



Minutes of Management Committee Meeting held on Thursday 26 August 2021 at 6pm

PRESENT: Mr G Maguire, Chair
Mrs A Connelly, Member
Mr Z Khan, Member
Mr C Quigley
Mr S McLauchlan, Co-optee

IN ATTENDANCE: Ms F McTaggart, Chief Executive
Ms C Quinn, Director of Corporate Services - Secretary
Ms KA Wallace, Director of Corporate Services
Ms L Edwards, Development Consultant

The Chair welcomed Allison Devine, External Auditor from Alexander Sloan Auditors and Business Advisers.

1.0 Apologies

1.1 Redacted for confidentially 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 Amended Minutes of Management Committee Meeting 26 May 2021

The minor change to 5.19 of the minutes of the Management Committee Meeting held on 26 May 2021 were approved by Ms a Connelly and seconded by Mr C Quigley as a true reflection of the meeting.

4.3 Minutes of Management Committee Meeting 24 June 2021.

The minutes of the Management Committee Meeting held on 24 June 2021 were approved by Ms A Connelly and seconded by Mr C Quigley as a true reflection of the meeting.

4.4 Matters Arising

The CEO drew Members attention to 5.1.16 of the minute requesting that the current remote working arrangements remain in place. She proposed that a questionnaire would be sent out to all tenants on how we could revise the service with the results will be reported back to Members.

Members approved that the remote working arrangements remain in place until the results of the questionnaire are available.

The CEO drew Members attention to 5.1.17 of the minute with regard to the Mural she advised that the meeting scheduled with SWG3 had to be cancelled due to an bereavement. She requested that a new date for the consultation be confirmed and following discussion it was agreed that it would be rearranged for Friday, 10 September 2021 at 4.00 p.m. in the Association's offices. A member of the Committee asked how the consultation had been carried out. The DOCS updated Members on the progress so far and what had been agreed at the meetings already held at Elderpark with all of the partners involved.

The CEO advised that the Association will also be holding a Community Event in October in the Pearce Institute which will replace Govan Loves Christmas. She informed Members that the Govan Youth Theatre Group would be coming along to give a 15 minute performance of Annie's Loo. The CEO confirmed that they will also be performing the 50 Celebration's Dinner Dance in November.

4.5. Minutes of the Operations Sub-Committee Meeting, 13 May 2021

The CEO advised these minutes had been provided for information only.

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 advised that the accounts had been presented in full detail to the Audit Sub-Committee on Thursday, 9 August 2021 and today's presentation would be a summary of the accounts. She confirmed that she would be happy to answer any questions that the Management Committee may have after her presentation.

The External Auditor then proceeded take Members through a summary of the key audit issues and financial statements for the year ending 31 March 2021 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 2021
- Govan Housing Association Draft Management Letter 2021
- Govan Housing Association Draft Letter of Representation 2021
- Govan Housing Association Letter of Support for Govan HOME Team

The External Auditor explained the background and need for the Housing Association to provide a letter of support for the HOME Team.

Discussion points: Redacted for confidentiality purposes.

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 2021 and agreed the letter of support from the Association to the HOME Team.

For redaction: Discussion points

At this point, the External Auditor left the meeting.

5.1 Water Row Update

The Development Consultant presented the report, confirmed that the report was for information only, but wished to highlight the following key issues to the Committee.

Attention was drawn to Section 3.4 where it was noted that there is a potential project overspend of £14,390 recorded in the current cost report from Brown and Wallace (B+W), Cost Consultants on the Water Row project. However, this is because some budget figures within the tender have not yet been expended. A verbal indication has been given by B+W that it is likely that we will be able to contain all unforeseen costs within the tender sum.

At Section 11.1, the Development Consultant gave a verbal update on the Community Benefits meeting that had taken place on 18th August with CCG. She noted that a set of targets had been discussed which looked at employment, training, work experience - **Redacted for confidentiality purposes.**

It was agreed that the finalised schedule of Community Benefits should be appended to the Development Consultant's report in September.

A verbal update was also give in relation to section 13.2 and 13.3 namely the WRIG meeting held on 26th August. The Development Consultant noted that Council Officers were assisting on various matters to help unblock some issues that were moving more slowly at GCC than had been hoped- such as the acquisition of the site and progress with the planning application.

