

**GOVANHILL HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT COMMITTEE MEETING  
WEDNESDAY 22<sup>ND</sup> JUNE 2022 AT 6PM  
HYBRID MEETING – ELIM CHURCH AND ONLINE**

**PRESENT:** Annie Macfarlane (Chair)  
Keith Kintrea  
Elizabeth Klein  
Iain Doherty  
Audrey Flannagan  
Wilma Logan  
Cheryl Miller  
Ghazala Hakeem

**IN ATTENDANCE:** John Quinn, Director  
Alan McDonald, Head of Development & Property Services (HDPS)  
Alison Kevan, Head of Corporate Services & HR (HCS&HR)  
Claire McGraw, Head of Tenancy Services (HTS)  
David Robb, Head of Finance & IT (HF&IT)  
Jim Harvey, External Consultant  
Nicki Bruce, Minutes

**1.Apologies**

John McLardie, Jen Cassells, Barbara Robertson and Mujeeb Ur- Rehman

**2.Declarations of Interest**

None

**3. Minutes of the Management Committee meetings held on 13<sup>th</sup> April 2022**

The minutes were proposed by Wilma Logan and seconded by Elizabeth Klein.

There were no matters arising.

**4. Business Plan**

Jim Harvey presented the Business Plan and advised there were 3 main aspects:

- Updated Vision Statement for the Association  
5 statement options have been included within the Business Plan. The first 2 are from an earlier session with staff and the last 3 have been suggested by Jim. It was

noted no decision needs to be made at this meeting but the staff at the session were energised by the opportunity to communicate the Association's vision more concisely. It was suggested this could be updated during the year and SurveyMonkey could be used to gather feedback from Staff and Committee although a group session would be preferable.

It was suggested Elim Church could be used a possible venue for a larger scale meeting for both staff and Committee with a hybrid option still available for those who do not wish to attend in person.

- Core Elements Representing Strategic Direction of Association:
  - Consolidation and Improvement
  - Resilience
  - Supporting the Community
  - Growth

The Strategic direction has not changed since last year and the objectives will tend to be relatively fixed, although the risks will be substantially different and greater. It was noted whilst the risks cannot be controlled they can be looked at in terms of how to deal with them.

- Engage with Staff Regarding Business Plan Progress and Review  
It was advised additional methods to engage more with staff during the year regarding the progress and review of the Business Plan will be looked at.

**The Management Committee approved the Business Plan as a strategic working document in forming the Association's progress for the years 2022-2025.**

## **5. Assurance Action Plan Update**

The Director advised the document presented contains updated information and Management Committee were asked to note the progress of the plan.

**Management Committee noted the progress of the Assurance Action Plan.**

## **6. [REDACTED] Notifiable Event Update**

The HDPS noted Committee received an extensive update regarding the situation at the previous meeting but since then there have been some developments.

[REDACTED]

. Due to the nature of the situation, it was agreed a Special Management Committee was justified if required.



**The Management Committee noted the update and it has been agreed a Special Management Committee meeting will be called if required.**

### **7. Loan Portfolio Return**

The HF&IT advised the Association is required to submit the Loan Portfolio Return annually to the Scottish Housing Regulator (SHR). The Return is the SHR's method to ensure borrowing costs are kept down and to check the Association can afford to repay loans etc.

The return has been prepared and approval is sought to submit the return.

**The Management Committee noted the contents of the return and approved submission to the SHR.**

### **8. Equalities Report**

The HTS presented the report and advised it related to the collection of equalities data and the updated national guidance issued this year following queries regarding the collection methods and purpose for asking some questions.

There have not been major changes made but the Association will not gather information relating to pregnancy or marriage status as this is not required.

The Association will include an article in the July newsletter for tenants outlining the changes and cover letters will be issued with the questionnaire explaining why the information is being requested. CX Feedback will be used for the survey and the HTS will meet with RTOs and staff to tailor the survey specifically for the Association. A draft of the survey will be presented to the Tenancy Services Sub Committee in August and issued in late August\early September.

### **Questions**

It was queried if the survey is just for tenants and advised it is.

The order of the questions was queried as one relates to gender re-assignment quite early in the questionnaire and it was suggested that given the sensitive nature of the subject it

might be better to have this question appear later in the questionnaire. It was suggested different orders of questions could be trialled with the easier questions appearing first.

It was queried if the classifications under religion were set as one of the tick boxes refers to 'Atheist or none' The Committee noted these are considered as 2 different things as a person could have no affiliations to a religion but did believe in a higher power. The HTS advised she will meet with RTOs and trial it to ensure that the data the Association was being forced to collect should be useful and meaningful and bring back to the Sub Committee in August.

It was noted the questions relating to disability were greatly improved.

It was noted the box for mental health issues covered a lot of areas and people may not feel comfortable to specify their issue by ticking a box.

The reference to 'customers' in the guidance was queried and whether factored customers should also be included but the HTS advised she attended a session recently where this was raised and the SHR have advised data relating to factored customers is not required.

## **9. Election of Committee**

The Director advised one third of the longest serving Committee Members were required to stand down along with the 2 co-opted members. This year the 3 members are Annie Macfarlane, Barbara Robertson and Wilma Logan.

The Chair advised following a period of reflection she has made the difficult decision to resign from the Management Committee. Committee members and staff expressed how sorry they were to hear this and how much she would be missed by all.

## **10. Minutes of Sub-Committees**

**The minutes of the various meetings were noted.**

GCDT meeting held on 27<sup>th</sup> April 2022

**The minutes of the meeting were noted.**

## **11. Reports from Other Organisations – For Information**

Information is circulated as it becomes available.

## **GWSF**

The Chair advised she would also step down from her role on the GWSF Board as a result of her resigning from the Management Committee.

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

2 Share Member applications have been received from

[REDACTED]

**The applications for share membership were approved.**

## **13. Correspondence – For Information**

None

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

### **14.1 ICF Funding Bid**

The HTS advised an application bid in partnership with South Seeds for the funding of 2 energy advisors to support the local community with increasing energy costs and the cost of living increases is being planned for submission on Tuesday 28 June. The HTS is drafting the bid for the Director to review and will be circulated to Committee for feedback/comments prior to the weekend.

### **Questions**

It was queried if the energy advisors would also be supporting the community in Merrylee and advised the service would be open to everyone in the community.

It was questioned if the advisors would be Association employees and the HTS advised South Seeds would employ the advisors.

The HTS advised if the funding application was successful they would be notified in November.

**The Management Committee approved the ICF funding application being submitted.**

### **14.2 Procurement of Cleaning Contract**

The HCS&HR apologised for adding this to the papers at the last minute but advised the tender process was not completed until yesterday. The cleaning contract includes cleaning for Samaritan House, Sub Offices, Merrylee Office and the portacabin in the Community Garden.

[REDACTED]

**The Management Committee noted the procurement process and approved the awarding of the contract to the most competitive tender as noted in the report**

#### **14.3 Staff Member Request for 5 Weeks Annual Leave**

The HCS&HR advised a member of staff has requested taking 5 weeks of their annual leave in October and due to Association process this must be approved by Committee. The staff member's team have advised they can cover the period of leave.

**The Management Committee approved the request from a staff member for 5 weeks annual leave.**

#### **14.3 Forsyth House**

The HDPS reported Govanhill Community Development Trust received an update last week regarding Forsyth House and the likelihood that it will become available.



**The Management Committee thanked the HDPS for the information and agreed that a feasibility proposal should be worked up through the Development & Property Services Sub-Committee for consideration.**

#### **15. Date of Next Meeting**

Wednesday 24<sup>th</sup> August 2022

The meeting closed at 7.35pm