

**GOVANHILL HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT COMMITTEE MEETING  
WEDNESDAY 23<sup>rd</sup> JUNE 2021 AT 6.30PM  
ONLINE MEETING**

PRESENT: Annie MacFarlane (Chair)  
James White  
John McLardie  
Wilma Logan  
Keith Kintrea  
Iain Doherty

IN ATTENDANCE: Alan McDonald, Head of Housing & Property Services  
Shannon Watson. Head of Finance & IT  
Alison Kevan, Head of Corporate Services & HR  
John Quinn, Director  
Jim Harvey, Consultant  
Liz Campbell, Minute Secretary

**1.Apologies**

Apologies were received from Mujeeb Ur-Rehman, Barbara Robertson, Jen Cassells and Ghazala Hakeem.

**2.Declarations of Interest**

None

**3. Minutes of the Management Committee meeting held on 26<sup>TH</sup> May 2021**

Typing error in item 2 – second paragraph, name inserted twice

Keith Kintrea listed an interest in item 3 – this was not noted and should be added.

With these changes in mind the minutes were proposed by Keith Kintrea and seconded by Wilma Logan

**Matters Arising – Item 11** – members present tonight were involved in the original decision so could not also hear the appeal. Other members who are not part of Housing Services Sub Committee will be contacted to ascertain their availability to hear the appeal.

**Communication** – it was asked if there had been any progress made on the suggestion of a regular news bulletin. It was reported that the Media Worker was hoping to send a

fortnightly bulletin to Committee members, and this is planned to commence at the end of the month.

#### **4. Association Business Plan – For Approval**

- **Business Plan**
- **Appendices**
- **30 Year Plan**

Jim Harvey gave a presentation on the Business Plan and highlighted the following items:

- Regulatory Standards – Management Committee must assess various qualities on an annual basis e.g. skills and knowledge, diversity and objectivity.
- Overall Strategy - no fundamental changes from last year. Managing assets has gained a higher profile, Covid and new challenges on organisation management.
- Key Issues to Consider – Economy and Impact of Brexit, Covid (stop/start/repeat), Reduced Public Spending, Climate Change Obligations and Housing to 2040
- Planning is Never an Exact Science – Uncertainties, Risks, High Politics, Macro Economics
- Govanhill's Priorities – Tenants/Services, Assets, SW Govanhill, Governance, Succession Planning. A further clean Annual Assurance Statement, World after Covid, Return to work/flexible working
- As always, the Business Plan is backed up with financial projection, scenario planning and commentary, review of strategic risks and detailed work plans for each business area.

Discussion followed and a member stated that it was a really detailed, thoughtful plan that made a lot of sense. Important issues such as Brexit and Covid were articulated in the plan and could be issues for next couple of years too. It was also stated that it was pleasing to see climate change included in it.

It was mentioned that material shortages and increased costs such as the 30/40% increase in the original window contract estimates were only briefly mentioned. It was reported that material supplies are a fluctuating issue but upward pressure on costs can be seen. **Jim will update the wording in the plan on this issue.**

There could also be a logistics element when ordering materials and this would affect works on site. Ashleigh Construction have not yet started on site as there has been a delay in the groundwork's investigations, but the delay could also affect the grant funding.

It was also observed that there could be considerable changes in the next 5-10 years as the retro fitting work takes place in tenement properties throughout the city.

The Rent Restructure is planned for September and 200 tenants could be facing a significant increase in rent charges. A proposal on that is being worked on. **Approval was given to continue to work on the proposal for this.**

A question was raised about staffing review and it was reported that this was still in consultation stage and had not yet been approved.

**Subject to the amendments discussed the Business Plan was approved and adopted at the Association's Business Plan.**

## **5. GCDT Business Plan – For Approval**

The Board of GCDT had approved the Business Plan and it was now brought to Management Committee for consideration.

Jim gave a presentation on the plan and highlighted the following issues:

- Strategic Issues – Economy, Path of Covid, Local Population Change and Reduced Public Spending
- There are Uncertainties, Challenges and Opportunities – Will workspace businesses bounce back? Should there be new “offerings” and try co working spaces, higher spec units, possible exit of Roma residents what priorities should be set for community services? Future fundraising priorities and organisational issues such as the increase in the number of staff. These issues have all been discussed by GCDT Board members
- Priorities – Community Services to the fullest extent possible, increase occupancy of workspace units, keep discussing issues, stock condition survey, reduction in cash balances, deal with priority organisational management issue.
- There are a number of major repairs that will be required in properties and also the opportunity to develop Daisy Street Church to consider.

Discussion took place about budgets being based on a worst-case scenario approach and the 25% anticipated void loss amount. It was replied that there had been a previous issue with a project that had not been flagged up to Management Committee in advance and there was no time to take alternative action so that is one of the reasons budgets are set at worst case scenario and in that way members can see issues that may arise well in advance.

Due diligence and close monitoring will continue to be applied. Information needs to be gathered on several matters and it is hoped that a session could be held in the Autumn to look at all of these matters. This could perhaps look at the Business Plan for GCDT in the next 5-10 years.

Jim was thanked for his work on the plan and capturing what could be a potentially difficult year for GCDT. Acceptance Members of GCDT Board approved the plan and support the analysis of it that Jim has produced.