Finally, the development consultant drew the Committee's attention to the risk register in Appendix 1 and the newly added items, namely Risk 29 and 30 relating to the rising cost of materials and supply of materials. Mr McLachlan from the Committee noted that he found the risk register to be comprehensive and felt it contained the answers to any questions that he was going to ask.

There being no further questions or comments, the Chair thanked the Development Consultant for her report.

Discussion points:

N/A

Action notes:

Following discussion, Members noted the update on Water Row also the Risk Register contained within Appendix 1 of the report

For redaction: 5.1

5.2 Jim Stephen House Feasibility Study

The Development Consultant presented the report recommending that the report was for approval and was being presented for transparency and audit trail reasons.

The Development Consultant reminded the Committee that it had agreed in May 2021 for a 'call off' to be done from a pre-tendered framework, in line with the Association's Procurement Policy in order to appoint a design team to carry out a Feasibility Study at Jim Stephen House, on condition of grant funding being made available from GCC.

It was noted that in the intervening period, the planned Framework, namely Link Group Framework, had been closed to external agencies. Following on from this she talked through Section 4.3 of the report, noting the Procurement Policy requirements for the proposed fee levels of each consultant in the absence of the 'call off' option, and the reasons why a request to deviate from the policy was being sought.

It was also noted that in essence, the proposed team is that which we would have looked to appoint via a Framework and therefore approval was being sought to make the appointments but via a different route.

Finally, it was advised that the level of fees were all under the legislative levels where specific procurement actions were required and therefore there was no legal issue in progressing with the deviation from the policy.

Discussion points:

N/A

Action notes:

Following discussion, Members unanimously approved the recommendation, namely to deviate from the Procurement Policy for the appointment of the following team for the Feasibility Study at Jim Stephen House, on condition that an offer of grant is received from Glasgow City Council to cover the full costs of the proposed Feasibility Study and noted the content of the report.

For redaction: N/A

At this point, the Development Consultant left the meeting.

5.4 Staff Structure Report

- 5.4.1 The CEO advised Members of the proposed changes from the original proposal which was approved in May 2021 and the associated costs arising as detailed in Appendix 1 of the report.
- 5.4.2 The CEO presented a detailed account of the four recommendations for approval contained within point 2 of the report.
- 5.4.3 The CEO drew Members attention to 5.4 of the report providing an in-depth account of the costs in Appendix 1, highlighting the reduction in cost to the Association as detailed in Appendix 2.

5.4.4 The CEO reiterated that the Staff Structure within the Housing Department was being proposed for an interim period until March 2022 and that the findings would be brought back to the Management Committee in April 2022 when the DOCS has assessed how the structure has worked for the development of the business.

Discussion points:

Action notes:

Following discussion, Members noted and approved the recommendations contained within the Staff Structure Report.

For redaction: N/A

5.5 Annual Accounts Management Report

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:

N/A

Action notes:

Following discussion, Members noted and approved the content of the information contained with Appendix 1 and Appendix 2 of the report.

For redaction: N/A

5.6 Annual Secretary Report

5.6.1 The DCS/DCEO 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.

- 5.6.2 The DCS/DCEO 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.

Discussion points:

N/A

Action notes:

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

For redaction: N/A

5.7 Annual Share Capital Report

- 5.7.1 The DCS/DCEO informed Members of the Rules in relation to how membership of the Association can be ended as detailed within point 3 of the report.

- 5.7.2 The DCS/DCEO requested approval of the removal of the 6 share members in accordance with Rules 11, 11.1.3 and 16. as detailed within point 4.1 of the report

- 5.7.3 Committee noted that the total membership level has now reduced to 77 and that 8 share-holders are required to attend the forthcoming AGM for the meeting to be quorate as detailed within point 5.1 of the report

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the removal of the shareholders contained the Annual Share Capital Report.

For redaction N/A

5.8 Monthly Governance Report

- 5.8.1 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.

5.8.2 Notifiable Events

The Water Row, Covid and Jim Stephen Services are currently has under review by the Regulator. They are being closed off as and when the Regulator is satisfied that no further information is required.

