

**GOVANHILL HOUSING ASSOCIATION
MINUTES OF MANAGEMENT COMMITTEE MEETING
WEDNESDAY 19th OCTOBER 2022 6.30PM
HYBRID MEETING – ELIM CHURCH AND ONLINE**

PRESENT: John McLardie (Chair)
Elizabeth Klein
Ghazala Hakeem
Cheryl Miller
Keith Kintrea
Iain Doherty
Audrey Flannagan
Jen Cassell
Wilma Logan
Mujeeb Ur-Rehman
Barbara Robertson

IN ATTENDANCE: John Quinn, Director
Alison Kevan, Head of Corporate Services & HR
Alan McDonald, Head of Development & Property Services
Liz Campbell, Minute Secretary

1.Apologies

None

2.Declarations of Interest

None

3. Minutes of the Management Committee meeting held on 24th August 2022

Apologies should have been noted for Mujeeb Ur-Rehman.

The minutes were proposed by Ghazala Hakeem and seconded by Audrey Flannagan

Minutes of the Special Management Committee meeting held on 7th September 2022

Apologies should have been noted for Mujeeb Ur-Rehman.

Due to technical issues Ghazala Hakeem could not remain connected in this meeting and her apologies should be noted.

The minutes were proposed by Keith Kintrea and seconded by Cheryl Miller.

Minutes of the Management Committee meeting held on 28th September 2022

Apologies should have been noted for Mujeeb Ur-Rehman and Jen Cassell.

The minutes were proposed by Ghazala Hakeem and seconded by Cheryl Miller.

Matters Arising

It was asked if confirmation had been received from Mujeeb and Barbara that they wished to remain as Directors of GCDT. Both stated they were happy to continue. Audrey Flannagan has been asked if she would be interested in joining the Board of GCDT. Audrey is considering the proposal.

Academy of Urbanisation Award – it was asked if there was any update on this. It was reported that it was still vague as to what the nomination was for. The ceremony is in London. **An update will be given at a future meeting.**

Meal with Annie – Director of the Association is meeting with Annie next week and will ask her about a date and possible venue. Nicki will circulate some possible dates once they have been confirmed with Annie.

Christmas & New Year Office Closure – It was agreed that two days additional leave would be granted this year in order to mitigate infection rates from Covid and other respiratory illness. In future years staff would be advised that they would need to use 2 days from their annual leave entitlement for the closure between Christmas and New Year period and that will become policy and reviewed in the normal cycle of policy review.

Common Repairs Update – It was reported that one scaffold had been taken down and another one has started. It is hoped they will all be removed by the end of the week.

4. Assurance Statement

Standards of Governance & Financial Management Charter

Annual Assurance Charter

ARC Information

Assurance Development Plan – August 2022

Equalities Report

Annual Assurance Statement – October 2022

The Annual Assurance Statement is required to be submitted to Scottish Housing regulator (SHR) by the end of October. They wish assurance that the committee are assured and receive the appropriate information to allow them to make decisions. Evidence to ensure the organisation is meeting regulatory standards is required.

The principal source of evidence is recorded via the committee and board meeting and business planning meetings. All of the information is collated in the attached papers.

The evidence of following charter standards and the ARC information is attached as an appendix. Information is given to compare the information with other similar organisations. The Assurance Action Plan is discussed at Management Committee meetings on a regular basis. It was agreed that Jim Harvey would assist in reviewing the assurance process.

There is a lot of work and processes involved to ensure that a consistent approach is taken across the organisation.

Discussion took place and it was stated that it was recognised that this was a huge piece of work and there were many similarities to previous years report. The following points were highlighted:

- Page 3 -1.1 this looked like a draft statement rather than the final version.
- How far back does evidence need to be shown? There is mention of 2017 information – surely it is better to focus on what we are doing now.
- It was suggested that the Office Bearers meeting and holding staff to account is mentioned in the report – perhaps on page 10 or page 64.
- Page 19 – estate management – there are so many environmental issues in the area just now – should that be amber rather than green. It was suggested that rather than a blanket approach specific areas need to be targeted and that this was another conversation that was needed on that.
- It was reported that these were fair comments. There is compliance in gas safety but in order to achieve that 150 forced entries were needed. It could be included in the action plan what could be done to achieve improved compliance.
- On page 2 of the Assurance Statement – allocation policy – Head of Tenancy Services name needs to be added.

It was reported that the letter to SHR is only one page, and the additional details are for the Association's information only. It was stated that a question had been asked at the EVH or SHARE conference and the SHR had advised it should only be a one-page document.

A question was asked about the EESSH statistics in the ARC report and there wasn't an explanatory note to give context. It was reported that an explanatory note is sent with the statistics to SHR, and that Head of Development & Property Services had completed detailed analysis on each of the sections.

