



**Minutes of GHA Board Meeting  
held on Thursday 27 February 2025**

**PRESENT:** Mr G Maguire, Chair  
Ms A Fraser, Vice Chair (Chair for this meeting)  
Ms K Russell, Secretary  
Ms A Connelly, Member  
Mr Z Khan, Member  
Ms S Keast, Member

**IN ATTENDANCE:** Ms C Quinn, Group CEO (GCEO)  
Mr R Dulin, Head of Finance & Corporate Services (HFCS)  
Ms M McCall, Head of Operations & Performance (HOP)  
Ms L MacLeod, Group Corporate Services Officer (Minute Taker)  
Ms E Taggart, Development Consultant, C~urb (DC)  
Mr A Murphy, Co-optee  
Mr C Thomson, Co-optee

**1.0 Apologies**

1.1 The Chair advised that Ms A Williamson, Mrs F Cochran and Mr S McLauchlan had submitted their apologies.

**2.0 Declarations of Interest, Gifts and Hospitality**

2.1 Mr Z Khan declared that he is a Director of the Home Team (HT).

2.2 There were no declarations of gifts and hospitality.

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**3.0 Declaration of Receipt and Understanding**

3.1 Members confirmed receipt and understanding of their papers.

**4.0 Governing Body Matters & Minutes for Approval and Information**

4.1 Governing Body Recruitment – Co-option of New Members

4.1.1 The GCEO advised the observers in attendance are to be voted in as new members at this meeting. One co-optee, Nicola Pettrigrew, was unable to attend, however Corporate Services had advised it was within the Rules for all to be co-opted tonight.

#### 4.2 Draft Minute of GHA Board Meeting 30 January 2025

4.2.1 The Minutes of the GHA Board meeting held on 30 January 2025 were approved by Mr G Maguire and seconded by Mrs A Connelly as a true reflection of the meeting.

#### 4.3 Matters Arising

4.3.1 There were no matters arising.

#### **Discussion points:**

**Action notes:** Mr A Murphy, Mr C Thomson and Ms Nicola Pettigrew were all co-opted onto the Board.

#### **For redaction:**

### 5.0 Reports for Decision/Approval/Information

*At this point the Chair advised that agenda Item 5.1 will be presented when the C-urb Development Consultant arrives.*

#### 5.2 30 Year Budget Projections 2025-26

5.2.1 The HFCS presented the 30 Year Budget Projections for 2025-26 and noted that key documentation relating to the following information had been distributed previously:

- Statement of Financial Position
- Statement of Comprehensive Income
- Office Overhead Breakdown
- Statement of Cash Flow
- Sensitivity

5.2.2 Redacted for confidentiality purposes.

5.2.3 Redacted for confidentiality purposes.

5.2.4 Redacted for confidentiality purposes.

5.2.5 Redacted for confidentiality purposes.

5.2.6 Redacted for confidentiality purposes.

5.2.7 Redacted for confidentiality purposes.

5.2.8 Redacted for confidentiality purposes.

5.2.9 Redacted for confidentiality purposes.

5.2.10 Redacted for confidentiality purposes.

5.2.11 Redacted for confidentiality purposes.

5.2.12 Redacted for confidentiality purposes.

5.2.13 Redacted for confidentiality purposes.

5.2.14 Redacted for confidentiality purposes.

5.2.14 Redacted for confidentiality purposes.

**Discussion points:**

1. Redacted for confidentiality purposes.
2. Redacted for confidentiality purposes.
3. Redacted for confidentiality purposes.

**Action notes:**

Following detailed discussion, the Board noted and approved the 30 Year Budget Projections 2025-26

**For redaction:**

5.2.2 – 5.2.14, discussion point 1-3

*18.22 - At this point, Mr G Maguire left the meeting and Ms E Taggart, Development Consultant (DC) C~urb joined the meeting.*

5.1 Water Row Phase 1 Update Report

5.1.1 The DC presented the Water Row Phase 1 Update Report that had been sent out in advance of the meeting and will go over what has changed since the last Board Meeting.

5.1.2 Redacted for confidentiality purposes.

5.1.3 Redacted for confidentiality purposes.

5.1.4 Project evaluation will take place on 12 March 2025 and will include all the team members, senior staff and also the staff that were on day to day on-site as well as GHG executive team and officers. The aim is to have a series of workshops to analyse how it has gone.

5.1.5 Redacted for confidentiality purposes.

**Discussion points:**

1. Member asked if Water Row as always going to be MMR or was it potentially a mix to include social housing. GCEO confirmed it was always going to be MMR.
2. GCEO confirmed that there had to be commercial units at the bottom of the blocks and noted it was successful to have all commercial units let. GCEO confirmed there was a reserve list.
3. Member stated the importance of reviewing what did not work. DC confirmed all aspects will be reviewed.

