

**GOVANHILL HOUSING ASSOCIATION
MINUTES OF MANAGEMENT COMMITTEE MEETING
WEDNESDAY 20th JANUARY 2021 AT 6.30PM
ONLINE MEETING**

PRESENT: Annie MacFarlane (Chairperson)
Robert Findlater
John McLardie
Elizabeth Klein
Jen Cassels
Barbara Robertson
Wilma Logan
Keith Kintrea
Iain Doherty

IN ATTENDANCE: John Quinn, Director
Alan McDonald, Head of Housing & Property Services
Shannon Watson, Head of Finance and IT
Alison Kevan, Head of Corporate Services & HR
Ken MacDougall, Head of Development & Regeneration

Jim Harvey, Consultant
Liz Campbell, Minute Secretary

1. Apologies

James White

Jen Cassells was welcomed as a new member.

2. Declarations of Interest

Jen Cassells declared in an interest in item 6 – as she is an owner at 42 Garturk Street

3. Minutes of the Management Committee meeting held on 16th December 2020

Item 8 – heading should be Acquisition and not disposal



Matters Arising

Director discussed membership with [REDACTED] and is exploring other options with her.

With these changes in mind the minutes were proposed by Keith Kintrea and seconded by Robert Findlater.

4. Governance – Management Committee Succession Planning - Jim Harvey

Management Committee Reviews Report

Management Committee Succession Planning Strategy

Succession Plan – Draft

Management Committee Skills Profile

Skills Based Recruitment of Management Committee

This was first discussed in January 2020 and has been drafted into the attached papers for consideration. Jim gave a presentation and highlighted the following matters:

- **Succession Planning**

There was already an established practice in place to attract new members. The aim is to ensure that the Management Committee can lead effectively now and, in the future.

What skills might be needed may depend on what work the Association wishes to do in the future

- **Taking Stock**

A Skills, Weaknesses, Opportunities and Threats (SWOT) Analysis was discussed. There is already a good range of skills across the management committee. It is important that good scrutiny continues to be exercised for new members and that everyone feels comfortable in taking part and asking questions in meetings.

The weakness identified is that there is not a queue of people wanting to join the committee.

The opportunity identified was that this could be a time to proactively raise awareness of the committee and explain its role to people.

Training was also identified as a Learning and Development Plan will be brought to future meeting for discussion.

It was suggested that the skill base be strengthened by selectively recruiting new members.

The threat identified was the challenging operating environment and it was asked if the emphasis on skills-based recruitment dilute the community-controlled ethos of the Association.

The main three strands identified in succession planning were:

- Retain, Develop & Support Existing Committee Members
- Promote Committee Membership in the community to attract new members
- Consider Recruiting new members with specific skills

Govanhill's Housing Association's Overall Approach was summarised:

- **Existing Management Committee**

There is a low turnover and the committee is a stable group but there does not appear to be a bank of people who have expressed an interest in Office Bearers positions. It has been raised that the Chairperson would indicate 12/15 months in advance of their notice to leave the position and there is a Vice Chairperson in place.

It was suggested that there could be activities for members to find out more about what each of the office bearer roles entail.

- **Promoting Management Committee**

This was discussed earlier, and it is important that this doesn't challenge the core values of the Association. The Association is in a good position with collective skills of existing members but perhaps 1 or 2 new people would bring a different perspective to things. Skills Based recruitment was discussed as was widening membership to people who are not residents in the area. Co-opting new members was also discussed and it was stated that it is easier to co-opt a member onto a subcommittee than the Management Committee but perhaps that could be used if a specific skill was found to be required.

Discussion took place on skills-based recruitment. It was suggested that rather than asking people to join with a "shopping list" of skills people could be asked what they think they could bring to the Committee. It was agreed that a mostly come one, come all approach should remain as the basis for membership and that it is open to all.

The workshops ran by Tenant Participation Officer last year had been successful in explaining the role of committee to tenants and encouraging people to consider applying for Committee and it is hoped to continue to build on that.

Annual Report on Committee Membership, Diversity, Reviewing Skills Profile results and the Business Plan are key to the Succession Planning Strategy.

In discussion it was stated that this was a committee task and is about how effective the committee is in controlling the Association, but that staff support was also required in the governance of the Association. It was asked how other organisations Jim works with manage governance/committee support and he reported that there were various methods in place for this. A member stated that it may be useful to have one central point of contact for Committee members and that it was something to think about.

It was suggested that a working group be set up and an invite issued to all who would be interested. This would allow firmer proposals to be created. It was felt that diversity and co-opting members were very important.

Jim was thanked for his presentation and it was stated that it had generated a good discussion of priorities and actions that are required. Director stated that there was a business planning review scheduled and work on this matter will continue.

A poll will be created to establish members availability for a further meeting, that a working group is established and that a meeting is scheduled for end of February/beginning of March.

Jim left the meeting at 19.55.

