



## Minute of Virtual

## Management Committee Meeting held on Thursday 28 January 2021 at 6pm

**PRESENT:**

- Mr G Maguire, Vice Chair
- Mr C Quigley, Member
- Mrs A Connelly, Member
- Mr Z Khan, Member
- Ms G Hay, Member
- Mr S McLachlan, Co-optee

**IN ATTENDANCE:**

- Ms F McTaggart, Chief Executive
- Ms C Quinn, Director of Corporate Services – Secretary
- Mr R Dulin, Head of Finance & IT
- Ms N Salmon, Corporate Services Officer
- Ms L Edwards, Development Consultant

### **1.0 Apologies**

1.1 Redacted

1.2 Redacted

### **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.

### **4.1 Minutes for Approval**

4.1 The minutes of the Special Management Committee Meeting held on 17 December 2020 were approved Mr S McLachlan and seconded by Mr C Quigley as a true reflection of the meeting. .

4.2 Matters Arising

#### 4.2.1 There were no matters arising.

**Discussion points:**

**Action notes:**

**For redaction:**

1.1 / 1.2

## 5.0 Reports for Decision/Approval

### 5.1 Water Row Phase 1 - Update Report

- 5.1.1 The Development Consultant advised that the Association, along with Glasgow City Council, had made a submission to the Clyde Mission Fund which has subsequently been successful resulting in the Water Row Project being awarded £1.3M. The funding will allow initial work to begin around April 2021 decontaminating the site, diverting sewers etc.
- 5.1.2 The Development Consultant asked Committee for approval to move ahead with instructing the Design Team to carry out work to allow the enabling contract to commence in March 2021, as detailed in section 2.1 of the report. The Development Consultant noted that no proposal to enter into a contract with CCG was required at this stage.
- 5.1.3 The Development Consultant advised that the Design Team will finish the design and arrange final costings which will allow the contractor to price the works prior to scrutiny by the Association's Surveyor and approval by Management Committee.
- 5.1.4 The Development Consultant informed Members that the whole project has recently gone through a cost planning process and verbal agreement has been given by DRS for the Housing Association Grant and City Deal for the commercial units that the revised cost plan is satisfactory. Both grants are necessary to make the whole project viable. Subsequent to the report, DRS have now provided written confirmation that the project is viable and have released another grant fund of £310k which will allow the Association to move on to the next stage of the design. Written confirmation of grant funding from City Deal is expected following their Board meeting on 28 January 2021.
- 5.1.5 The Development Consultant asked Committee for approval – once City Deal funding is confirmed – to move on to the next stage of design; this will incur fees of approximately £375k.
- 5.1.6 The Development Consultant advised that the planning application has so far not been submitted and explained that it was because a meeting with the Roads Department has not yet taken place.
- 5.1.7 Redacted

**Discussion points:**

A Member raised concerns about the lodger's onsite, the bridge, flood risks and stated that they had reservations about the parking.

**Response:** The Development Consultant replied that the 'Show People' will be unaffected until Phase 2 and the current project involved Phase 1 only. The timescale for the bridge is ever changing and confirmation regarding the timing has not yet been received. The Scottish Environment Protection Agency (SEPA) has lifted their objection to the flood risk and the objection has been signed off at the planning stage.

**Action notes:**

Following discussion, Members noted and approved the Water Row Phase 1 - Update Report and the recommendations detailed at section 2.1 and 2.2 of the Report.

**For redaction:**

5.1.7

*At the point the Development Consultant left the meeting.*

## 5.2 COVID-19 Risk Assessment Advisory Note

5.2.1 The CEO advised that the Advisory Note provides information regarding services that the Association are providing during the current lockdown; these are different to those provided during the previous lockdown.

5.2.1 The CEO informed Members that the only staff currently working in the office are Managers; other staff are only allowed in the office if it is essential to enable them to carry out their duties.

*At this point Mr G Maguire, Vice Chair joined the meeting.*

5.2.2 The CEO advised that there is no food provision in this lockdown as this is being provided by other organisations and went onto clarify what support these organisations are providing to the local community.

5.2.3 In relation to income, the CEO informed Members that the Financial Inclusion Team has performed extremely well and noted that from April – December 2020 the arrears figures have reduced which is likely to be an exception throughout the sector.

5.2.4 The CEO advised that the Association is currently not letting properties however; HOME Team operatives continue to work on empty void properties. Letting will recommence on Monday 1 February 2021.

