



**Minutes of GHA Board Meeting
held on Thursday 28 September 2023 at 6pm**

PRESENT: Mr G Maguire, Chair
Ms K Russell, Secretary
Mr Z Khan, Member
Ms A Williamson, Member
Ms A Connelly, Member
Mr S McLachlan, Member

IN ATTENDANCE: Ms C Quinn, CEO
Ms KA Wallace, Director of Customer Services
Ms N Salmon, Corporate Services/HR Team Leader
Ms L Edwards, Development Consultant
Ms S Keast, Observer

1.0 Apologies

- 1.1 The Chair advised that Ms A Fraser, Mr C Quigley and Ms S Dingwall have submitted their apologies. Ms F Cochran is on a leave of absence.
- 1.2 The Chair welcomed Ms S Keast to observe the meeting explaining her background and that she is interested in joining the Board.
- 1.3 The Chair also welcomed Ms C Quinn as the new CEO of the Group.

2.0 Declarations of Interest, Gifts and Hospitality

- 2.1 There were no declarations of interest, gifts or hospitality.

3.0 Declaration of Receipt and Understanding

- 3.1 Members confirmed receipt and understanding of their papers.

4.0 Governing Body Matters & Minutes for Approval and Information

4.1 Board Member's Annual Declaration - Board Year 2023/24

4.1.1 The Chair asked Members to complete the Annual Declaration for 2023/24 and return to Corporate Services by the end of the meeting.

4.2 Governing Body Member's Declaration of Interest Form 2023-24

4.2.1 The Chair asked Members to complete the Declaration of Interest form 2023/24 and return to Corporate Services by the end of the meeting.

4.3 Governing Body Member's Code of Conduct

4.3.1 The Chair asked Members to sign the Code of Conduct acceptance form and return to Corporate Services by the end of the meeting.

4.4 Membership of Committees

4.4.1 The Chair went through the current membership of Committees in preparation of 2023/24 governance year. The only change noted is Mr S McLachlan has agreed to join the Staffing Committee.

4.5 Governance Calendar 2023/24

4.5.1 The Chair presented the Draft Governance Calendar for 2023/24. The Board unanimously approved the Calendar.

4.6 Minutes of Audit Subcommittee Meeting held on 20 April 2023

4.6.1 The minutes of the Audit Subcommittee Meeting held on 20 April 2023 were presented for information only.

4.7 Draft Minutes of GHA Board Meeting 31 August 2023

4.7.1 The minutes of the GHA Board meeting held on 31 August 2023 were approved by Ms A Connelly and seconded by Ms A Williamson as a true reflection of the meeting.

4.8 Matters Arising

4.8.1 There were no matters arising.

Discussion points:

1. Options for streamlining annual declaration forms.
2. Health and Safety Working Group membership.
3. Commencement of Water Row Company Board meetings.

Action notes:

1. Board declaration returns to be emailed to Ms Williamson for completion.
2. The Board unanimously agreed the Governance Calendar for 2023/24.

For redaction:

5.0 Reports for Decision/Approval

5.1 Water Row Phase 1 Update Report

5.1.1 The Development Consultant presented the Water Row Phase 1 Update Report including Community Benefits at Appendix 1 and Risk Register at Appendix 2 for information.

5.1.2 Redacted for confidentiality purposes.

5.1.3 The Development Consultant advised that the CEO will provide an update regarding the RBS loan at the end of the meeting under AOCB.

5.1.4 The Development Consultant provided an update regarding CCG target community benefits as detailed in the monitoring form at Appendix 1 of the report.

5.1.5 The Development Consultant mentioned the programme update as indicated at section 15 of the report noting that CCG has advised that only one block will be handed over prior to Christmas.

5.1.6 Redacted for confidentiality purposes.

Discussion points:

1. Potential impact of inflation re Phase 2.

Action notes:

Following discussion the Board noted and approved the Water Row Phase 1 Update report.

For redaction:

5.1.2 and 5.1.6

At this point the Development Consultant left the meeting.

5.2 Insurance Renewal Report

5.2.1 The CEO advised that the purpose of the report is to provide the Board with an update in regards to the Association's annual renewal premiums with its current insurers Zurich Municipal.

5.2.2 Redacted for confidentiality purposes.

5.2.3 Redacted for confidentiality purposes.

Discussion points:

1. Self insurance.
2. Combined sector insurance via SFHA.
3. Association claims 2022/23.
4. Potential changes to factoring insurance charges.

Action notes:

Following discussion, Members noted and approved the Insurance Renewal Report.

For redaction:

5.2.2 and 5.2.3

5.3 Governance Report

5.3.1 The CEO presented the monthly Governance report and highlighted the following areas in the report:

- a) Notifiable events as described in section 4 of the report noting that there are no new notifiable events.

The CEO advised that she had recently met with the SHR and the SHR indicated they were not keen on the format of the Association's Business Plan. The CEO remarked that she will arrange a meeting in the new financial year for the Board to review/refresh the Plan.

