

**MINUTES OF THE MEETING OF
MANAGEMENT COMMITTEE HELD ON
WEDNESDAY 27th SEPTEMBER 2023
HYBRID MEETING**

MEMBERS PRESENT: Cheryl Miller (Chair)
Audrey Flannagan
Keith Kintrea
Ghazala Hakeem
Iain Doherty

IN ATTENDANCE: John Quinn, Director
Liz Campbell, Minute Secretary

1) Apologies

Jen Cassells, Elizabeth Klein, Barbara Robertson and Mujeeb Ur-Rehman.

Leave of Absence

John McLardie and Wilma Logan

2) Declarations of Interest

None

3) Election of Office Bearers

John Quinn introduced this agenda item. Those who submitted apologies had been asked about nominations/intentions for members. It was reported Elizabeth indicated she would be happy to remain as Secretary and Mujeeb indicated if someone else was to be nominated Vice Chair he was comfortable with that. Members were asked if they wished to defer these decisions until more members were in attendance, but all were happy to proceed tonight.

Chairperson

Cheryl Miller was nominated by Ghazala Hakeem and this was seconded by Iain Doherty. Cheryl accepted the nomination.

Cheryl Miller was elected as Chairperson.

Vice-Chairperson

Audrey Flannagan was nominated by Ghazala Hakeem and this was seconded by Keith Kintrea. Audrey accepted the nomination.

Audrey Flannagan was elected as Vice Chairperson.

Secretary

Elizabeth Klein was nominated by Ghazala Hakeem and this was seconded by Cheryl Miller. Elizabeth had indicated she was happy to remain as Secretary.

Elizabeth Klein was elected Secretary.

Treasurer

Keith Kintrea was nominated by Ghazala Hakeem and this was seconded by Audrey Flannagan. Keith accepted the nomination.

Keith Kintrea was elected Treasurer.

There were no other nominations for any of the positions. It was suggested the Chairperson and Vice Chairperson could rotate the chairing of meetings and noted this was a good idea. It was agreed the theory of something and the practice of it were different and this would upskill members.

It was approved for there to be a rotating Chairperson at meetings.

Cheryl Miller chaired the rest of the meeting.

General Updates - An update on John McLardie was given. He has now moved into

[REDACTED]

Membership Update -It was reported that John Quinn and Cheryl Miller had met

[REDACTED]

Approval was given to invite [REDACTED] to the next Management Committee meeting, and he can then attend each of the sub committee meetings to see what ones he would be interested in joining.

It was reported that Head of Tenancy Services had been talking to other share members at the AGM who may also be interested in joining the Management Committee. It was reported a staff member had a colleague who may be interested in joining the Management Committee but they do not live in the area. A discussion took place about recruiting members solely on a basis of their expertise and people joining who did not live in the area. It was agreed that more Committee members are needed.

The Committee requested that it would be best to revisit any Association policy relevant to this discussion and the Rules of the Association.

It was suggested, therefore, that a paper is brought to a future meeting with the relevant details from current policies and rules to discuss this in more detail and then an in principal decision can be made.

4) Committee Choices (Interest form enclosed)

Sub Committees:

Development & Property Services

Tenancy Services

Finance & General Purposes (Office Bearers and Chairs form the majority of this sub committee)

Audit & Risk (Office Bearers and Chairs form this sub committee)

Members were asked to hand in the sub committee choices forms as soon as possible. It was reported that Audit & Risk and Finance & General Purposes Sub Committees are attended by office Bearers.

Iain Doherty indicated that due to family circumstances he can't attend as much as he would like so may have to reduce the number of sub committees that he can attend. He is happy to pass on his views in advance if there are meetings that he can't attend in person.

5) Appointment of Directors of Govanhill Community Development Trust (GCDT)

It was reported that Keith Kintrea, Barbara Robertson and Mujeeb Ur-Rehman had indicated they wish to remain as Internal Directors of GCDT. **Wilma Logan is to be contacted to ask if she wishes to remain a Director.** Joyce Hardie, Tony Crosbie and Maddi Cassell are the External Directors. It was stated this is a difficult time for the Trust and there are some important decisions to be made this year.

Ghazala Hakeem volunteered to become an Internal Director of GCDT.

6) Business Plan Update

It was reported that Mujeeb as a committee member had requested this discussion and John Quinn would speak on his behalf given his absence from the meeting.

The basis of Mujeeb's suggestion is that Staff, Tenants and the Committee should pick one of the 6 objectives of the Business Plan and should focus on that specifically for the year ahead, working on it together, and reporting progress on meeting any targets set for the objective. The proposed objective for this year would be the one entitled:

Homes & Neighbourhood

Provide quality homes and work with our partners to make Govanhill a safer, cleaner, greener place.

