

**GOVANHILL HOUSING ASSOCIATION
MINUTES OF MANAGEMENT COMMITTEE MEETING
WEDNESDAY 21st JUNE 2023 AT 6.30PM
HYBRID MEETING – ELIM CHURCH AND ONLINE**

PRESENT: Cheryl Miller (Chair)
Keith Kintrea
Audrey Flannagan
Ghazala Hakeem
Barbara Robertson
Elizabeth Klein
Iain Doherty

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

1.Apologies

John McLardie, Wilma Logan, Mujeeb Ur-Rehman, and Jen Cassells

2. Declarations of Interest

None

3. Minutes of Special Management Committee Meeting held on 25th May 2023

Matters Arising

Reception Area – The glass screen is now in place in the ‘old’ reception area and ventilation works have been completed. The painting work is almost complete, and it is hoped that it will be in use around the end of July.

The minutes were proposed by Keith Kintrea and seconded by Audrey Flannagan,

Minutes of Special Management Committee Meeting held on 27th April 2023 – CONFIDENTIAL

The minutes were proposed by Ghazala Hakeem and seconded by Iain Doherty. The update is covered in item 5 of the agenda.

4. Business Plan 2023-204

The following points from the Business Plan were highlighted:

A vision for the future, Statement of Objectives and Strategic Content

- It is important that Committee are aware of significant issues and set their priorities for the future.
- This does not stand alone but links in with other policies.
- This is the Business Plan for the next 3 years.
- It has to be adaptable.
- The vision is for quality homes in attractive neighbourhoods and vibrant communities.

Context – external, Cost of Living, Increasing Costs, Economic Outlook Uncertain

- There are cuts to public spending.
- Net Zero – how to do it & pay for it.
- Multiple factors may intercept at different times.
- A continuing difficulty is using best estimates in unpredictable times.

Rents, Less Rental Income, Short Term Surpluses, Longer Term Impact

- Less rental and increasing costs have to be considered.
- Short term surpluses and costs of major repairs.
- Longer term this has a potential impact on long term financial viability.
- Possible challenges are inflation & interest rates, that costs keep on increasing and real rent increase of inflation plus 1% when inflation is so high.

Rent Affordability, Cost of Living & Low Wages, Comparisons, Rent Increase & Rent Restructure

- Cost of living keeps increasing and wages remain low.
- Rent increases and rent restructure.
- We are spending more & earlier than other associations.

HoTS commented that the rent restructure will be phased in over 5 years and the positive impact of that won't be seen at the beginning so it looks gloomier in year 1 than it will in year 5.

Asset Management, Grant Funded Activities, Major Repairs, Component Costs

- Grant funded activities.

- Lots of major repairs required but new contracts in place – maybe needs to be at a reduced scale.
- Work on components, costs & programmes is being undertaken.
- Tenant safety
- Its critical that this is in partnership with Finance Team.
- Key actions -plan programmes & financial projections/Asset Strategy – move to poorest condition model/manage voids & backlogs.
- Void Issues – links with Tenancy Services – Key Actions stock performance & value cost scenarios/tenant expectations/planning on a loop

Value For Money – this has risen up the agenda across the housing sector. It may be that the process around improvements needs to change, and this could in turn lead to a better service. There are many ways to look at efficiencies and the Association has to find its own blend for this.

What happens Next?

The Association needs to look at communication with tenants and owners and this has to be with the support of the Management Committee. Strategic framework, governance & communication, budget setting and efficiencies for future changes need to be looked at.

Discussion took place and a comment was made that setting lower budgets for managers seemed rational, but it is recognised that it is not that a straightforward process to implement. It was suggested that operating model – what will we be doing in 5 years, what are the priorities, how do we organise our resources to get there so everything is in the right place could be part of these wider discussions.

It was also stated that value for money and the best time to implement things is expected by SHR and is already the golden thread in all that we do.

Jim was thanked for his very good work, excellent analysis, and the well written and coherent draft document.

There will be further consultation with staff and open question of what we are about and what we are trying to do raised again.

The contents of the report were noted, and the draft Business plan approved.

Jim Harvey left the meeting at 7.42pm

5. Staffing Updates

There are a number of updates and changes.

- There are 4 members of staff leaving GCDT next Friday.
- 1 member of staff has had their contract extended until the end of August. This was approved by GCDT Board as it is thought highly likely that funding will be awarded, and this will allow the post to continue.
- Redundancy consultation process has started with two staff within GhHA following a department review and continues with some GCDT staff. An update was provided on the process and the likelihood is that no redundancy will be required. A further meeting will be required at the end of the consultation process.

CONFIDENTIAL REPORT

The Head of Corporate Services and HR provided an update on a confidential staffing issue and advised that legal advice had been sought and the matter concluded in line with policy.

Committee were also advised of the circumstances where sickness absence discussions had been delayed with another staff member and the expected outcome.



The verbal update was noted.

6. Procurement Report

Each year the Association is expected to publish an annual procurement report that notes the current and expected regulated procurement. This shows what is being procured and the value of current and future projects.

The contents of the report were noted, and approval given for the report to be published.

7. Contract Approvals

Cathcart Road – There has been ongoing discussion with GCC re grant funding and we have been informed that there is a queue for a number of repair schemes but there has been no confirmation of a review date for this. HDPS has also met with Duncan Thomson. There is a willingness from both sides to get this project underway.

