

**Minutes of Management Committee Meeting**

**held on Thursday 25 August 2022 at 6pm**

**PRESENT:** Mr G Maguire, Chair

Mr C Quigley, Member

Ms K Russell, Member

Mr S McLaughlan, Member
Ms A Fraser, Member

Ms A Williamson, Co-optee

**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

Ms J Alexander, External Auditor, Azets

1. **Apologies**

1.1 The Chair advised that Mr Z Khan and Mr J Murray have submitted their apologies. Mrs A Connelly is on a leave of absence.

**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 Minutes for Approval**

4.1 The minutes of the Audit Sub-Committee Meeting held on 1 December 2021 was distributed for information only.

4.2 Draft Minute of Management Committee Meeting held on 30 June 2022 were approved subject to amendment to show Ms K Russell did not attend.

 Approved by Mr C Quigley and seconded by Mr S McLaughlin a true reflection of the meeting.

4.3 Draft Minutes of Special Management Committee meeting 28 July 2022 were approved by Mr C Quigley and seconded by Ms K Russell as a true reflection of the meeting.

4.4 Matters Arising

4.4.1 There were no matters arising.

**5.0 Reports for Decision/Approval**

5.1 GHA Annual Accounts

5.1.2 The External Auditor advised that the accounts had been presented in full detail to the Audit Sub-Committee on Thursday 18 August 2022 and today’s presentation would be a summary of the accounts.

5.1.3 The External Auditor then proceeded to take Members through a summary of the key audit issues and financial statements for the year ending 31 March 2022 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.

5.1.4 The External Auditor confirmed the Association has achieved a clean unqualified opinion audit report for the year which complies with audit legislation, with only minor issues to note.

5.1.5 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 Statement
* Govan Housing Association Audit Findings
* Govan Housing Association Letter of Representation
* Govan Housing Association Letter of Support for Govan HOME Team

**Discussion points:**

**Action notes:**

Following consideration and discussion, Members approved the annual accounts and financial statements for Govan Housing Association for the year ending 31 March 2022.

**For redaction:**

5.2. GHT Annual Accounts

5.2.1 The External Auditor advised that the accounts had been presented in full detail to the Home Team Board Meeting held on 22 August 2022 and today’s presentation would be a summary of the accounts.

5.2.2 The External Auditor then proceeded take Members through a summary of the key audit issues and financial statements for the year ending 31 March 2022 and confirmed they are a true and fair reflection of the state of the Home Team affairs.

5.2.3 *Redacted for confidentiality*

5.2.4 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 Financial Statement
* Govan Home Team Audit Findings
* Govan Home Team Letter of Representation

5.2.5 The External Auditor advised she will be recording her presentation for the AGM being held on 8 September 2022.

**Discussion points:**

**Action notes:**

Following consideration and discussion, Members approved the annual accounts and financial statements for Govan HOME Team for the year ending 31 March 2022.

**For redaction:**Point 5.2.3

5.3 Annual Accounts Management Report

5.3.1 The DOCS/DCEO presented a detailed account of the recommendation noted in point 2 of the report, seeking approval for the inclusion within the Annual Accounts of the reports contained in the following appendixes:-

* Appendix: 1 Report of the Management Committee
* Appendix: 2 Statement of Financial Control

**Discussion points:**

**Action notes:**

Following consideration and discussion, Members approved the Report of the Management Committee and Statement of Financial Control for additional to the Annual Accounts.