5. Covid 19 Update – For Information

There are no substantial changes to previous decisions made which ensure that the Association is following Government guidelines. This continues to be a changing and fluid situation.

There were no questions raised or comments made.

The contents of the report were noted.

6. SW Govanhill Property Acquisition & Repair Programme and Butterbiggins Road Development

There are two contracts for common repairs that are time sensitive and a decision on their next steps is required.

There have been ongoing discussions with Glasgow City Council and Scottish Government regarding continued funding for the South West Govanhill (SWG) Project.

Glasgow City Council have recognised there is further work to be done and are keen to provide continued support for future works.

42 Garturk Street – there is a managing agent in place and the contract had been tendered before the Association took on factoring of the close. There were delays due to Covid19 pandemic and the contractor held prices for as long as they could but there was subsequently a 13% increase in costs. Owners have agreed to lodge additional funds to cover some of this increase and the grant offer has also been increased so that the increase costs can be met.

Common Repairs – 7 closes – 218/286/247 Allison Street, 197/260/275 Langside Road and 168 Calder Street. An in-principle approval for common repairs at 8 closes was given by the Management Committee in March 2020. Again, the pandemic has delayed these works. McGills is the successful contractor and they agreed to hold the initial contract price until the end of January 2020.

GCC will give a 50% grant to owners in 7 of the closes and Missing Shares will also be provided by GCC for any defaulting owners who do not lodge funds by 22nd January 2021. There is a further owner meeting planned on 22nd January 2021.

There are two owners who have indicated that they cannot pay for the improvements but may be willing to sell their properties to the Association so that works can proceed.

There has been an underspend in Major Repairs and arrears are lower than anticipated. This means that the Association has the necessary funds in place to fund both contracts.

The Association's liability at 42 Garturk Street is £105,000.00 and £1.2million for the work in the 7 closes. The total programme costs for the Works are £274,658 + VAT at 42 Garturk Street and £1,449,257.94 + VAT for the various closes.

Approval was given to accept the tenders and progress with these contracts of work and to continue to lobby GCC and Scottish Government for funding to retrospectively cover the costs of the works.

Newbuild Site at 159 Butterbiggins Road – The cost savings exercise is ongoing as is work to obtain an increased level of grant funding.

The contractor has indicated that they will be able to undertake ground consolidation enabling works in February and GCC have indicated that they would support this. The existing GCC Offer of Grant will fund the enabling works.

This does not commit the Association to anything more in the development of this site and work is continuing towards tender acceptance stage of the process.

Approval was given for the enabling works to proceed.

7. Minutes of Sub-Committees – For Information Audit & Risk Meeting held on 2nd December 2020

The content of the minutes were noted.

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

First main Committee meeting was held recently but there was nothing to report.

Glasgow and West of Scotland Forum of Housing Associations (GWSF)
Information circulated when available.

SHARE

Training information was circulated. They are finalising the recruitment process for the Director's post.

9. Documents for Formal Execution

A share membership application has been received from Mr Ben Liddell, Flat 0/1 7 Langside Road,

The application was approved.

Extended Loan Facilities

Charity Bank have offered an additional £750k to the existing loan facility. This additional funding means that £4m is the new increased maximum amount they can offer,

TC Young have requested clarification on a matter of legislation and a draft minute has been drafted for signature.

It was asked if there were any changes to the terms and conditions of the loan and it was reported that it was on the same basis as before but with additional security added because of the increased lending limit. The properties already held as security had been revalued and their value had increased. This means that only one additional property is required to be added as security for the increased loan value.

Members agreed in-principle the paperwork and authorised Office Bearers to sign the final papers, subject to any changes required by Association solicitors.

Lease – 172 Butterbiggins Road

The lease for this property was agreed in July 2020. The lease is between the Association and The Church of Scotland who operate the local Early Years Daisy Chain Project from the premises.

Approval was given to sign the formal lease for this property.

Lease – 490 Calder Street

A lease for this property was agreed in October 2019. The Association leases the premises from City Property for the storage of MR components. This is a 5-year lease with a break clause in year 3. The lease expires in 2025.

Approval was given to sign the formal lease for the premises.

Cycling Scotland Grant

A grant of £24,880 has been awarded to the Association for various cycling related initiatives in the area. It was asked how this will proceed as planning cycling facilities for a tenement close can be costly.

It was reported that staff had already identified closes where there were several cycle users. It may be that it is advertised in the newsletter that there are a number of cycle storage racks available and then installed on a first come first served kind of basis. The Media Officer had assisted with the grant application and will help convey the message to tenants.

Approval was given to accept the Offer of Grant from Cycling Scotland.

10. Correspondence – For Information

None

11. A.O.C.B

Decision Time User Training -Head of Finance and IT will email possible dates for this to members.

12. DATE OF NEXT MEETING

3rd March 2021 at 6.30pm

The meeting closed at 8.30pm