The timeline for grants means it could be March/April 2024 but there could also be other delays.

Allison Street – There has been agreement from owners in 181/189 and 243 to proceed. Money has to be collected from the owners in these addresses.

Cathcart Road 459-484 - Page 3 of the report is what was agreed, and the decisions came through this afternoon but there is still some work to be done with GCC.

The usual due diligences work has been carried out and Morris & Spottiswood are ready to start works. The costs are [REDACTED] Once the last bit of grant is finalised the contract can proceed.

The deadline for owners is 30th June and the Factoring team are working on this. There may be 1 missing share for 1 property.

The contents of the report were noted, and approval was given to award the contract for works to Morris & Spottiswood.

127/129 Albert Road – A new contractor is being brought in from the framework. There are 6 flats, all larger flats, and GCC have confirmed that they will give a 50% grant for the improvement works required. The average cost is £160k per unit. Again, due diligences have been carried out.

A comment was made that rebuilding the façade could be expensive, but the GCC strategy seemed sensible.

Approval was given to appoint Novus Property Solutions to carry out this work at a cost of [REDACTED]

40-42 Garturk Street and 65 Dixon Avenue -Rot was found so extensive works could be required. For a few closes this could be £290k of works that are required. Will find out today if an owner has paid their bill and this means we can access £106K of HAG funding. Our share of the bill is £199k.

Approval was given for Contract Build Services (Scotland) Ltd to carry out this work at a cost of [REDACTED].

GCC retrofit team have been in touch regarding carbon neutrality. They are going around all Registered Social Landlords (RSLs). There was a discussion about the works that we have in progress, and they asked if air source heat pumps could be used in some of the projects, this may help to get more funding. The Association is at the frontline of this new technology. GCC will discuss this with architects and a report will be fed back to Development Sub-Committee.

213 Langside Road & 221 Allison Street – this will be timed to allow access to grant funding and plan the works. There may be the opportunity to acquire another flat at 221 Allison Street.

21 Garturk Street – this has stalled – GCC have technical assessments taking place, but this may move to statutory measures. It is hoped that this will move forward this year.

8. Loan Portfolio Submission to Scottish Housing Regulator

Finance has the most returns to make to SHR. This includes a breakdown of outstanding loans, how long they have left to run, the balances and securities held against them. A copy of the submission is included in the meeting papers.

The contents of the report were noted, and approval given for the submission to be made to SHR.

9. Election of Committee 2023

There are no Co-opted members on the committee.

The rules state that one third of the longest serving members are required to stand down. This means that Iain Doherty, Ghazala Hakeem, Keith Kintrea and Mujeeb Ur-Rehman are required to stand down.

Office Bearers usually state after the AGM has taken place if they wish to continue.

If any member is thinking of stepping down, they are asked to make John Quinn aware of this.

The AGM was held in Elim Church last year and it was successful, so it is planned to hold it there again this year. One member stated that they didn't feel it was a good gathering and asked if the community hall would be ready. This may not be available in time for the AGM to be held there.

A correction was requested as Elizabeth Klein was noted as an apology, but she had attended the meeting. This will be updated.

A question was asked about what would happen with John McLardie. It was stated that it was not for us to decide but he has been given an extended leave of absence, but it may be that he needs to step down due to ill health.

Discussion took place regarding additional members on the Committee. A comment was made that the Tenant Participation Officer (TPO) had been helpful with this in the past. It was reported that the TPO and HTS were working with 2 tenants who might be suitable. It was reported that possible members are given information on what is involved and then a meeting with the Director of the Association is arranged.

There is a factoring Focus group and an Environmental Focus Groups who have monthly coffee mornings, so work is taking place to encourage new members. A comment was made

that it would be good to have some Committee members at these events to support the TPO and give a first-hand idea of what's involved. TPO is working with Gus Campbell and looking to develop a Registered Tenants Organisation (RTO) at Merrylee.

It was reported that there will be an article in the July newsletter promoting membership.

10. Minutes of Sub-Committees

AGM meeting held on 15th September 2022

Development & Property Services meeting held on 26th January 2023

GCDT meeting held on 26th April 2023

Audit & Risk meeting held on 15th March 2023

The contents of the minutes were noted.

11. Report Back from Other Organisations

Employers in Voluntary Housing (EVH)

Glasgow & West of Scotland Forum (GWSF)

Information is circulated as it becomes available.

SHARE

Information is circulated when available. SHARE and EVH have been in touch to ask after Chairperson.

12. Documents for Execution

None

13. Correspondence

SHR Discussion Paper – For Information

A response by 1st August has been requested. If members have any thoughts on this, they will be collated into the response. It is expected that GWSF will also respond.

14. A.O.C.B.

It was reported that internal audit had looked at procurement procedures last year. At that time there had not been a great deal of procurement undertaken. There will be much more taking place this year and it was asked if this year's internal audit could be deferred to next year.

There was unanimous agreement from those members at the meeting to defer the internal audit of procurement to 2023/24.

It was noted that Keith Kintrea had signed a disposition agreeing date of transfer on behalf of GCDT Board.

15. Date of Next Meeting

23rd August 2023 at 6.30pm

The meeting closed at 8.28pm