

**Minutes of Management Committee Meeting**

**held on Thursday 22 September 2022 at 6pm**

**PRESENT:** Mr G Maguire, Chair

Mr C Quigley, Member
Mr Z Khan, Member

Ms A Williamson, Member

**IN ATTENDANCE:** Ms F McTaggart, CEO

Ms C Quinn, Director of Corporate Services/Deputy CEO - Secretary

Ms L MacLeod, Corporate Services Officer

Ms L Edwards, Development Consultant

1. **Apologies**

1.1 The chair advised that Ms K Russell and Mr S McLaughlin have submitted their apologies. Mrs A Connelly is on a leave of absence. Ms A Fraser was not at the meeting.

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

2.1 Mr C Quigley declared that he is a Director of the HOME Team Board. The CEO declared that she is also a Director of the HOME Team Board and CEO of the Group.

2.2 There were no declarations of gifts and hospitality.

**3.0 Declaration of Receipt and Understanding**

3.1 Members confirmed receipt and understanding of their papers.

**4.0 Election of Office Bearers**

4.1 The CEO requested nominations for Chair of Management Committee. Mr C Quigley nominated Mr G Maguire and was seconded by Mr Z Khan.

4.2 The CEO requested nominations for Vice Chair of Management Committee. Mr C Quigley nominated himself and this was seconded by The Chair.

4.3 The Chair requested nomination of Secretary. Ms C Quinn was nominated by The Chair and was seconded by Mr C Quigley.

**Discussion points:**

**Action notes:**

1. Chair, Vice Chair and Secretary of the Management Committee were nominated.

**For redaction:**

**5.0 Reports for Decision/Approval**

5.1 Confirmation of the Subcommittees

5.1.1 Discussion took place regarding confirmation of the Subcommittees. It was agreed the Audit and Operations Subcommittees will continue. Director of Corporate Services/Deputy CEO advised there should be a minimum of 4 attendees per Subcommittee.

5.2 Election of Members of the Subcommittees

5.2.1 Elections of Members will take place at the next Management Committee Meeting.

**Discussion points:**

**Action notes:**

1. Elections of Members of Subcommittees to take place at the next Committee Meeting.

**For redaction:**

**6.0 Minutes for Approval and information**

6.1      Minutes of Management Committee Meeting held on 25 August 2022 were approved by Mr G Maguire and seconded by Mr C Quigley as a true reflection of the meeting.

6.2 Matters Arising

6.2.1 With regards to the Glasgow University Lease Proposal, the CEO has spoken to the University. They have declined the original offered properties, however have shown an interest in JSH.

6.1.2 The Regulator has confirmed most Housing Associations are using forced access in relation to EICRs, however this has not been tested at Court.

**Discussion points:**

**Action notes:**

1. DCS to meeting with Glasgow University regarding lease of JSH.
2. CEO to speak with Glasgow University regarding students potentially becoming residents of the Association.

**For redaction:**

**7.0 Reports for Decision/Approval**

* + 1. Group Structure and Subsidiary
		2. The CEO presented previously distributed paper regarding the Group Structure and Subsidiary. CEO stated that the business away day held in June had a half-day session on how the Group Structure and Subsidiary would look. CEO thanked the group for their input regarding this.
		3. Discussion took place regarding use of Consultant to look at MMR and how the new company will operate. CEO advised the brief previously distributed would have the full details.

**Discussion points:**

1. Naming of new Company will be reviewed at the next Committee Meeting.

**Action notes:**1. Following discussion, Members approved of the group structure as per
 Appendix 2.
2. CEO to advise Regulator of changes to structure.

3. Following discussion, Members approved moving away from procurement
 policy in order to employ a consultant to review MMR and how the new
 company will operate.

