

**GOVANHILL HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT COMMITTEE MEETING  
WEDNESDAY 28 SEPTEMBER 2022 6.30PM  
HYBRID MEETING – ELIM CHURCH AND ONLINE**

PRESENT: John McLardie (Chairperson from Item 3)  
Cheryl Miller (Vice Chair from Item 3)  
Elizabeth Klein  
Ghazala Hakeem  
Keith Kintrea  
Iain Doherty

IN ATTENDANCE: John Quinn, Director  
Claire McGraw, Head of Tenancy Services  
Alison Kevan, Head of Corporate Services & HR  
Alan McDonald, Head of Development & Property Services  
David Robb, Head of Finance & IT (HFIT)  
Liz Campbell, Minute Secretary

**1.Apologies**

Audrey Flannagan, Barbara Robertson, Jennifer Cassells, Mujeeb Ur-Rehman and Wilma Logan

**2.Declarations of Interest**

None

**3. Election of Office Bearers**

This was introduced by John Quinn, and nominations were requested for Chairperson.

**Chairperson**

John McLardie was proposed by Elizabeth Klein and seconded by Ghazala Hakeem, John accepted the nomination and chaired the remainder of the meeting.

**Vice Chairperson**

Cheryl Miller has volunteered to do this on a short-term basis. Other nominations were then requested. Ghazala Hakeem nominated Elizabeth Klein but Elizabeth declined the offer. The proposal was seconded by Keith Kintrea and Cheryl accepted the nomination.

## **Secretary**

Elizabeth Klein had indicated that she would be happy to continue in this position. Elizabeth was proposed by Ghazala Hakeem and this was seconded by Cheryl Miller.

## **Treasurer**

Keith Kintrea had indicated that he was happy to continue in this position. Keith was proposed by Ghazala Hakeem and this was seconded by Iain Doherty.

## **4. Committee Choices (Interest Form Attached)**

**Development & Property Services Sub Committee**

**Tenancy Services Sub Committee**

**Finance & General Purposes Sub Committee (office bearers form the majority of this committee)**

**Audit & Risk Sub Committee (office bearers & chairs form this committee)**

The forms for this had been circulated by Nicki Bruce. Members were asked to submit their preferences as soon as possible. This can be sent to Nicki or John Quinn. If there are too many members interested in a certain committee then discussions can take place around this.

F&GP and Audit & Risk committees are made up mainly of office bearers, but other members can choose to be part of either of these sub committees.

Head of Finance & IT stated that the finance of Housing Associations can be complicated but if someone was thinking of joining this sub committee he would be happy to assist to put their minds at ease. It was stated that training in this also links in with item 8 of this agenda. (Committee Learning & Development Plan).

## **5. Appointment of Directors of Govanhill Community Development Trust (GCDT)**

### **Internal Directors**

With the resignation of Annie Macfarlane this means the loss of one of the Internal Directors. There are 5 members appointed from the Management Committee. Previous members were Keith Kintrea, Wilma Logan, Mujeeb Ur-Rehman and Barbara Robertson. It was suggested that Audrey Flannagan would be an excellent addition to the Board. It was asked if it was thought there could be a conflict of interest due to her job in the community. In discussion it was agreed that there wouldn't be sufficient duality to exclude her from it. As the number of nominations are less than the number of vacant posts all previous members are able to be re-elected.

**John Quinn will ask Audrey if she would be interested in joining and confirm if Wilma, Mujeeb and Barbara are happy to remain as Internal Directors.**

## **External Directors**

Joyce Hardie, Tony Crosbie, and Maddi Cassells were the three External Directors, and they have all indicated a wish to continue.

## **6. Authority to Submit Annual Accounts to Scottish Housing Regulator (SHR)**

All Registered Social Landlords (RSLs) produce their audited accounts in a slightly different format. To allow the Scottish Housing regulator (SHR) to gather information and compare organisations, they ask that information in the accounts is submitted via their template.

**Approval was given to submit the Audited Financial Statements to SHR.**

**The Letter of Representation was discussed at the meeting on 7<sup>th</sup> September and approval was given to submit the signed copy of this to RSM, the External Auditor.**

## **7. Equalities Data Collection report**

This was discussed at Tenancy Services meeting on 8<sup>th</sup> September 2022 and approval was given to proceed with the form after two amendments had been made.