5.2.5 The CEO stated that the Association is still dealing with anti-social behaviour and carrying out welfare checks.

5.2.6 The CEO drew Members attention to the Appendixes in the Report and explained their purpose noting that she had been given delegated authority to furlough staff during the previous lockdown.

**Discussion points:**

**Action notes:**

Following discussion, Members noted and approved the COVID-19 Risk Assessment Advisory Note.

**For redaction:**

N/A

*At this point Mr G Maguire, Vice Chair took over as meeting Chair.*

### 5.3 CEO Priorities for 2021

5.3.1 The CEO presented her priorities for the year and went through the following areas in great detail:

- Staff Morale
- Water Row
- Group Structure
- Ibrox Strategy
- Stock Condition Survey
- Planned Maintenance Programme
- HOME Team Growth
- Treasury Management
- Regulatory Standards of Governance and Financial Management
- Business Plan Group
- Development of our Management Committee
- Development of our Management Team
- Operational
- Govan Housing Association 50<sup>th</sup> Birthday

5.3.2 The CEO advised that Water Row will now be notified to the Regulator and the Association may be given a regulation plan purely on the basis that it is developing. The Regulator may want updates in relation to how the risk is being managed.

5.3.3 The CEO explained that a separate subsidiary for Wider Role may potentially be considered which will bring Govan, Elderpark and Linthouse Housing Associations together as a Trust to provide wider role activities for the local community.

5.3.4 The CEO advised that the Business Plan must be updated this year and went on to say that the process will be different due to COVID-19 restrictions. The Business Plan will likely be completed a part at a time, each one presented to Committee for approval, before being amalgamated into one comprehensive document.

5.3.5 In relation to development of our Management Committee, a Member stated they were not happy to train alongside Elderpark and Linthouse Housing Associations as they felt each Association is entirely different. The CEO replied that she will wait for the outcome of the Committee's appraisals and subsequent training needs analysis as there may be potential common generic areas where training can be combined. The Chair stated that any combined training will provide better value and save money.

5.3.6 The CEO went through the following Operational priorities in detail and stated that this is a snapshot of current priorities. Operational priorities will continue to change throughout the year.

- QLX or SDM Housing Management System
- Jim Stephen House Options Appraisal
- The new “normal” – back to working from the office
- Performance Management Framework – Policies, Procedures, Improvements
- Difficult to Let
- Water Row (management)
- Commercial Space (management)
- Community Inclusion (the way forward – strategy, value for money, business needs)
- Estate Management Inspections
- Annual Inspections
- Tenants Satisfaction (ongoing)

5.3.7 The CEO advised that the Association is 50 in February 2021 and a Working Group will be created to identify events to celebrate the occasion. Any Members wishing to take part in the Working Group should forward their name to Violet Marshall, Corporate Services Officer.

**Discussion points:**

**Question:** A Member asked if there was any update regarding usage of the Water Row commercial units.

**Response:** The CEO replied that there had been some movement and confirmed the organisations likely to use the space.

**Action notes:**

Following discussion, Members noted and approved the CEO Priorities for 2021 Presentation.

**For redaction:**

N/A

5.4 Strategy and Development Funding Plan 2021/22- 2025/26

5.4.1 The CEO advised that the Strategy and Development Funding Plan 2021/22 – 2025/26 Report details the Association’s aspirations for new housing over the next 5 years.

5.4.2 The CEO informed Members that the Association will be concentrating on Water Row and will not look elsewhere to develop and went on to discuss the contents of the report.

**Discussion points:**

N/A

**Action notes:**

Following discussion, Members noted and approved the Strategy and Development Funding Plan 2021/22- 2025/26 Report and the recommendation at section 2.1 of the Report

## 5.5 Monthly Governance Report

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:

### 5.5.1 Notifiable Events

The Director of Corporate Services advised that there are no live notifiable events other than the one relating to the monthly COVID-19 return which all RSL's have to provide.

### 5.5.2 Complaints

There have been no complaints reported to the SPSO.

### 5.5.3 Management Committee Membership

Redacted

### 5.5.4 Management Committee Training

The Director of Corporate Services informed Members that following Committee appraisals, a training needs analysis will be created and a training schedule agreed. SHARE has published their training programme and this will be used to identify suitable training opportunities.

