



Minute of Management Committee Meeting held on Thursday 27 August 2020 at 6pm

PRESENT:

- Mr G Maguire, Chair
- Ms A Martin, Member
- Mr C Quigley, Member
- Mrs A Connelly, Member
- Mr S Kalonji, Member
- Ms D McKenzie, Member
- Mr Z Khan, Member
- Mr W Pritchard, Co-optee

IN ATTENDANCE:

- Ms F McTaggart, Chief Executive
- Ms C Quinn, Director of Corporate Services - Secretary
- Mr R Dulin, Head of Finance
- Ms N Salmon, Corporate Services Officer

The CEO welcomed Redacted for confidentiality purposes External Auditor from Alexander Sloan Auditors and Business Advisers.

1.0 Apologies

1.1 The Chair advised that apologies had been received from Mr T McArthur and Ms K Russell. Redacted for confidentiality purposes.

2.0 Declarations of Interest, Gifts and Hospitality

2.1 Mr C Quigley declared that he was a Director of the HOME Team Board. The CEO declared that she was also a Director of the HOME Team Board and CEO of the Group. She would report on matters related to the HOME Team however would not vote on any decisions.

2.2 There were no declarations of gifts and hospitality.

3.0 Declaration of Receipt and Understanding

Members confirmed receipt and understanding of their papers.

4.0 Minutes for Approval

4.1 The minutes of the Management Committee Meeting held on 30 July 2020 were approved by Mr C Quigley and seconded by Ms D McKenzie as a true reflection of the meeting.

- 4.2 The minutes of the Special Management Committee meeting held on 12 August 2020 were approved by Ms A Martin and seconded by Mr W Pritchard as a true reflection of the meeting.
- 4.3. The minutes of the Special Management Committee meeting held on 13 August 2020 were approved by Ms C Quigley and seconded by Ms A Martin as a true reflection of the meeting.
- 4.4 Matters Arising
- 4.4.1 The CEO informed Members that the action plan attached to the minutes of the Special Management Committee meeting held on 12 August 2020 will be presented to the Committee until all the actions have been completed.
- 4.4.2 The CEO went on to say that the Regulator has been forwarded a copy of the draft minutes from the Special Management Committee meeting on 12 August 2020 along with the action plan and are now closing off the notifiable event.

Discussion points:

N/A

Action notes:

None

For redaction: 1.1

5.0 Reports for Decision/Approval

5.1 External Auditor Draft Accounts

5.1.1 Govan Housing Association

The External Auditor presented the accounts and financial statements for the year ending 31 March 2020 and confirmed they are a true and fair reflection of the state of the Association's affairs and of its surplus for the year end. The External Auditor confirmed that the financial reporting framework that has been applied in the preparation of the accounts is applicable in law and UK Accounting Standards, including Financial Reporting Standard 102. Members noted that the Association has achieved a clean audit report for the year with no notes of concern.

Taking each section in turn, the External Auditor discussed the content in detail. In particular, drawing Members attention to the following key areas:

- Govan Housing Association Draft Financial Statements at March 2020
- Govan Housing Association Draft Management Letter 2020
- Govan Housing Association Draft Letter of Representation 2020
- Govan Housing Association Letter of Support for Govan HOME Team

The External Auditor clarified that there were some differences in this year's accounts in relation to COVID-19 and noted that it does not affect the long term viability of the Association.

Redacted for confidentiality purposes
Redacted for confidentiality purposes.

5.1.2 Govan HOME Team

The External Auditor presented the accounts and financial statements for the year ending 31 March 2020 and confirmed they are a true and fair reflection of the state of the HOME Team's affairs and of its deficit for the year end.
Redacted for confidentiality purposes

Redacted for confidentiality purposes

Taking each section in turn, the External Auditor discussed the content in detail. In particular, drawing Members attention to the following key areas:

- Govan HOME Team Draft Accounts as at March 2020
- Govan HOME Team Draft Management Letter 2020
- Govan Housing Association Draft Letter of Representation 2020

Discussion points:

Question: A Member asked why the Association was using a contractor to carry out the renovation work to the Dentist on Govan Road and not the HOME Team.

Response: The CEO informed Members that the HOME Team do not currently have the resources to carry out the works due to the kitchen/bathroom/window replacement contracts.

Action notes:

Following consideration and discussion, Members approved the annual accounts and financial statements for Govan Housing Association and Govan HOME Team for the year ending 31 March 2020 Redacted for confidentiality purposes

For redaction: 5.1.1 / 5.1.2

At this point, the External Auditor left the meeting.

5.2 Annual Secretary Report

5.2.1 The Director of Corporate Services presented the Annual Secretary report and advised the purpose of the report is to provide Committee with confirmation of the Association's compliance with Rules 62 and 67 which relates to the management of committee minutes, use of the company seal and management of the Associations registers and books.

5.2.2 The Director of Corporate Services drew Members attention to section 3 of the report which details the relevant Rule and compliance information noting that the Association has fully complied with every Rule.

5.2.3 The Director of Corporate Services informed the Committee that there have been 2 Freedom of Information requests as noted in section 4 of the report.