Discussion took place specifically on the environmental challenges of this objective and it was stated that partners had been involved in previous meetings about the environmental issues in the area, but their engagement and attendance had decreased. It was reported that the Association had spent £300k from its budgets on improving the area and this money could have been used for other things. A member stated that O'Connor's pulling bulk from the backcourt was very effective. Other members stated they send pictures of bulk to Elected Members and the GCC app and this had also been effective in getting bulk waste cleared.

A comment was made that this was a good idea and could deliver a focus on making specific changes. It was stated that many of the environmental issues are outwith the Association's control and this would be a good opportunity for the Association to be more outwardly focused and work with other groups to tackle the challenges together.

Whilst it was recognised that this specific objective of the Plan is current and stirs up emotions, all six areas of the Plan require action to be taken.

It was agreed that this conversation could be built on and Heads of Service could bring action plans for the year ahead and if possible for each of the objectives. This will be brought to future meetings where hopefully more members will be in attendance for the discussion.

7) Stair Cleaning Tender

The current contract only partially covers our stock, and this new contract has an upgraded specification from the previous contract. The contract is for a period of 3 years with the possibility of extending it for 1 more year and then another 1-year extension.

The Association was supported by David Henderson of Reid Associates through this process. The single procurement documents were scored by the Association and the tender process were scored by Reid Associates on behalf of the Association.

Approval was given to appoint CAS to provide Stair Cleaning services following a competitive tender process.

8) Meeting Schedule 2023-2024

A couple of changes have been made to the previous draft schedule to take account of school holidays. It was asked if the days in February calendar could be checked as both the 7th and 8th February are listed as a Wednesday.

Typing error in February to be checked and Nicki asked to circulate the final draft to everyone.

9) Report Back from Other Organisations – For Information

Employers in Voluntary Housing (EVH)

Glasgow & West of Scotland Forum of Housing Association (GWSF)

SHARE

These updates are circulated when available.

10) Documents for Formal Execution

None

11) Correspondence – For Information

None

12) A.O.C.B

AGM Feedback

A comment was made that overall, the AGM as an event was flat and could have been much better. It was too short, not upbeat enough, not informative enough and needed more good news stories. There was nothing to highlight the work different staff do on a day to day basis, nothing about the income maximisation work being done by the Welfare Rights Team and nothing about the 50th Anniversary. It was suggested that Committee Members are introduced at the AGM and then people can talk to them after the presentations.

The comments were noted by the Director, with the request that next year should be more informative and structured differently. This could be discussed at Committee before the AGM takes place.

Discussion took place and it was asked if the community hall could be used again. It was felt this would give a better and more vibrant atmosphere and would also be a bit less formal than the platform party that was in place this year. **The comments were noted.**

Membership

It was stated that the work done by the Tenant Participation Officer built relationships with people who had expressed an interest in becoming members of the Management Committee over a period of time. It wasn't just a one off call and worked really well.

Attendance at Meetings

A comment was made by a member that in their view there is a better quality of debate when members attend meetings 'in person'. It was felt that the quality had decreased during the period all meetings were held fully remotely during the Covid Pandemic. It was felt the pre Covid meetings were more vibrant and there was more in-depth discussions when people were physically present at the meeting.

Discussion on this took place and it was stated that whilst 'in person' meetings are preferred, offering hybrid meetings allowed people to attend who may not be able to attend otherwise if it was only available to them to attend 'in person'. It was also recognised that hybrid meetings are now one of the acceptable ways for all businesses such as the Association's to ensure meetings are quorate and do in fact take place, and they can provide an appropriate option for all committee members and staff asked to attend.

Within the discussion, it was debated as to whether members should be encouraged to attend as many meetings as possible in person or perhaps it could be asked that people commit to a certain percentage of their meetings in person.

On the other hand, it was noted that at larger 'in person' meetings sometimes only a few people speak, whereas at hybrid meetings when there are smaller numbers 'in person' in attendance more people air their views.

In terms of encouraging attendance, it was reported that the reminder texts from Nicki are particularly helpful. A suggestion was made that a Whatsapp group may also be helpful.

It was stated that how the Chairperson manages a meeting is really important and helps ensure everyone has the chance to contribute to the discussions.

It was reported that Officers attended and helped manage business at the sub committee meeting relevant to their departments, whilst also attending Management Committee meetings when they were scheduled to report to the Management Committee, which is often. This should be encouraged as it helps build relationships between Staff and Committee Members.

13) Date of Next Meeting

25th October 2023 at 6.30pm

The meeting closed at 8.18pm