5.8.3 Complaints

There has been no complaints that are live with SPSO as detailed in section 5.3 of the report. This was followed by an overview of the Association's progress in monitoring complaints as detailed in Appendix 1 of the report

5.8.4 Management Committee Membership

Redacted for confidentiality purposes.

There are 4 potential new Committee members who are going to observe an initial meeting (after the AGM) and then may be co-opted onto the Committee for a period of 12 months. A full range of relevant training will be undertaken during this induction period.

5.8.5 Management Committee Training

Management Committee training has been rolled out and training has commenced. However one training session had to be cancelled attendance, this will be rescheduled and Members will be advised of the new date.

5.8.6 Management Committee Attendance

The attendance for the Management Committee meeting held on 24 June 2020 was 80% against a target of 80%.

5.8.7 Tenant Services Improvement Group – Update

The DOCS provided Members with an update on the recent meetings that had been held with the Tenant Services Improvement Group. She confirmed that there had been 4 meeting held in Elderpark Community Centre since April 2021, resulting with 1 new member joining the group.

5.8.8 Health and Safety Update

There were no matters of concern other than the current pandemic COVID 19.

Next scheduled meeting of the Health & Safety Working group is Thursday, 2 September 2021.

5.8.9 FOI & Subject Access Requests

There has been a matter that we are treating as a FOI, this point was privately discussed with the Members of the Management Committee.

5.8.10 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.

5.8.11 Use of Seal

There has been no use of the seal since the last Governance Report.

5.8.12 Shareholder Application

There has been no new shareholder applications received since the last reporting period.

5.8.13 Other Governance Matters

Allocation of property to staff member

The Association has allocated a property in Rathlin Street to a member of staff from the Govan HOME Team. This member of staff had the highest points and was at the top of the allocations shortlist for the property.

Scottish Housing Regulator – COVID Assessment

The Scottish Housing Regulator has published the first quarterly dashboard report covering the period 1 April to 30 June 2021 as detailed within point 15 of the report.

Business Planning Day

The first business planning event was held on Thursday 13 August 2020, with second event on 20 May 2021. The business plan has now been approved by the Management Committee and there are no further updates to report.

Discussion points:

N/A

Action notes:

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

For redaction: 5.8.4

5.9 Monthly Strategy / Policy Report

The following policies were recommended for approval by the Management Committee as detailed in point 4.1 of the report.

- Factoring Debt Recovery Policy (new policy)
- Whistleblowing Policy
- Factoring Policy

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the recommendations contained within the Monthly Strategy / Policy Report.

For redaction: N/A

5.10 Procurement Update Report

The DCS/DCEO provided an update of the progress and reason for delay and any price increases for the coming period on all procurement, recommending that Members take note of the financial budgetary implications as detailed in point 2 of the report.

The DCS/DCEO went through the progress and changes detailed in section 4 of the report. Attention was drawn to the current close cleaning contract with CAS cleaning which has been extended for a second year beyond its original contract expect date of 30.09.2019.

She advised that the Association is currently looking at to carry out and option appraisal to transfer this contract to the HOME Team with a direct contract award noting that this contact may have TUPE implications.

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the recommendations contained with the Procurement Update Report.

For redaction: N/A

5.11 Salary Sacrifice Pensions

5.11.1 The Director of Corporate Services/ DCEO advised that she was seeking approval for the use of Salary sacrifice for pensions due the savings that can be made for both staff and the Group.

5.11.2 The Director of Corporate Services/ DCEO explained that a salary sacrifice arrangement was an agreement between an employer and the Group in which we agree a reduction in the salary in return for a non cash benefit. This allows for a saving to be made on Income Tax and both the employer and employee also making savings on national insurance contributions. She then proceeded to take Members in detail through the key points contained within point 3 of the report.

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the use of Salary sacrifice for pensions.

For redaction: N/A

5.12 QLX Replacement

The DCS/DCEO recommended that Members consider for approval the replacement of the QLXs system and allow the Association to agree a contract with HomeMaster as detailed in point 2.1 of the report.

The DCS/DCEO provided Members with an insight of the demonstration provided by HOMEMaster as detailed within point 3.3 of the point. She advised that all of the key aspects of the design met legislation requirements and was a far superior package to what SDM had demonstrated at their presentation.