### 5.5.5 Tenant Service Improvement Group – Update

The Director of Corporate Services advised that since her report has been published, the Tenant Service Improvement Group has met and confirmed the calendar of events they want to concentrate on moving forward. The Community Inclusion Officer has identified other people who may be interested in joining the Group and will progress as necessary.

### 5.5.6 Health & Safety Update

The Director of Corporate Services advised that there are no Health & Safety updates of any significance to report.

### 5.5.7 Annual Assurance Statement

The Director of Corporate Services informed Members that she continues to work with the Performance & Compliance Manager to gather evidence in support of the Annual Assurance Statement. The Performance Management process is being increased and will be reported to the Audit Sub-Committee.

### 5.5.8 Other Governance Matters

The Director of Corporate Services drew Members attention to section 14 of the report and went through the other governance matters, namely:

- Scottish Housing Regulator – Performance Data
- Scottish Housing Regulator – Lender & Investor Confidence
- Scottish Charity Regulator (OSCR) – COVID Impact Survey

**Discussion points:**

N/A

**Action notes:**

Following discussion, Members noted the Monthly Governance Report

**For redaction:**

5.5.3

## 5.6 Monthly Policy Report

5.6.1 The Director of Corporate Services informed Members that there are five policies for approval, namely:

- Unacceptable Behaviour Policy
- Entitlements, Payments & Benefits
- Governing Body Breaches of the Code of Conduct
- Shared Parental Leave
- Sabbatical Leave

5.6.2 The Director of Corporate Services advised that the policies are not new; they only required reviewing, revising or enhancing to reflect sector best practice.

**Discussion points:**

**Action notes:**

Following discussion, Members noted and approved the Monthly Policy Report and policies at Appendix 1-5 of the report.

**For redaction:**

N/A

## 5.7 Rent Consultation 2021-22 Feedback – November 2020 to January 2021

5.7.1 The CEO provided Committee with the Rent Consultation 2021-22 Feedback – November 2020 to January 2021 presentation and highlighted the statistical information relating to the questions asked during the rent consultation process. A total of 95 returns have been received.

5.7.2 The CEO discussed other criteria to consider identified by tenants and noted that she is aware that tenants are keen that double glazing is installed in properties however, unfortunately due to the lockdown this work cannot be carried out at the moment. Discussion followed regarding several other criteria identified by tenants.

- 5.7.3 The CEO advised that 79 returns voted for a 2% increase and 10 returns voted for a 2.5% increase.
- 5.7.4 The CEO drew Members attention to slide 14 of the presentation and advised that there are 10 people interested in joining the Committee. The Chair reflected that it may be beneficial to have representation from Luath Street and Shaw Street as these are harder to let areas.
- 5.7.5 The CEO advised that she will ask the Chair to meet with interested people and then feedback to Committee.
- 5.7.6 The CEO informed Members that the 2% rent increase was approved at the November 2020 meeting.

**Discussion points:**

**Action notes:**

Following discussion, Members approved the Rent Consultation 2021-22 Feedback – November 2020 to January 2021 presentation.

**For redaction:**

N/A

5.8 Monthly Housing Management Report

- 5.8.1 The CEO presented the Monthly Housing Management Report, drawing Members attention to section 3 of the report and then went through the decree information in detail. Following publication of the report, the CEO advised that the tenant has been to a lawyer and it has been recalled by the court which prevents the Association enforcing the decree.
- 5.8.2 The CEO reflected that the recall will only result in a time delay unless the decree is overturned in court and advised that Committee approval is still required for the eviction.

**Discussion points:**

**Action notes:**

Following discussion, Members noted and approved the Monthly Housing Management report and agreed the option detailed in section 4.2 regarding Redacted

**For redaction:**

Action point above detailing reference to numbered report

5.9 Jim Stephen House

5.9.1 Redacted

**Discussion points:**



**Action notes:**

Following detailed discussion, Members noted the Jim Stephen House – Options Appraisal Results Report and approved the recommendation at section 2.1 of the report.

**For redaction:**

5.9.1 – 5.9.4

## 5.10 Property Services Report

5.10.1 The CEO presented the Property Services report, taking Members in detail through the content of the report noting that it provides an update of current and pending contracts.

5.10.2 The CEO advised that a detailed summary of the HOME Team finances will be presented by the Head of Finance & IT during his reports.

5.10.3 The CEO drew Members attention to section 25 of the report and advised that a full report regarding the Rathlin Street litigation case will be presented to Committee at next month's meeting.