A further discussion then took place on achieving EESSH standards in different types of properties. It was reported that there is discussion between Associations about work being done to raise the EESSH standards across the city.

It was asked if the paragraph 3 of the statement was required, and it was agreed that this should be removed.

Approval was given for Chairperson to sign the Assurance Statement and for it to be submitted to Scottish Housing Regulator.

It was reported that there had been correspondence from SHR regarding the rent freeze to March 2023. The Association had already set its rent, but this will affect private sector rents.

SFHA & GWSF have lobbied the Regulator on this matter. It will make it difficult to consult tenants on a rent increase if the freeze is made law and extended after March 2023 but just now the advice from SHR is to proceed on the basis that rents can be increased after March 2023.

The Management Committee meeting scheduled for December will discuss on how to consult with tenants on the rent increase to be implemented from 1st April. A decision from the Scottish Govt on a continued rent freeze is expected mid-January 2023. Tenants have to be given three months' notice of the increase so letters could go out in December to inform them of the proposed increases and then in January the Government announcement means that has to be scrapped.

It was asked if there had been any indication of the Government providing compensation or a grant, but it was reported there had been no mention of this.

If the Association follows the Business Plan of CPI + 1%, based on the October CPI it would be an 11.1% rent increase.

A comment was made that it was appreciated the Head of Finance & IT would be looking at budgets based on a variety of scenarios, and this would be a difficult time for them. It was stated EVH had just started salary negotiations and there was a recognition that it could not manage a 10.1% increase. Benefits will not increase by 10.1% and this will put even more pressure on tenants. There may be some difficult decisions to be made in December and it may be that a cap is placed on the level of increase that can be implemented.

It was reported that it was felt it pertinent that other Associations are informed of our proposed increase, via GWSF, once a decision has been reached.

It was asked if there was any further news on the eviction ban and it was reported that there was none at this time. It was reported that It is not in fact a ban as some evictions can still

take place to protect our tenants. TC Young have been consulted to ensure that this complies fully with the guidance received.

5. McGills/Morris & Spottiswood Update

Common Repairs Contract – the estimate from Morris & Spottiswood has been analysed by QS and excluding prelim costs there is an uplift in costs of [REDACTED]. This is much lower than was expected but with other costs factored in it could be up to a [REDACTED] uplift.

It was reported that it had been discussed at Development & Property Services meeting last week and the agreement is that the works need to be completed as soon as possible. The grant funding from the Scottish Government is required to be spent.

Approval was given to continue to discuss this with Morris & Spottiswood.

The next step is to carry out a joint evaluation with Morris & Spottiswood to see exactly what works are still required. It will take a few months to get a view of what all the costs will be.

There are meetings with owners scheduled for next week and it is hoped to get authority to proceed on a close-by-close basis. There has been good dialogue with Glasgow City Council (GCC) and they have agreed to allow the owners 12 months to pay the additional costs for the works. This is a very unusual step for them to grant this – usually all costs would have to be paid in advance of the works starting. GCC have also agreed to using missing shares if required.

Initial estimates are that there will be an additional [REDACTED] in costs. Part of these costs are to obtain warranties for work that has already been done but the contractors who carried the work out have not been paid by McGills.

It is thought that it is unlikely that these costs can be recovered from McGills. It is thought that Blair Nimmo & KMPG have been appointed as Administrators.

[REDACTED]

Approval was given for the following matters:

- Morris & Spottiswood to be appointed to complete the works.
- To call an owners meeting in each close and seek approval to complete outstanding works.
- Proceed with as many closes that have reached an agreement and retender where agreement is refused.
- To provide participating owners 12 months to pay their share of the increased costs.
- To maximise support to the owners through joint working with GCC.

- To seek payment from McGills Facilities Management for all additional costs with the support of TC Young and QC as appropriate.

Thanks were given to Head of Development & Property Services and Development Officer for all the work done and for the work on finding a solution to a complex set of issues.

6. Minutes of Sub-Committees – For Information

Development meeting held on 11th August 2022

The contents of the report were noted.

7. Report Back from Other Organisations

Employers in Voluntary Housing (EVH)

John McLardie has been invited to join the Joint National Committee and has accepted the invitation to do so.

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.

SHARE

There was an Executive meeting held today to discuss the advertising for a new Finance Officer. The next committee meeting is late November.

8. Documents for Execution

None

9. Correspondence

None

10. A.O.C.B.

A reminder about meeting with Annie Macfarlane in December was given.

11. Date of Next Meetings

14th December 2022 at 6.30pm

The meeting closed at 7.48pm