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the Annual Secretary Report.

For redaction: N/A

5.3 Annual Share Capital Report

5.3.1 The Director Corporate Services presented the Annual Share Capital report outlining the removal of share members in accordance with Rules 11, 11.1.3 and 16. Committee noted that the total membership level has now reduced to 81 and that 8 share-holders are required to attend the forthcoming AGM for the meeting to be quorate.

5.3.2 The Director of Corporate Services informed the Committee that the Association's Seal has been used on 3 occasions and 1 share application has been received since the last Committee meeting as noted at section 6 of the report

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the Annual Share Capital Report.

For redaction: N/A

5.4 Monthly Governance Report

5.4.1 The Director of Corporate Services presented the monthly Governance report, taking Members in detail through the content of the report and highlighting the following points.

5.4.2 Notifiable Events

The Director of Corporate Services advised that there are several live notifiable events that the Association currently has under review by the Regulator and they are being closed off as and when the Regulator is satisfied that no further information is required.

5.4.3 Complaints

There has been one complaint reported to the SPSO as detailed in section 5.3 of the report.

5.4.4 Management Committee Membership – Recruitment

Recruitment of additional Members has been placed on hold until after the COVID-19 crisis. Stephen McLauchlan, who has met with the Chair and the CEO, was due to attend a meeting with the possibility of being co-opted. Stephen will now attend a meeting in the future once face to face meetings resume.

5.4.5 Management Committee Training

Management Committee training has been placed on hold until after the COVID-19 crisis.

5.4.6 Management Committee Attendance

The attendance for the Management Committee meeting held on 30 July 2020 was 66.7% against a target of 80%.

5.4.7 Tenant Services Improvement Group – Update

The meetings of this group have been placed on hold until after the COVID-19 crisis.

5.4.8 Health and Safety Update

The Association is continuing using the services of David Purdon CMIOSH, Health & Safety Consultant, Ross International Safety Company to ensure our ongoing legal compliance and there were no matters of concern.

5.4.9 Annual Assurance Statement

Evidence to support our Assurance Statement assessment is continuing to be gathered and progress is reported in detail to the Audit Sub-Committee.

5.4.10 Use of Seal

Refer to the Annual Share Capital Report at section 5.3.

5.4.11 Shareholder Application

Refer to the Annual Share Capital Report at section 5.3.

5.4.12 Other Governance Matters

Scottish Housing Regulator – COVID-19 Guidance

The Regulator has issued updated guidance as noted at Appendix 1 of the report.

SFHA – Extension of Eviction Notice Periods

Redacted for confidentiality purposes

Business Planning Day

The business planning event was held on Thursday 13 August 2020 and the outcome from the event will inform the updated business plan.

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the Monthly Governance Report.

For redaction: 5..4.12

5.5 Monthly Policy Report

5.5.1 The Director of Corporates Services informed Members that there were no new policies for approval.

5.5.2 The Director of Corporate Services advised that the Procurement policy, Role Description for Committee Members and Financial Regulations policy have been amended and went through the changes in detail as noted in section 4 of the report.

5.5.3 The CEO reflected that the requirement to have 3 Committee Members present when opening tenders was no longer necessary due to the Public Contracts Scotland digital process.

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the Monthly Policy Report.

For redaction: N/A

5.6 Monthly Housing Management Report

Date of Management Committee –30 August 2020 – for approval

- 5.6.1 The CEO advised that little has altered in the Housing Management report, the team continue to focus on letting properties and chasing up arrears.
- 5.6.2 The CEO informed Members of the Scottish Government guidelines on evictions for rent recovery and the Glasgow West of Scotland Forum/SFHA concerns regarding this as detailed in section 4 of the report.

Discussion points:

N/A

Action notes:

Following discussion, Members noted the Monthly Housing Management Report.

For redaction: N/A

5.7 Property Services Report

- 5.7.1 The CEO presented the monthly Property Services report and noted that tenant and resident safety report was included at Appendix 1. This information is required in support of the Assurance Statement.
- 5.7.2 In relation to Golspie Street AOV repair works, the CEO advised that the existing AOV louvers are easily damaged and the Association currently has a repair bill quote Redacted for confidentiality purposes of which the Association's share is Redacted for confidentiality purposes
- 5.7.3 Costs for supply and fit of the new louvered window type AOVs that are better suited is Redacted for confidentiality purposes The Association's share of which is Redacted for confidentiality purposes as noted in section 5.5 of the report.
- 5.7.4 The CEO informed Members that repair bills will keep happening unless the Association change the AOV louver type and asked Committee for approval to fit the new louvered window type AOVs. Following discussion, Committee approved the supply and fit of the new louvered window type AOVs.

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the Property Services Report and the supply and fit of the new louvered window type AOVs.