Discussion took place and it was suggested that the box for Learning Disability did not state that the condition was once had since childhood as a condition could be acquired later in life.

Head of Tenancy Services advised she would update survey accordingly.

It was also suggested that having two columns in the layout was confusing. A comment was made that the question regarding religion and beliefs should be more open like the box for sexual orientation. It was proposed to add a box "not represented" and also add in Hindu in the place of Buddhist. After further discussion it was agreed to remove denomination or school.

In discussion it was stated that staff would look at the database when sending the report out and staff can also help to translate it. It was stated that if the information was being collected anonymously then there would be a need to think how staff could help someone complete it. A postal copy will be sent out, cx feedback will be used and a copy will be available on the website for people to download.

It was asked if there was a joint tenancy who would complete it. It was reported that both parties would be asked to complete it. A covering letter will be included with guidelines on who should complete the form.

**It was asked if members would like to see the final draft of this before it is sent to the printer. Members agreed they would like to see the final draft first.**

## **8. Committee Learning & Development Plan**

This report is based on last year Committee PDR meetings. Once this year's PDR meeting have taken place some things may be superseded. Jim Harvey has provided a summary of the areas of interest. Some are required for members to scrutinise the work of the Association, and some provide opportunities for personal development and knowledge expansion.

It was previously suggested that it would be good to have a training calendar in place and the time of 5/5.30pm – just before meetings – was suggested. It was also stated that training could take part in various ways and sometimes the business of a meeting could be a training opportunity. The sessions could be recorded so that they can be accessed online at any time. The Learn Pro system has been used for staff training and is good so people can dip in and out of it at a time that suits them.

Discussion took place and it was stated that Housing finance is unusual so good to have that in a fast-changing environment. It was mentioned that EVH have plans to offer training to staff on pension deficit and it is thought that will filter through to Committee Members too. There are a lot of topics listed so it was suggested that priority would be given to the ones that had the greatest number of people interested in it.

Members were asked to email Head of Corporate Services & HR(HCSHR) if there were other suggestions for content.

A comment was made that the Management Committee holds staff to account and there is a degree of introspection required but if costs weren't too prohibitive it would be good to have some external training opportunities too. It was reported that SHARE and SFHA have training courses for existing committee members. HCSHR has a meeting with SHARE tomorrow and will ask them about training. It was stated that EVH have some good governance training.

**HCSHR will draft a programme of possible training and possible trainers.**

## **9. Draft Meeting Schedule**

It was stated that some months are busier than others and it was attempted to leave space in between meeting to allow action to take place. This means that Property & Development Sub meetings and Tenancy Services meetings are proposed to take place on a quarterly basis rather than every second month.

Different meetings have a different focus. E.G., meetings in December and January have a Business Plan focus on them.

A comment was made that there used to be away days – business development meetings - with staff and management committee together so that everyone was working from the same page. It was suggested that it would be good if this could happen again.

It was asked if 6.30pm is still a suitable time. Discussion took place and it was agreed that 6.30pm should remain the time for meetings to begin.

**The draft meeting schedule was noted and approved.**

## **10. Christmas & New Year Closure**

For the last two years Samaritan House has been closed for two weeks. This was to help prevent the spread of Covid and Committee generously agreed to give two additional days holiday to allow this closure.

This paper details on the pros and cons for closing Samaritan House for two days between Christmas and New Year. This year this would mean on 29<sup>th</sup> and 30<sup>th</sup> of December.

It was asked how this would affect emergency calls. It was reported that there is always emergency cover available and staff can be mobilised if there is a major incident that requires a response. Many of the contractors and building sites are also closed during this period. It was asked if staff are called out do they get time back in leu. It was reported that they do and its part of their conditions of employment.

Discussion took place about the options about staff working from home on that day, staff using allocation from their annual leave to cover the days, or if additional leave is to be granted.

**It was unanimously agreed that option 3 – staff are given both days as additional leave holidays and the office being closed was the preferred option. It was requested by Committee Members that consideration be given to the closure being a policy and reviewed in the normal cycle of policy reviews.**

## **11. Report Back from Other Organisations Employers in Voluntary Housing (EVH)**

John McLardie attended the recent conference and stated it was well received with varied and interesting sessions. The Chief Executive of SHR addressed participants and spoke of the problems faced by housing associations and in particular the recently announced rent freeze. The Chief Executive also stated that honest approaches from associations would be welcomed.

