community Development Trust
Liz Campbell, Minute Secretary

1.Apologies

James White

2.Declarations of Interest

None

3.. Election of Office Bearers

Chairperson

Vice-Chairperson

Secretary

Treasurer

The Director reported that all previous office bearers were required to stand down and nominations were invited for the following posts:

Chairperson

John McLardie proposed Annie Macfarlane and this was seconded by Wilma Logan. All members were unanimous in agreement and Annie was welcomed as Chairperson for her 4th consecutive year.

Vice-Chairperson

Wilma Logan proposed John McLardie, and this was seconded by Elizabeth Klein. John was welcomed back into this role.

Secretary

John McLardie proposed Elizabeth Klein, and this was seconded by Wilma Logan. Elizabeth accepted the nomination and was welcomed back into this role.

Treasurer

John McLardie proposed Keith Kintrea, and this was seconded by Barbara Robertson. Keith thanked members for the nomination.

4. Committee Choices

Sub-Committees

Development Sub-Committee

Housing Services Sub-Committee

Finance & General Purposes Sub-Committee

Audit & Risk Sub-Committee

It was requested that completed forms are forwarded to John Quinn as soon as possible. Development Sub-Committee meeting is in two weeks, and it was agreed that papers would be sent to previous members in the meantime until the updated choices forms are received.

5. Appointment of Directors of Govanhill Community Development Trust

Internal Directors

There are 5 current Internal Directors – Keith Kintrea, Annie MacFarlane, Barbara Robertson, James White, and Mujeeb Ur-Rehman. All these Directors are required to stand down but may offer themselves for re-election.

James White has indicated that he is unable to continue as a Director of GCDT. Keith, Barbara, and Annie have confirmed they wish to be re-appointed as Internal Directors.

Mujeeb will be contacted to confirm if he wishes to continue as Internal Director.

Discussion took place and it was stated that there were some important and difficult decisions to be made by GCDT this year and that it is an important part of the Association group structure. Wilma Logan volunteered to become a member of the Board if other members would support her in the new role.

External Directors

There is one External Director vacancy, and this will be followed up in the coming year. It is hoped that someone from the group being run by Tenant Participation Officer may express an interest in the Board of GCDT.

There are three External Directors – Joyce Hardie, Tony Crosbie, and Madelaine Cassell. All three Independent Directors have confirmed that they wish to be re-appointed to the GCDT Board. There were no objections to this, and they were duly re-elected.

6. Standing Orders Policy

The Management Committee meeting on 25th August agreed the frequency of meetings for Development & Property Services and this paper is to align those meetings with that of the other Sub-Committee meetings so that there is a consistent approach across all departments.

The following points were highlighted:

- The name of the Development Sub-Committee is updated to Development & Property Services Sub-Committee
- Housing Services is changed to Tenancy Services Sub-Committee
- Procurement for items over £50k will be referred for approval to Finance & General Purposes Sub-Committee, by Tenancy Services Sub-Committee as previously by Housing Services Sub-Committee
- Welfare Rights and the Association's Equality Strategy has been added to Tenancy Services Sub-Committee

It was suggested and agreed that these adjustments could be reviewed in one year's time.

There were no questions asked and the proposed changes outlined in the paper were all approved.

7. Child & Vulnerable Adult Protection Policy

This policy is sometimes known as a Safeguarding Policy and makes it clear what an organisation will do to keep children or vulnerable adults safe. Many of the provisions of such a policy can be found in the Association's other policies but it is now felt a separate policy is required on this.

This Policy is required by Scottish Qualifications Authority (SQA) to allow GCDT to become an accredited training centre and the lack of such a policy has been a barrier to some funding streams.

TC Young have been consulted and stated that the short form of this policy is more than adequate.

Discussion took place and it was stated that staff being charged with acting on concerns is considered adequate, but it was felt that it was important that follow up actions are

completed. It was reported that some work of this nature is already actioned by Tenancy Services staff e.g., referrals to Police or Social Work.

It was suggested that this could be approved but a further report given in the Spring as an update and report on how it has been implemented.

It was asked that the wording in all paragraphs stated Govanhill Housing Association and Govanhill Community Development Trust.