- b) Complaints as mentioned in section 5 of the report noting that there are no new live complaints with SPSO;
- c) Governing Body membership at section 6 of the report noting that Ms S. Keast is in attendance to observe the meeting;
- d) Governing Body training as detailed in section 7 of the report noting there has been no further training since last month;
- e) Health and Safety as described in section 9 of the report noting that work has begun in preparation of an ACS Health and Safety audit;
- f) Redacted for confidentiality purposes;
- g) Annual Assurance Statement (AAS) as included in section 11 of the report noting that a Special Board meeting will be held on 19 October 2023 to review the evidence. Members of the Senior Management Team will also be attendance;

- h) Use of the seal noting that the seal has been used once since the last meeting for the individual mentioned in section 12 of the report;
- i) Redacted for confidentiality purposes.
- j) Business planning as detailed in section 15 and noted in paragraph 5.3.1.a.

Discussion points:

1. SHR National Report on the Scottish Social Housing Charter 2022-2023 relating to anti-social behaviour figures.
2. Options to educate tenants and factored owners regarding contact details for services that the Association has no authority over.

Action notes:

Following discussion, the Board noted and approved the Governance report.

For redaction:

5.3.1.f and 5.3.1.i

5.4 Policy Report

5.4.1 The CEO presented the Policy report and highlighted the introduction of the following new policy:

- Group Governing Body Member Role Description Policy.

5.4.2 The CEO noted amendments to the following existing policy which has also been renamed:

- Code of Governance for Management Committee Members - has now been renamed Group Code of Conduct for Governing Body Members Policy.

Discussion points:

Action notes:

Following discussion the Board noted and approved the Policy report and recommendations at section 2 of the report.

For redaction:

5.5 Water Row Company Policies Report

5.5.1 The Director of Customer Services presented the Water Row Company Policies report in detail and noted amendments to the following existing policies:

- The Water Row Company Lettings Policy;

- Water Row Company Rent Setting Policy.

5.5.2 The Director of Customer Services highlighted the introduction of the following new policies:

- Water Row Company Residential Lease Policy;
- Water Row Company Commercial Property Policy.

Discussion points:

1. Previous anti-social behaviour.
2. Letting priorities and criteria.
3. Water Row Company Board Members.
4. Additional tenant rent charges.
5. Numbers interested in residential and commercial properties.
6. Range of businesses interested in commercial properties and next steps relating to marketing campaign and tenancy preferences.
7. Review dates of policies.
8. Fit out cost and funding for commercial properties.

Action notes:

1. Following discussion, Members noted and approved the Water Row Company Policies report and recommendations at section 2 of the report.
2. Renumber paragraphs in the WRC Residential Lease Policy.

For redaction:

6. Reports for Discussion/Information

6.1 Customer Service Report

6.1.1 The Director of Customer Services presented the Monthly Customer Services report and advised that in relation to the student accommodation update at section 5 of the report, photo's will be forwarded to the Board of the refurbished rooms at Jim Stephen House. Glasgow University signed the lease on 9 September 2023 and there will be 7 students living in the accommodation by the end of next week.

6.1.2 Redacted for confidentiality purposes.

Discussion points:

Action notes:

Following discussion, Members noted and approved the Customer Service Report.

For redaction:

6.1.2

6.2 The Water Row Company

6.2.1 The Director of Customer Services presented The Water Row Company report and noted the expected property handover dates at section 5 of the report.

6.2.2 The Director of Customer Services however advised that CCG have indicated that only Block 1A will be handed over before Christmas 2023 - on 20 November 2023.

6.2.3 The Director of Customer Services stated that there are currently 20 properties unreserved with circa 90 interested parties so it is anticipated that there will be no difficulty letting the properties. An audit of the full letting process will be conducted once the process has concluded.

Discussion points:

Action notes:

Following discussion, Members noted the Water Row Company Report.

For redaction:

7.0 Any Other Competent Business

7.1 Water Row Company Draft Articles

7.1.1 The CEO advised that the Association has now received the draft Articles for the Water Row Company and they have been adapted from the Articles for Govan Home Team.

7.1.2 The CEO stated that the Water Row Company can now be registered with the draft Articles.

7.1.3 The CEO advised that the draft Articles will be emailed to the Board tomorrow and any comments or questions from the Board should be forwarded by Friday 6 October 2023.

7.2 Redacted for confidentiality purposes.

Discussion points:

1. Reinforced autoclaved aerated concrete - initial assessment has identified that the Association does not have any affected properties however, this will be included as part of next year's stock condition survey to confirm and provide reassurance to the Board.

2. Update regarding window replacement programme - GCC have stipulated timber windows at the front of properties and UPVC at the rear. Discussions with GCC remains ongoing.

Action notes:

For redaction:
7.2

8. Date of Next Meeting

8.1 The date of the next full Board meeting is Thursday 26 October at 6.00pm.

CHAIRPERSON'S SIGNATURE:



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