Discussion points:

Action notes:

Following discussion, Members noted and approved the recommendation to replace the QLX system with HomeMaster from the beginning of October 2021 with a likely live date of April 2022.

For redaction: N/A

5.13 Property Services Report

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.

- 5.13.1 In relation to point 5.5 of the report the CEO provided Members with an update on the completion of the application pack for our Golspie Street development, which specified association management costs for completion of the Single Building Assessment (SBA) and full project management by Govan Housing Association. She confirmed that this will also include three relevant price quotations from contractual specialists.
- 5.13.2 In relation 7 Ibrox Street detailed in 6.10 of the report, the CEO highlighted that all construction works were now 85% completed with a completion date for early November 2021.
- 5.13.3 In relation to 36 Elizabeth Street detailed in 6.12 of the report the CEO highlighted that all works were now completed to the external façade, internal close and internal works to flat 0/2. She advised that Scottish Power will fit new meter and the property will be snagged and sent to housing to let on 30 August 2021.
- 5.13.4 The CEO provided Members with a full update on the Window Replacement Contract highlighting the main reasons for the performance issues as detailed in point 6.14 of the report.
- 5.13.5 The CEO provided Members with an update on the Electrical Rewires advising that complications had arose within main door townhouses, which may result in some occupants having to be offered overnight accommodation when fitting as detailed in point 6.17 of the report.

Discussion points:

N/A

Action notes:

Following discussion, Members noted and approved the Property Services Report.

For redaction: N/A

Discussion points:

6.0 Reports for Discussion/Information

6.1 Financial Management Report for the 4 months to July 2020

6.1.1 The CEO presented the Financial Management Report for the 4 months period to the end of July 2021 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)

6.1.2 The CEO drew Members attention to the key notes as detailed in point 4 of the report.

Discussion points:

Action notes:

Following discussion, Members noted the Financial Management Report for the 4 months to July 2021

For redaction: N/A

6.2 HOME Team Financial Management Report for the 4 months to July 2021

6.2.1 The CEO presented the Financial Management Report for the 4 months period to the end of July 2021 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)

6.2.2 The CEO drew Members attention the main variances as detailed in point 4.4 of the report.

Discussion points:

Action notes:

Following discussion, Members noted the HOME Team Financial Management Report for the 4 months to July 2021

For redaction: N/A

6.3 HOME Team Annual Disposal of Assets Report

The CEO advised that during 2020-21 financial year the HOME Team disposed of the projector in the main conference room due it being unable to be repaired after developing a fault as detailed in 4.1 of the report.

Discussion points:

Action notes:

Following discussion, Members noted the content of the report

For redaction: N/A

6.4 Audit Sub-Committee Update

6.4.1 The DCS/ DCEO updated Members on the recent changes to the Annual Report as approved at the meeting held on 19 August 2021.

7.0 Any Other Competent Business

7.1 The CEO advised that the preparation for this year's Virtual AGM on the 9 September was all in hand. She confirmed that the AGM will be immediately followed with a Virtual Committee Meeting for members to select Officer Bearers and Members of the Sub –Committees.

7.1.1 The CEO further advised that unfortunately she will be unable to attend this year's AGM as she was on annual leave and that the DCS/DCEO will be standing in for her at both of the above meetings.

7.2 The CEO proposed that the Director of Corporate Services/ Deputy CEO current contracted hours of 35 hours per week be changed due to the additional workload in her new role to 40 hours per week.

7.3 The CEO provided Members with an update on the recent fundraising events that had been carried out by the HOME Team and Association Staff to support the family of - redacted for confidentiality purposes.

Discussion points:

Action notes: Following discussion, Members approved the change of the DCS/ DCEO contracted hours from 35 to 40 hours per week and noted the other updates under point 7 of the report.

For redaction: 7.3

8.0 Date of Next Meeting

8.1 The date of the next Management Committee meeting is Thursday 30 September 2020 at 6.00pm.

CHAIRPERSON'S SIGNATURE:|

A handwritten signature in black ink, appearing to be 'B. P. L. J. e', written in a cursive style.

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