**For redaction:**

5.4 Monthly Governance Report

5.4.1 The Director of Corporate Services/Deputy CEO highlighted the following areas in the report:

* Notifiable events as described in section 4 of the report;
* Complaints as mentioned in section 5 of the report;
* Governing Body Membership as advised in section 6 of the report. Ms S Morton is on a Leave of Absence for personal reasons;
* *Redacted for confidentiality*
* Health & Safety Working Group as stated in section 9 of the report noting that the next meeting has yet to be agreed, however date will be set after AGM;
* Freedom of Information and Subject Access Requests as detailed in section 10 of the report;
* Annual assurance statement as noted in section 11 of the report;
* Use of Seal as noted in section 12 of the report, has been used once since the last meeting.
* Other governance matters as described in section 14 of the report;
* EICRs Compliance – Annual Return on the Charter Amendment as mentioned in Section 14 of the report – Members were asked to ensure they had read this report fully;
* SHR Annual Assurance Statement 19/07/22 as detailed in Appendix 1 of the report;
* SHR Compliance Reviews – Lessons Learnt – July 2022 - complaints relating to a Regulated Body as detailed in Appendix 2 of the report.

**Discussion points:**

**Action notes:**

**For redaction:**Point 5.4.1 – point 4

5.5 Monthly Customer Service Report

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

* Tenant Safety, Outstanding action from section 4.1.2 have been completed;
* Fire Risk Assessment Update as noted in section 5 of the report;
* Scottish Housing Regulator Compliance Update noted in section 6 of the report;
* Customer Service Opening Hours Review as detailed in section 11 of the report;
* Factoring as detailed in section 12 of the report;
* Legal Change to Housing Actions Update as detailed in section 14 of the report;
* Staff Structure as detailed in Section 15 of the report;

**Discussion points:**Compliance with EICRs being completed and Lesson Learned.Energy crisis and the effect of customers.

**Action notes:**

Director of Corporate Services/Deputy CEO will seek guidance from Scottish Housing Regulator regarding forced access in relation to EICRs.
Following discussion, Members noted the Monthly Customer Services report and approved the recommendations at section 11.10 of the report.
Director of Customer Services will update Management Committee on the outcome of the Factoring Review.

**For redaction:**

5.6 Secretary’s Report

5.6.1 The Director of Corporate Services/Deputy CEO presented the Secretary’s Report in depth and highlighted the following areas of the report:

* Association’s Rules as outlined in section 3 of the report.

**Discussion points:**
Confirmation that the Association has complied with the Rules.

**Action notes:**

**For redaction:**

5.7 Share Capital Report August 2022

5.7.1 The Director of Corporate Services/Deputy CEO presented the Share Capital Report and highlighted the following areas of the report:

* Association Rules as detailed in section 3 of the report;
* Management of Share Capital as detailed in section 4 of the report;
* Membership of the Association as detailed in section 5 of the report.

**Discussion points:**

**Action notes:**The Committee noted the number of members required for the AGM to have a quorum and they are encouraged to invite existing and prospective members to the AGM.
Committee approved the removal of share members in accordance with Rule 11, 17.1 and 11.1.3 of the Association Rules.
Director of Customer Services/Deputy CEO will clarify address of member 692.

**For redaction:**

5.8 709 Govan Road – Design, Repairs, Insurance

5.8.1 Director of Corporate Services/Deputy CEO gave a verbal update regarding 709 Govan Road.

5.8.2 The property was designed by Collective Architecture and built by Crudens. The property has owners in the top two floors, the rest is owed by the Association.

5.8.3 Low level water ingress (‘rising damp’) started 3/4 years after construction. The fault was identified as being due to the design of the deck access area, which Collective Architecture has admitted liability for.

5.8.4 *Redacted for confidentiality*

5.8.5 *Redacted for confidentiality*

5.8.6 *Redacted for confidentiality*

**Discussion points:**

**Action notes:**Committee to be aware of potential issue of reputational damage.

**For redaction:**Point 5.8.4

Point 5.8.5

Point 5.8.6

5.9 Policy Report

5.9.1 The Director of Corporate Services/Deputy CEO presented the Policy Report and highlighted the following areas:

* Existing Polices with or without Amendments for Approval as detailed in section 4;
* Financial implications as detailed in section 7.

**Discussion points:**

**Action notes:**

Following discussion, Members noted the Policy Report and approved:

Change of job title for Head of Finance & IT to Head of Finance & Corporate Service;

Adding Depute Chief Executive Officer to existing Director of Corporate Services title;

Approval limit for Head of Home Team to be increased from £5,000 to £10,000;

Due diligence to be carried out for any new credit card requirements.