**All Management Committee members approved the acceptance of GCDT Business Plan.**

#### **6. Succession Planning - For Approval**

- **Strategy for Management Committee**
- **Succession Plan**
- **Skills Profile & Promotion Priorities 2020**
- **Skills Based Recruitment**
- **Update Note to Management Committee**

The succession plan is to support future work and has been developed in consultation with committee members. It was asked if Nicki could send out the document showing the tracked changes since the April draft of the plan was discussed,

Annual appraisals are due soon and there be may some updates made to the plan once these have taken place.

Jim stated that it would be for Committee to complete section 6.4 assessing if there was a gap in skills but there did not seem to be an obvious gap in skills that required immediate action, but it was good practice that this is reviewed on a regular basis This needs to be completed before the Annual Assurance statement is submitted this year.

Discussion took place and it was stated that as committees change it makes sense to consider that members taking part have the right skills and that new people should continue to be encouraged to join the various committees. If more people wanted to take part that would give more choice to develop membership. It was reported that the Tenant Participation Officer had 77 people express an interest and would be running some more sessions to explain what committee membership involved. It was also thought that the suggestion of also using Radio Awaz was a good one. There are 5 committee vacancies that require to be filled just now and the objective would be to fill them.

It was asked that the succession plan was approved and used as a position statement to say who we are and what we do. This will be updated after the appraisal meetings have taken place.

Jim was thanked for all the work he has carried out recently.

**Acceptance of the succession planning strategy was approved.**

Jim left the meeting at 7.55pm

## **7. Assurance Plan Update**

The report provides an update on the Assurance action plan that was approved at December 2020 Management Committee meeting.

The following points were highlighted:

- Asset Strategy Plan – there is a meeting next week to look at the findings of this and discuss the work done so far.
- Customer Portal – progress has been made but the work on this has been impacted by Covid. It is hoped it can be launched in late summer.
- Succession Planning – ongoing
- Annual Performance Targets – these were included in ARC return to Scottish Housing regulator. Progress on these targets will be updated at a later date.
- Letting Activity – the priority in this has been safe systems of work which were established during Covid restrictions.
- Notifiable Events – there have been no notifiable events from Oct 2020 to June 2021

There were no comments or questions raised,

**The updates were noted.**

## **8. Election of Committee – For Approval**

Co-optees and casual vacancies automatically stand down at AGM. This means that Jen Cassells is required to stand down.

The three longest serving committee members John McLardie, Elizabeth Klein and James White are also required to stand down at the AGM.

The AGM will be held remotely again this year.

**The contents of the report were noted.**

### **9. Job Evaluation Report – For Approval**

This report is regarding a proposed regrading of a post following evaluation and revision of the job description.

[REDACTED]

[REDACTED]

[REDACTED]

**Approval was given to regrade the post in line with advice received from EVH.**

### **10. Policy Reviews – For Approval**

Policies are reviewed every three years and the following policies are due for reviews as part of that cycle.

#### **Procurement Policy**

The main change is the level of thresholds since the last review.

The updated policy also acknowledges for government directives and legislation changes that will occur post Brexit.

**The contents of the review were noted, and the policy approved.**

#### **Procurement Strategy**

**The contents of this report were noted.**

#### **Group Governing Body Expenses Policy**

There has been a minor change to the level of subsistence payments following EVH Guidelines. This is approximately £1 for every 5 hours.

**The contents of the report were noted and approved.**

## **Communications Policy**

This revised policy combines the previous media relations and communication documents. It establishes the principles of appropriate internal and external communication.

A comment was made that this document appeared defensive in its wording and made no mention of how important communication is to the Association. It also fails to mention who, how, what is communicated, or the resources used to communicate.

In discussion it was asked that new policies be brought on their own separate paper and not included with updates to existing policies. It was also suggested that the Media Officer could give a presentation at a future meeting.

**It was agreed that this policy was approved but that it should be reviewed in 3 months and be updated and more dynamic in its wording.**

## **11. Appeal Against Decision of April 2021 Housing Services Sub Committee re Complaint – Claim for Compensation Owner Ref 13755 & 13597**

Discussed as part of matters arising at the start of the meeting.

## **12. Minutes of Sub-Committees – For Information**

- GCDT meeting held on 28<sup>th</sup> April 2021
- Development meeting held on 6<sup>th</sup> May 2021
- F & GP meeting held on 12<sup>th</sup> May 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 – Executive Committee meeting is next week.

## **14. Documents for Formal Execution**

None

## **15. Correspondence – For Information**

None

## **16. A.O.C.B**

**An update from Development meeting** – Window Contract -McGills were appointed the contractor but are running behind with the planned programme of works.

There is slippage in other contract times and costs. Assurances sought from contractor of how he intended to mitigate risks with this contract and detail how it would be managed. McGills have subsequently withdrawn their offer to hold their price to carry out the window renewals and advised that they would be happy to retender for the work.

Second and third place tenderers have been approached to update their prices. Approval sought to take contract for acceptance to an office bearer's meeting during the recess if required.

Head of Housing & Property Services is supporting the Development Team with McGills performance issues. Meetings are planned with staff and the contractor, and an update will be provided at the next meeting.

**Approval was given for Head of Housing & Property Services to call an office bearers meeting to approve the Window Renewal Contract during the summer recess.**

**Grants for Rent Arrears** – there has been speculation in the media regarding this and correspondence regarding it is expected soon.

**Shared Equity Flats** – Approval was asked for the disposal of the Association's share of a shared equity flat. Any monies received would be added to major repairs budget following repayment of any grant.

**Approval was given for the disposal of the Association's shared equity flat.**

## **17. DATE OF NEXT MEETING**

25<sup>th</sup> August 2021

The meeting closed at 8.35pm.