For redaction:

5.7.2 / 5.7.3

5.8 Proposed Appointment of Contractor for Conversion of 946 Govan Road

- 5.8.1 The CEO advised that the HOME Team were unable to carry out the conversion of the dental surgery at 946 Govan Road as they did not have necessary resources due to the kitchen, bathroom and window replacement programme and catch up of work missed due to the lockdown.
- 5.8.2 The CEO informed Members that the works were put out to tender via the Public Contracts Scotland (PCS) website in January 2020 as noted in section 4 of the report and a breakdown of quality/price scores is attached at Appendix 1 of the report.
- 5.8.3 The CEO asked Members for approval to delegate authority to the Head of Property Services to award the contract to Redacted for confidentiality purposes for the price of Redacted for confidentiality purposes. Following discussion, Committee approved the appointment of City Gate Construction to carry out the works.

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the Proposed Appointment of Contractor for Conversion of 946 Govan Road Report and the appointment of City Gate Construction to carry out the works.

For redaction: 5.8.3

6.0 Reports for Discussion/Information

6.1 Financial Management Report for the 4 months to July 2020

6.1.1 The Head of Finance & IT presented the Financial Management Report for the 4 months period to the end of July 2020 and discussed in detail the content of the following appendices:

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

The Head of Finance & IT advised Members that this was the first report in 4 months and reminded Members that the budget has been discussed at length by Committee at the start of lockdown. The budget approved by Committee related to a worse case scenario. However, the impact of COVID-19 has not been as severe as anticipated and the Statement of Comprehensive Income shows a positive variance of Redacted for confidentiality purposes compared to the figure budgeted.

The Head of Finance & IT took Members through the main variances from the Statement of Comprehensive Income as noted in section 3 of the report.

Discussion points:

Committee noted that once the Government furlough scheme ends in October 2020, arrears figures may rise if companies start making redundancies.

A Member stated they were anxious about borrowing funds for the Water Row development and the CEO replied that Committee were not being asked to approve borrowing at the moment, the Head of Finance & IT just wanted Members to note that the Association could afford the repayment of any loan associated with the development.

Action notes:

Following discussion, Members noted the Financial Management Report for the 4 months to July 2020

For redaction:

6.1.1.

6.2 HOME Team Financial Management Report for the 4 months to July 2020

6.2.1 The Head of Finance & IT presented the Financial Management Report for the 4 months period to the end of July 2020 and discussed in detail the content of the following appendices:

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

The Head of Finance & IT informed Members that the HOME Team were also in a better position than expected and the Statement of Comprehensive Income shows a positive variance of Redacted for confidentiality purposes compared to the figure budgeted.

The Head of Finance & IT took Members through the main variances from the Statement of Comprehensive Income as noted in section 4 of the report.

The Head of Finance & IT informed Members that the HOME Team have not been paying back any of the Association's loans this financial year due to the suspension of contracts as a result of COVID-19. This situation will continued being reviewed now that all contracts have recommenced.

Discussion points:

Members discussed and noted that the HOME Team will receive a further payment of £1,000 per employee related to furlough in January 2021

Action notes:

Following discussion, Members noted the HOME Team Financial Management Report for the 4 months to July 2020

For redaction: 6.2.1

6.3 Audit Sub-Committee Update

- 6.3.1 The Director of Corporate Services advised that the Audit Sub Committee has an interim Chair, Alison Martin and the Audit Sub Committee have agreed to leave Alison as Interim Chair until after the AGM and the subsequent selection of Office Bearers for Sub Committee's.

7.0 Any Other Competent Business

7.1 EVH – Discussions with Unite the Union Letter

- 7.1.1 The CEO declared an interest for herself and the Director of Corporate Services as the letter was related to staff salaries. The CEO asked Members if they wanted staff to leave the room and the Chair replied that as the letter did not require approval there was no need to leave the room.

- 7.1.2 The Chair advised that a letter has been received from EVH related to the pay award in April 2021 and asked Members to note the content of the letter.

- 7.2 The CEO notified Members that the September 2020 meeting would be busy and asked them to consider which Sub-Committee meetings they would be best placed to contribute to; Office Bearers for the Sub-Committee's will be agreed at the September 2020 meeting. The CEO advised that it was essential all Sub-Committee's ensured quorate.

- 7.3 The CEO proposed that the Committee meet to discuss the pension issue just prior to the next meeting in September 2020 and suggested that the September 2020 meeting be delayed until 6.30pm in order for the Committee to discuss the pension issue at 6pm on the same night.

- 7.4 The CEO thanked the Chair and the Committee for their contribution this year and reflected that it has been a very difficult year due to COVID-19 and the lockdown. The CEO informed Members that she looked forward to working with them in the following year.

- 7.5 The Chair thanked the CEO, staff and Committee for their contribution over the last year and was also looking forward to continuing to work with all in the coming year.

Discussion points:

Committee noted that the AGM was being held virtually at 4pm on the 24 September 2020 and then the September Management Committee meetings will take place at 6pm on the same day in the HOME Team Conference Room.

Action notes:

Following discussion, Members noted the EVH letter related to the Pay Award April 2021

For redaction: N/A

8.0 Date of Next Meeting

8.1 The date of the next Management Committee meeting is Thursday 24 September 2020 at 6.00pm.

CHAIRPERSON'S SIGNATURE:|

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