**For redaction:**

5.10 Insurance Renewal Report

5.10.1 The Director of Corporate Services/Deputy CEO presented the Insurance Renewal Report and highlighted the following areas:

* Appendix 1 – analysis of cost;
* Reasons for significant increase as details in section 3.

*At this point in meeting, Chair requested permission to run over time, which was agreed by members.*

**Discussion points:**

**Action notes:**

**For redaction:**

5.11 Report on Glasgow University Leases

5.11.1 *Redacted for confidentiality*

**Discussion points:**

**Action notes:**

Following discussion, Members noted the report and approved:

CEO has delegated authority to continue discussions with Glasgow University to lease up to 20 properties within low demand 2 apartment housing stock;

CEO has delegated authority to negotiate the rent change, based on proposal of £450 - £650 pcm.

**For redaction:**Point 5.11.1

**6.0 Reports for Discussion/Information**

6.1       Rathlin Street Roof

6.1.1   The Development Consultant presented the report previous distributed. Discussion took place around the report.

* + 1. *Redacted for confidentiality*

**Discussion points:**

**Action notes:**

**For redaction:**Point 6.1.2

6.2 Water Row Update

6.2.1 The Development Consultant presented the report previously distributed, highlighting and updated on the following sections of the report:

* Section 6.5: Development Consultant confirmed that the issue of the rising inflation at the project had been raised with the funders at GCC. GCC have confirmed that they are scheduled to meet with the Scottish Government on 1September to discuss the general problem that is being faced at all of the development sites within GCC development programme. Development Consultant confirmed that she will seek further feedback from the Council on the outcome of the meeting and will report back to the next Management Committee meeting.
* Section 18: Development Consultant noted that the review of KPIs had identified two areas for improvement within the team which had now been addressed.
* *Redacted for confidentiality*
* Section 9.4: Dates are being reviewed to secure a Scottish Minister to attend a PR event at the site, now that the project is ‘out of the ground’.

**Discussion points:**

**Action notes:**

The Committed approved the recommendations of the report with the amendment of the lease to EANL rather than sale of land.

**For redaction:**Point 6.2.1, Point 3.

6.3 Association Financial Management Report for 4 months to July 2022

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

* **Appendix 1**: 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:**

The Management Committee noted the contents of the report.

**For redaction:**

* 1. Govan Home Team Financial Management Report for the 4 months to July
	 2022 – for information
		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**: Direct Maintenance Breakdown;
* **Appendix 4**: Office Overhead Breakdown;
* **Appendix 5**: Statement of Cash Flow;

**Discussion points:**

**Action notes:**

The Management Committee noted that a number of contracts that were due to start early in 2023 have been held up due to contract negotiations between Govan Housing and Home Team, resulting in a significant drop in income until they can finalise and work can commence.

**For redaction:**

* 1. Govan Home Team Performance Management Framework July 2022 Report –
	 for information.

		1. Director of Customer Services presented the report previously distributed, highlighting and updated on the following sections of the report:
* Window replacement as detailed under section 4.3 of the report;
* Bulk uplift as detailed in section 4.8 of the report. The Director of Customer Services advised that the deep clean has been cancelled by GCC;
* Void repairs as detailed in 4.11 of the report.

**Discussion points:**

**Action notes:**

**For redaction:**

**7.0 Any Other Competent Business**

**7.1** CEO advised teambuilding will be taking place on 2 September and requests permission to close for afternoon for whole Group.

**Discussion points:**

**Action notes:**Approval given for Association and Home Team to close on afternoon of 2 September.

**For redaction:**

**8.0 Date of Next Meeting**

8.1 The date of the next full Management Committee meeting is Thursday 29 September 2022 at 6.00pm.

CHAIRPERSON’S SIGNATURE:



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**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 |  |