**Action notes:**

Following detailed discussion, the Board noted and approved the Water Row Phase 1 Update report.

**For redaction:**

5.1.2, 5.1.3, 5.1.5

*At this point - 18.32 Ms E Taggart, Development Consultant (DC) C-urb left the meeting.*

### 5.3 Home Team Draft Budget

5.3.1 The HFCS presented the HT Draft Budget and noted that key documentation relating to the following information had been handed out at the start of the meeting:

- Statement of Financial Position
- Statement of Comprehensive Income
- Direct Maintenance Costs
- Office Overhead Breakdown
- Statement of Cash Flow
- Statement of Monthly Cash Flow (year 1)
- Sensitivity Analysis

5.3.2 Redacted for confidentiality purposes.

5.3.3 Redacted for confidentiality purposes.

5.3.4 Redacted for confidentiality purposes.

5.3.5 Redacted for confidentiality purposes.

5.3.6 Redacted for confidentiality purposes.

#### **Discussion points:**

1. Member stated that it was important for HT to continue to monitor GHA stock. HFCS advised that additional staff are brought in to cover this.
2. Discussion took place around type of boiler that may be used as replacement.
3. Co-optee asked for clarification regarding Union Technical. HFCS advised they are a company who are given funding to complete insulation works, mostly with Housing Associations for insulation works.

#### **Action notes:**

Following detailed discussion, the Board noted and approved the draft HT Budget.

#### **For redaction:**

5.3.2-5.3.6

### 5.4 WRC Draft Budget

5.4.1 The HFCS presented the WRC Draft Budget and noted that key documentation relating to the following information had been handed out at the start of the meeting:

- Statement of Financial Position (Appendix 1)
- Statement of Comprehensive Income (Appendix 2)
- Office Overheads Breakdown (Appendix 3)
- Statement of Cash Flow (Appendix 4)
- Sensitivity (Appendix 5)

HFCS noted that several areas are interlinked between WRC and HT therefore will detail areas specific to WRC.

5.4.2 Redacted for confidentiality purposes.

- 5.4.3 Redacted for confidentiality purposes.
- 5.4.4 Redacted for confidentiality purposes.
- 5.4.5 Redacted for confidentiality purposes.

**Discussion points:**  
1. Redacted for confidentiality purposes.

**Action notes:**  
Following detailed discussion, the Board noted and approved the draft Water Row Budget.

**For redaction:**  
5.4.2-5.4.5, discussion point 1

5.5 Procurement Report

- 1.5.1 The HFCS presented the previously distributed Procurement Report and proceeded to give an update on key contracts in place. HFCS referred to Section 4, detailing progress and action taken. HFCS advised the information has been updated with contracts that are coming in April. HFCS highlighted the following:
  - a) Redacted for confidentiality purposes.
  - b) Redacted for confidentiality purposes.
  - c) Redacted for confidentiality purposes.
  - d) Redacted for confidentiality purposes.
  - e) Redacted for confidentiality purposes.
  - f) Redacted for confidentiality purposes.

**Discussion points:**

**Action notes:**  
Following detailed discussion, the Board noted the Procurement Report.

**For redaction:**  
5.5.1a-5.5.1f

*At this point the HFCS left the meeting.*

5.6 Customer Services Operations Report

- 5.6.1 the GCEO presented the previously distributed Customer Services report in the absence of Customer Service Director and drew the Board's attention to the cyclical compliance update as included in table one at section 4.1 of the report. All areas of the report are 100% compliant with the exception of the Electrical Inspection Condition Report (EICRs) which is at 99.39% due to 10 abeyances for no access to properties.
- 5.6.2 The GCEO referred to section 4.2 of the report regarding Union Technical Services (UTS) feasibility studies and advised approval is requested for this to be carried out. GCEO stated that the Board will be aware that UTS have been delivering a fully funded insulation and ventilation programme for GHA's pre-1919 tenement properties since July 2024 which has been very successful. UTS propose to carry out two additional feasibility studies to enhance the performance and sustainability of Govan's tenement assets. These studies will consist of Air Tightness and Fabric-First to Net Zero, at two separate localities. Air Tightness is a sample of tenements, looking at each floor. GCEO advised there will

be no financial impact or risk to GHT. This could lead to further funding. Following discussion, the Board unanimously agreed feasibility studies be carried out.