**For redaction:**

* 1. Monthly Governance Report
		1. The Director of Corporate Services/Deputy CEO presented the monthly Governance report in depth and highlighted the following areas in the report:
* CEO will give a further updated regarding notifiable events;
* Complaints as mentioned in Section 5 of the report show no new live complaints with SPO;
* Error identified in section 6.2 of report – Samantha Norton has resigned and is not on a leave of absence;
* Committee attendance as details in Section 8, is still low in August;
* Date of the next Health and Safety Working Group as per Section 9, is still be arranged;
* Freedom of Information and Subject Access Requests as detailed in section 10 of the report advises there is one Subject Access Request from a member of staff;
* Annual Assurance Statement as detailed in Section 11 of the report;
* Other Governance matters as described in Section 14 of the report

**Discussion points:**

**Action notes:**1. All Members to sign Code of Conduct.

2. Members to advise Corporate Services if they wish to attend Linthouse

 Housing Association’s official opening of their Cromdale Square
 development.

**For redaction:**

7.3 Policy Report

7.3.1 Director of Corporate Services/Deputy CEO presented the previously distributed report which included the following policies:

* Corporate Wear Policy
* Residential Lease & Commercial Property Policy
* Standing Orders – Delegated Authority

**Discussion points:**

**Action notes:**1. Following discussion, Members approved all Policies within Report.

**For redaction:**

7.4 Monthly Customer Service Report

7.4.1 The Director of Customer Services presented the Monthly Customer Services report in depth and highlighted the following areas of the report:

* 129 EICR’s have been completed since beginning of September. No access properties will now commence our EICR abeyance programme in order to evidence how access attempts have failed;
* Technical Project Manager has been filled internally;
* Approval is requested for the following:
	+ Under £500 write off bad debts of £59.98
	+ Over £500 write off bad debts of £3,291.10
* Discussion took place around the Operations Subcommittee. It was agreed that this should remain as a stand-alone meeting.
* Successful application was made to Tenant’s Information Service (TIS) for support through their Educations, Influence and Change programme. TIS will now be working with the Association and the Tenant’s Focus Group for 6 sessions.
* Tenant Scrutiny Panel has been revised and two new groups created – Shaw Street Residence Group and Owners Forum.
* Funding has been provided toward the Great Big Govan Gala being held on Saturday 15 October 2022. This will be highlighted on social media.
* Customer led digital participation group has been formed as part of the Govan digital partnership.
* £200K has been received from Fuel Support fund in fuel vouchers t be shared between GEL (Govan, Elderpark and Linthouse).
* Vacancy for post covering 14 hours per week within Income Recovery, covering tenant arrears and some factoring arrears.
* Discussion took place around the acquisition strategy with Glasgow City Council. Director of Customer Services advised Glasgow City Council given 100% HAG with 50% of repairs.

**Discussion points:**

**Action notes:**1. Following discussion, Members approved the write off of bad debts.

2. Action taken to review of what is reported in the Operations Subcommittee.

3. Director of Customer Services to reviewing leases to ensure commercially
 viable.

**For redaction:**

**8.0 Reports for Discussion/Information**

8.1 Water Row Update

8.1.2 The Development Consultant presented the report that had been sent out in advance of the meeting and highlighted the following sections of the report:

1. *Redacted for confidentiality*
2. Section 5.2: GCC (Housing Investment) have confirmed that they will review the financial position of the project at the end of the scheme when a full financial reconciliation can be carried out, using confirmed BCIS indices. City Deal, who have provided grant funding for the commercial units have also confirmed they may consider a review of the grant award.
3. Section 5.4: The impact of having to ‘cash flow’ the anticipated increased costs has been assessed by the Head of Finance and is manageable but that every effort will be made to submit the financial reconciliation timeously in order to hopefully secure an increase and release of additional grant funding at the earliest opportunity.
4. *Redacted for confidentiality*

8.1.3 The Development Consultant fed back to the Committee on two items that had been raised at the meeting in August in relation to the sub-station:

8.1.3.1 In relation to concerns about noise travelling from the sub-station to adjacent flats, the Development Consultant confirmed that an acoustic report had been undertaken as part of the planning conditions and the outcome was that the design would adequately suppress noise. It was also noted that the fire compartmentalisation of the sub-station is four hours giving further reassurance to tenants in the adjacent flats.