### **Glasgow & West of Scotland Forum (GWSF)**

Annie Macfarlane was on the Board of this, and it is recommended members read the papers from them when they are circulated.

John Quinn reported that he is part of a director's group forum and there discussion there was around the rent freeze and how some aspects of this could have been better considered. This measure could take substantial amounts of money from Business Plans. New properties may not be able to be built and covenants for loans could also be affected. This needs to be discussed by EVH & GWSF and Politicians lobbied after those discussions.

### **SHARE**

The AGM was held recently and there are two new Executive Members.

### **12. Documents for Execution**

A share application has been received from [REDACTED].

**The application was approved.**

[REDACTED] had attended the recent AGM and raised some points for discussion. It was reported that Senior Management Team had discussed that it would be helpful to have a course for tenants on what membership of the Association meant. This would hopefully also help to increase more members on the various committees.

There are three possible new members. One is being visited by Head of Tenancy Services tomorrow and one person still has paperwork to return.

It was stated that invites to the AGM had been given to garden competition members and that is partly why there were non members in attendance at the AGM.

**AGM** – It was reported that some of the points raised at the AGM had been discussed by the Management Team and it is proposed to set up short life working group looking at environmental issues and also a residents panel to look at wider issues.

### **13. Correspondence**

None

### **14. A.O.C.B.**

**Academy of Urbanisation** – there is a visit tomorrow – the Association has been nominated for an award but is not yet aware of what that is.

**Health & Safety Policy** – This lists the main responsibilities for every committee member and will be circulated and members are asked to sign it.

**Environmental Issues** – Head of Tenancy Services has contacted local Councillors, but not all have replied to her as of yet. It was asked if the Chair would sign a letter expressing concerns as a catalyst to move the matter along. It was stated that it had been raised by previous Chairperson that the Association needed to be more political and lobby on such issues being faced. It was suggested that the wording expressed our serious concerns and Chairperson would be happy to sign it.

Discussion took place and it was stated that data should be included in the letter – perhaps looking at environmental health performance data and stating how much the Association had spent on pest control and the methods they were using to educate people. It was stated that it would be good to focus on the levels of service and compare that to other areas in the city. There are a lot of elements to be taken into consideration.

It was reported that data on bedbug and cockroach call out attended by environmental health had only been included in their data reports after lobbying from the Hub previously based in Samaritan House.

It was asked if bins were cleaned, and it was reported that bin cleaning took place as part of the week of action that the Association led on. When a backcourt has been identified as unmanageable the contractor is informed that it needs a deeper clean and the Association has been very clear with the contractor on what is expected from them.

It was suggested that email details for councillors are published in the next newsletter so residents can contact them directly. Glasgow City Council are failing to provide the level of service required in the area and it was clear at the AGM tenants are taking this frustration out on the Association.

**Common Repairs Contract Update** - Morris & Spottiswood have submitted a price for carrying out works on this contract. The Quantity Surveyor is reviewing the submitted estimate. The uplift from the previous McGills contract is [REDACTED] plus vat. There is a [REDACTED]% increase on the works element and overall increase of [REDACTED]%. In the current market this seems a reasonable value.

The first scaffolding has been removed by one contractor and the other contractor is refusing to remove it from the other four closes and a remedy is being sought to have them dismantled.

There is no guarantee if the works are retendered that the costs will go down. Neighbourhood & Regeneration Services will be asked if owners will get an increased grant offer.

A creditors profile has been received from McGill's Administrator and it is unlikely that the costs of the extra works will be reclaimed as there are several creditors.

There will be a fuller report at the next meeting.

**Community Connector** – The former post holder has moved on. A conversation has been had with the funders and funding beyond March 2023 is not guaranteed. It has been suggested that Govanhill Housing Association absorbs some of the work and the Association recruits internally to fill the post to March 2023. It was stated that this was not an ideal situation, but this was a practical solution. **Approval was given to recruit internally in order to fill the post to March 2023.**

An email will be circulated by Nicki regarding a meal with the former Chairperson. Members were asked to respond to confirm their availability.

### **15. Date of Next Meetings**

19<sup>th</sup> October 2022

The meeting closed at 8.22pm