The Child & Vulnerable Adult Protection Policy was approved and agreed that a review on how it has been implemented be brought back to Committee in 6 months' time.

8. Human Rights Policy

SQA have requested that a copy of this Policy is provided to secure Accredited Training Centre status.

TC Young have agreed that the proposed policy is adequate.

Discussion took place and concerns were raised that there was no locus of responsibility or named staff with responsibility listed in the policy. It was asked what a protective characteristic is and if people required training on that who would be responsible for that. It was suggested that the policy required an owner or champion and should resemble the Child & Vulnerable Adult Protection Policy. It was stated that this was simply a bland statement.

It was reported that some of this information would come under the umbrella of Equalities Action Plan when new Head of Tenancy Services is appointed.

John Quinn stated that he would be happy as Director of the Housing Association to be the named person in the policy.

The Human Rights Policy was approved and agreed that a review on how it has been implemented is brought back to Committee in 6 months' time.

Dave Zabiega left the meeting at 7.10pm

9. Christmas & New Year Closure

Last year due to Covid pandemic the Office was closed between Christmas and New Year to try and reduce the transmission of the virus. At that time only essential staff were working from the office and were working in a small cohort/bubble. This general principle for working arrangements has not changed.

Committee are asked to consider proposals for the holiday period between Christmas 2021 and New Year 2022.

EVH were consulted and they did not recommend one proposal over another.

Discussion took place and it was stated that the Association already has incredibly good conditions of service in place. There was a concern that if these holidays were awarded for a second year there would be an assumption that they would be repeated next year.

It was stated that it could be made clear that the closure would be due to exceptional circumstances.

The consensus was that option 3 – staff are given both days as additional leave holiday and the office is closed – was approved.

It was stressed that the emergency repairs service is still active, and emergencies are dealt with throughout the holiday period. It should be made clear to tenants how contact can be made during this time.

10. Reports from Other Organisations – For Information Employers in Voluntary Housing (EVH)

Documents have been circulated via Nicki.

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

AGM is 7th October. Members should have received invites to attend.

SHARE

Congratulations were given to John McLardie on being re-elected onto SHARE's Executive Committee.

John will forward information from these meetings when it is available.

11. Documents for Formal Execution

None

12. Correspondence – For Information

None

13. A.O.C.B

Notifiable Event – This has now been closed. The tenant has a payment plan in place and arrears are reducing. Living Rent are being kept informed of progress of this case.

Redundancy Consultation – Meetings have taken place with [REDACTED] a staff member regarding the proposed deletion of this post. EVH and Union Official were involved in the process. As an alternative to redundancy the post holder may consider the offer of the post of [REDACTED] as previously agreed at F&GP meeting.

McGills Novation Agreement – Meetings have taken place regarding this, and a final set of Management Accounts has been requested. McGills have signed their paperwork and once final diligence checks have been completed the Secretary of Govanhill Housing Association will also be asked to formally sign the paperwork.

In discussion it was stated that this was the second time McGills have changed details and it was asked who pays the legal fees associated with this. It was reported that as part of due diligence and for its own protection it was the Association who paid their own legal fees regarding this. It was also reported that this can happen in any contract and at any time.

Approval was given for the Secretary of the Association to formally sign novation agreement when required.

New Committee Members – a member stated that [REDACTED] had expressed an interest in becoming a Committee Member. It was then reported that there could be up to four people who had completed training courses run by the Tenant Participation Officer (TPO) who may be interested in becoming Committee Members. Thanks to the TPO were noted as feedback from the course was very positive.

Boardroom Meetings -It was asked if there was any indication of a timeframe for when in person meetings could take place again. It was reported that the Association's Community Hall was being used for interviewing people so was not available for meetings and that the Boardroom did not meet requirements for ventilation and social distancing for all members to be present at a meeting. Chairperson has been championing face to face meetings and members were assured that work was ongoing on this matter. A hybrid system of some members in the boardroom and some joining via video link is also being explored.

14. DATE OF NEXT MEETING

20th October 2021 at 6.30pm

The meeting closed at 7.40pm