5.10.4 Redacted

5.10.5 Redacted

5.10.6 Redacted

5.10.7 Redacted

**Discussion points:****Action notes:**

Following discussion, Members noted the Property Services Report.

**For redaction:**

5.10.4 – 5.10.7

## 6.0 Reports for Discussion/Information

### 6.1 Financial Management Report for the 9 months to December 2020

6.1.2 The Head of Finance & IT presented the comprehensive Financial Management Report for the 9 month period to the end of December 2020 and took Members in detail through the report and the 5 following appendixes:-

- 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)

6.1.3 The Head of Finance & IT explained that the Association is in a better financial position than expected as a result in a reduction in arrears and expenditure.

6.1.4 Redacted

6.1.5 The Head of Finance & IT advised that the surplus to the Association correlates to a negative impact for the HOME Team.

**Discussion points:**

**Action notes:**

Following discussion, Members noted the Financial Management Report for the 9 months to December 2020

**For redaction:**

6.1.4

6.2 HOME Team Contract Performance (December 2020)

6.2.1 The CEO advised that the HOME Team Contract Performance (December 2020) Report is presented to the HOME Team Board and is for Committee to note for information purposes only.

**Discussion points:**

**Action notes:**

Following discussion, Members noted HOME Team Contract Performance (December 2020) Report

**For redaction:**

6.3 HOME Team Financial Management Report for the 9 months to December 2020

6.3.1 The Head of Finance & IT presented the HOME Team Financial Management Report for the 9 months period to the end of December 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)

6.3.2 Redacted

6.3.3 Redacted

6.3.4 Redacted

6.3.5 Redacted

Date of Management Committee –28 January 2021 –Redacted

6.3.6 Redacted

6.3.7 Redacted

6.3.8 The Head of Finance & IT drew Members attention to Appendix 2 of the report and went through the Income and Expenditure Account in great detail noting the December 2020 report in isolation is not as bad as expected given the COVID-19 situation impact.

6.3.9 The Head of Finance & IT advised that one of the main areas of focus has been to ensure that the HOME Team has enough cash for the year to pay staff and essential bills. At the end of December 2020 the HOME Team remained in a positive cash position.

**Discussion points:**

**Question:** Redacted

**Response:** Redacted

**Action notes:**

Following discussion, Members noted HOME Team Financial Management Report for the 9 months to December 2020 Report

**For redaction:**

6.3.2 – 6.3.7 and Discussion point

6.4 Home Team Projections (updated Guidance January 2021)

6.4.1 The Head of Finance & IT drew Members attention to the Statement of Comprehensive Income at Appendix 2 of the report and noted that it details the actual budget for 2019/20, the proposed budget for 2020/21 approved in May 2020, the figures at the end of December 2020 and the projected income if the country remains in tier 4 until the end of the year.

6.4.2 The Head of Finance & IT explained that the projected income up to the end of year is based on the limited contracts that the HOME Team are able to carry out due to restriction measures and described the contracts that are currently operating.

6.4.3 Redacted

6.4.4 The Head of Finance & IT explained that the projections will be revised based on targets achieved and the updated report presented to Committee every month.

6.4.5 The CEO advised that budget process will be pushed back until nearer the end of the year so that the March 2021 position can be taken into consideration.

6.4.5 The Head of Finance & IT directed Members attention to the cash balance figure at Appendix 1 and clarified the cash at hand figures if the HOME Team paid the refurbishment loan this year or deferred it for another year. The CEO reflected that approval will be sought from the Management Committee if the loan requires to be deferred.

6.4.6 The CEO repeated that the HOME Team financial position and projections will continue to be closely monitored.

**Discussion points:**

**Action notes:**

Following discussion, Members noted the Home Team Projections (updated Guidance January 2021) Report

**For redaction:**

6.4.3

## **7.0 Any Other Competent Business**

7.1 The CEO reminded Members to let Violet Marshall, Corporate Services Officer know if they want to be part of the 50<sup>th</sup> Anniversary Working Group. The Chair suggested that it may also be appropriate to celebrate those residents that have been tenants of the Association for the past 50 years.

**Discussion points:**

**Action notes:**

**For redaction:**

## **8.0 Date of Next Meeting**

8.1 The date of the next full Management Committee meeting is Thursday 25 February 2021 at 6.00pm.

CHAIRPERSON'S SIGNATURE:



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**Action Plan from Management Committee Meetings from April  
2020 to 31 March 2021**