- 5.6.3 GCEO advised the Board that Storm Eowyn caused various damages to buildings, bin stores and the surrounding environment. The insurers have advised that damage should come under one single claim. The GCEO stated that the Customer Service team are working very closely with the HT to ensure a swift and effective response. Tenants have been relocated where necessary for work to be carried out.
- 5.6.4 The GCEO referred to section 5.2 of the report and advised the Community Engagement, 'Make Your House a Home' initiative continues to be very successful. Referrals for this initiative are continuing and this has provided essential furnishings and improving home environments including essential furnishings, improving home environments. The initiative has also extended to property cleans. The GCEO highlighted the litter picking initiative, specifically a tenant who has been collected an average of eight bags per week. In recognition of the tenant's commitment, the Association has provided them with essential safety equipment, including boots and a heavy coat, branded with Govan Housing Association Volunteer to support their efforts, particularly during colder months.
- 5.6.5 The GCEO noted that the Govan Tenants Scrutiny Group continues to form a crucial role in representing tenant voices and influencing decision-making. Tenants will be actively encouraged to participate, ensuring they feel valued and empowered in sharing the future of their housing services.
- 5.6.6 The GCEO advised that the decant budget has a significant overspend. The GCEO referred to the table within section 5.3 and noted the various costings, with emergency hotel stays costs the highest at £6,178.54.
- 5.6.7 The GCEO referred to item 5.4 within the report regarding the Allocations Policy. The Associations Allocations Policy is currently under reviewed and incorporating feedback including from GCC homeless team and Govan Help. The next stage will include feedback from Senior Management and feedback to the Board for approval.
- 5.6.8 The GCEO referred to the Collaborative Working – Homeless Casework Team as detailed within section 5.5. The GCEO stated that GCC has advised there will be a fully funded post of Prevention Officer to prevent homelessness and support tenancy sustainment. The individual will be in the office ½ per week at no cost to Association, will all costs will be managed by GCC.

**Discussion points:**

1. Community Champion Award consideration for the litter picking tenant.
2. Damage to properties after Storm Eowyn

**Action notes:**

Following detailed discussion, the Board noted and approved the Customer Services report.

**For redaction:**

5.7 Governance Report

5.10.1 The GCEO presented the previously distributed monthly Governance report and highlighted the following areas in the report:

- a) Redacted for confidentiality purposes.

- b) SHR Engagement Plan, GCEO referenced the Action Plan which is attached for information, noting that we are completed compliant and up-to-date regarding the information being submitted.
- c) Complaints, as described at section 5 of the report noted that there are no complaints with the SPSO.
- d) Governing Body Membership, we have successfully co-opted three new members onto the Board, bringing the members up to 12.
- e) Appraisals/Training is currently underway, with only a few outstanding.
- f) Attendance has a target of 80% however as detailed the within section 8 of the report, with current attendance 88.2%
- g) Health and Safety audit was recently completed by ACS. This has gone very well, with some additional information requested although no areas of concern highlighted. The outcome of the report will be mid-March and will be presented to the Board at that meeting.
- h) Health and Safety Staff Working Group will be held on 24<sup>th</sup> April. There are no materially significant or serious matters to report to the Board.
- i) No new Subject Access (SAR) or Freedom of Information Requests (FOI) have been received since the last meeting.
- j) Redacted for confidentiality purposes.
- k) The Business Planning Day has been rescheduled to 4<sup>th</sup> April 2025.
- l) Other governance matters as described at section 15 of the report noting the following:
  - a) The Regulator is collating data on behalf of the Scottish Government in relation to empty homes/void properties. The Government has advised that they wish to have ensure they have up-to-date information with regards to uninhabited properties.
  - b) GCEO referred to SFHA member Engagement Report within Appendix 2 and encouraged Members to attend the various conferences and training that is run by the SFHA which are sent out by Corporate Services.
- m) Subsidiary information and other key documents as described at section 16 of the report, noting that all of these documents are contained within Board Effect.

**Discussion points:**

**Action notes:**

Following discussion, the Board noted and approved the Governance Report.

**For redaction:**

5.10.1.a, 5.10.1.j

*All Staff left the meeting at this point*

5.8 EVH Pay Deal

5.8.1 Redacted for confidentiality purposes.

**Discussion points:**

**Action notes:**  
Following discussion, the Board approved the EVH Pay Deal.

**For redaction:**  
5.8.1

*All Staff returned to the meeting at this point*

**6. Any Other Competent Business**

6.1 Planning Days

6.1.1 GCEO advised the Planning Day is Friday 4<sup>th</sup> April and extended the invite to the new Co-optees. GCEO asked the Board to advise Corporate Services as soon as possible if they are able to attend. GCEO advised that the morning will be spent reviewing the Business Plans with the Risk Registers being reviewed in the afternoon.

6.2 Stock Condition Survey

6.2.1 Redacted for confidentiality purposes.

**Discussion points:**  
1. Members discussed the possibility of using the HT for the Stock Condition Survey and the benefits of that.

**Action notes:**  
Following discussion, the Board noted the Stock Condition Survey details as provided by the GCEO.

**For redaction:**  
6.2.1

**7. Date of Next Meeting**

7.1 The date of the next full Board meeting is Thursday 27 March 2025 at 6.00pm.

CHAIRPERSON'S SIGNATURE:



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