8.1.3.2 The Development Consultant confirmed that she had asked the Association’s solicitors to request a variation on the standard lease proposed by Energy Assets Network to allow for Govan HA to charge EAN a factoring fee and advised she awaits a response from EAN’s solicitor on this request.

8.1.4 The Development Consultant confirmed they are seeking an amendment to the energy asset lease which will advise the power station are liable for factoring fees.

**Discussion points:**

**Action notes:**1. DCS and Development Consultants to meet to discuss the evacuation plan.

2. The Committee approved the recommendations of the report.

**For redaction:**Item 8.1.2 points A & D

8.2 Financial Management Report of the 5 months to July 2022

8.2.1 Director of Corporate Services/Deputy CEO presented the report previously distributed, highlighting and updated on the following sections of the report:

* **Appendix 1**: Statement of Financial Position
* **Appendix 2**: Statement of Comprehensive Income
* **Appendix 3**: Office Overhead Breakdown
* **Appendix 4**: Key Finance Performance Indicators
* **Appendix 5**: Statement of Cash Flow

**Discussion points:**

**Action notes:** 1. The Management Committee noted the reports.

**For redaction:**

8.3 Audit Subcommittee – Annual Reports

8.3.1 Director of Corporate Services/Deputy CEO presented the report previously distributed, highlighting and updated on the following sections of the report:

* **Appendix 1**: Extract from Regulatory Framework
* **Appendix 2**: Remit of Audit Subcommittee

**Discussion points:**

1. BDO carried out internal audit this year.

**Action notes:**

**For redaction:**

8.4 Financial Review of Current Events

8.4.1 CEO presented the financial review and highlighted the risk to the housing sector in light of the Scottish Government rent freeze. CEO advised that as RSLs are not for profit, money is reserved for future investments and the business plan does not allow for a rent freeze, due to cost increasing year on year. The following points were discussed from the presentation:

* Issues reviewed regarding pre 1919 properties meeting zero carbo emissions due to having to insulate from the inside.
* Noted borrowing costs are going to increase, effecting window replacement and new building developments.
* The report reviewed potential scenarios where a Housing Association spends more than they are bringing in and the implication of running out of funds in 2 years.
* Implications of the Government ruling that there will be no evictions for tenants who do not pay rent.
* Potential investments will need to be reviewed going forward due to the rent freeze.
* Variable loans will be reviewed.

8.4.2 Discussion took place regarding the findings. CEO advised she will continue to give updates via the VBR.

**Discussion points:**

1. Effects of the rent freeze on staffing, particularly the Home Team.

**Action notes:**1. CEO will consider a customer friendly version of the findings, detailing
 potential effects of the rent freeze, without any political bias.

**For redaction:**

**9.0 Any Other Competent Business**

9.1 *Redacted due to confidentiality.*

9.2 *Redacted due to confidentiality.*

9.3 CEO requested Members to attend an away day on 29 October 2022 to review compliance against regulatory standards.

**Discussion points:**

**Action notes:**1. *Redacted due to confidentiality.*
2. Members will be sent invites and full details of the away day on 29 October
 2022.
3. August’s minutes advised Ms K Russell had not been present at the June
 meeting, however attendance records show she did attend.

**For redaction:**Item 9.1

Item 9.2

Action Point 1

**10.0 Date of Next Meeting**

10.1 The date of the next full Management Committee meeting is Thursday 28 October 2022 at 6.00pm.

CHAIRPERSON’S SIGNATURE:



…………………………………………………………………………………………….

**Action Plan from Management Committee Meetings from April 2021 to 31 March 2023**

| **Action Plan Number** | **Agenda item** | **Action** | **Officer Responsible** | **Original date for completion** | **Revised date for completion** | **Status** | **Comment** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 7.6.6 | Present GHT Management Accounts /Projections on a monthly basis | Head of Finance & IT/CEO |  |  | Ongoing |  |
| 2 | 4.6 | Joint GEL Wider Role Strategic Review Report  | CEO |  |  | On hold |  |

**Action Plan Key:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Complete |  | In progress/ongoing |  | Not Started |  |