



**Minute of Management Committee Meeting
held on Thursday, 28 November 2019 6.00 p.m.**

PRESENT: Mr C Quigley, Chair
Ms A Martin, Member
Mrs A Connelly, Member
Ms D McKenzie, Member
Mr Z Khan, Member
Ms K Russell, Member
Mr S Kalonji, Member

IN ATTENDANCE: Ms C Quinn, Director of Corporate Services
Mr R Dulin, Head of Finance
Mrs E Shield, Corporate Services Manager
Ms F McLauchlan, Head of Housing
Mr T McLeod, Head of Property Services
Mrs V Marshall, Corporate Services Officer
Mr W Prichard, former Committee Member

At this point the Mr Colin Quigley was unanimously voted as Chair of the Management Committee.

The Chair welcomed the return of previous member, Mr W Pritchard and asked that he be co-opted back on to the Management Committee with immediate effect. This was unanimously agreed by Members.

1.0 Apologies

The Chair advised that Mr G Maguire, Miss G Hay, Mr G Bernstein and Mr S Simpson had submitted apologies for the meeting.

2.0 Declarations of Interest, Gifts and Hospitality

There were no declarations of interest, 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 The minutes from the meeting held on 31 October 2019 were approved by Member 6 and seconded by Member 5 as a true reflection of the respective meeting.

4.2 Matters Arising

There were no matters arising from the previous minute.

4.3 The minutes from the Development Sub-Committee meeting held on 28 June 2019 were presented for information only.

Discussion points:

N/A

Action notes:

N/A

For redaction:

N/A

5.0 Reports for Decision/Approval

5.1 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:

5.1.1 Notifiable Events

There have been no notifiable events since the last meeting.

5.1.2 Complaints

There are no complaints currently under investigation by the SPSO since the last meeting.

5.1.3 Management Committee Membership – Recruitment

There are currently 10 elected members out of maximum of 15 places.

At this point the DOCS advised that Members still had to elect a new Vice Chair now that Mr C Quigley had been voted in at tonight's meeting as the new Chair of the Management Committee.

A discussion ensued and it was agreed that as there were 4 Members not in attendance at tonight's meeting, nominations would be put on hold and decided at the next meeting in January 2020.

5.1.4 Management Committee Training

Management Committee are due to attend Treasury Management (GEL) on 11 December 2019 at Elderpark Housing Association from 6.00p.m. to 8.00 p.m.

5.1.5 Management Committee Attendance

The attendance for the Management Committee meeting held on 31 October was 80%.

5.1.6 Tenant Scrutiny Panel Update

The Community Inclusion team have now met with four tenants who have indicated an interest in joining the panel bringing the total up to seven.

The Panel has decided that a name change is required and they will now be referred to as the 'Tenant Service Improvement Group'.

There will be a notice in the December 2019 newsletter regarding the group to see if that will produce any further interest.

The Community Inclusion Team is to arrange the first meeting of the newly formed group in January 2020.

5.1.7 Health and Safety Update

The H&S advisor has now inspected both premises (Association Offices and HOME Team premises) with a view to ensuring compliance - he commented favourably in regards to the systems in place within both premises.

He advised of the following improvements for consideration:

- Obtain accreditation for the Association i.e. SMAS & SSIP. On completion we would require new paperwork to display this;
- Consider SMAS Worksafe ISO certification; which is part of a wide family of businesses, with the single aim of keeping your work force and your business safe and legally sound.
- Consider SSIP – Safety Schemes in Procurement is a group of umbrella accreditation's ensuring that companies are fully complaintant with Health & Safety and CDM regulations. Approved by the HSE, their certifications are accepted industry wide.

He also suggested that team meetings are held every three months to include the Association, the HOME Team and Trade Union representatives.

5.1.8 Annual Assurance Statement

The Annual Assurance Statement was submitted on time but no feedback has been received back from the Regulator to date.

5.1.9 Use of Seal

The seal has been used on two occasions for the following approved Shareholders:-
Information Redacted for confidentiality purposes
There were no new Shareholder applications received since the last meeting.

5.1.10 Other Governance Matters

Annual Assurance Statement Updates

The Regulator published information detailing that they received assurance statements from 156 RSLs and 25 local authorities. The Regulator will use the statements, along with other information it has about landlords, to assess the risk each landlord presents to the interests of tenants and other people who use their services. It will then publish engagement plans for all landlords on 31 March 2020, which will include for the first time a regulatory status for each RSL.

The Regulator is now engaging with two RSLs and seven local authorities that did not submit a statement by the 31 October 2019 deadline.

5.1.11 Incident Management Plan – Appendix:1

The Group Incident Management Plan is an operational document that requires Executive Management Team approval only and is attached for Members for information only.

The DOCS advised that this plan would be tested by key members of the Management team, who will also implement the requirements. She confirmed that the Plan is based on a model plan obtained from our insurers Zurich and modified to fit our needs.

Discussion points:

Question: Member 1 and Member 6 advised that there had been discussion at the recent TPAS conference which they had attended. They advised that there seems to be a difficulty across the sector in recruiting tenants onto any type of scrutiny panel.

Action notes: There are no recommendations or approvals required within this report.

For redaction:
5.1.9

5.2 Monthly Housing Management Report

The Head of Housing (HOH) presented her monthly Housing Management report, taking members in detail through the content of the report highlighting the following points:

5.2.1 Former Tenant Bad Debts

There have been no former tenant write-offs since the last meeting.

5.2.2 Decree Information

There have been no decree reports for consideration since the last meeting.

5.2.3 Homelessness Services

Information redacted for confidentiality purposes.

The HOH & CE attends and hosts the quarterly LLC (local Lettings Community) for Greater Govan. In attendance at this meeting are representatives from Govan, Elderspark and Linthouse HA's, South Community Casework team and from DRS. The last meeting was held on Monday 21st October 2019.

There is a standard agenda across all (10) LLC meetings to discuss the following:-

- **Letting Plan (LLP)**
- **LLC/Monitoring Group**
- **Quarter 2 Report**
- **Casework Update**
- **Housing First**
- **The Alliance**

The HOH then provided Members with a summary of the main points raised discussed at the meeting.

5.2.7 Compliance

The HOH referred to the compliance template provided last month which will provide members with the continual assurance that checks are being undertaken of operational processes and data being provided through performance reporting. Please note that template is for information purposes only and such reports are still under development for future use. Quarterly assurance checks for housing management and community engagement will commence in February 2020 and will be reported to members. This will be the role of both the Housing Manager's (income and community engagement) following the recent staffing restructure.

5.2.8 Other

The HOH advised members that Scottish Housing regulator recently published a document on the emphasis of Landlords keeping rents affordable. The Association is coming to the end of our 3 year rent restructure review. The Association recognises that it must set rents that take account of

affordability, the costs of managing and maintaining its properties, comparability with other social landlords in the area and, be able to service existing loans and fulfil contractual obligations. We recognise that we must have a fair and consistent system for determining rents between individual properties which was the basis current rent restructure.

We will be undertaking a full review of our rent setting policy within the next quarter linked to our budget process.

Discussion points:

Question; Member 4 asked if the vulnerable clients would be receiving 24 hours support.

Reply: The HOH replied that yes all clients would be given 24 hours support.

Action notes: There are no recommendations or approval required for this report.

For redaction: 5.2.3

5.3 Monthly Property Services Report

The Head of Property Services (HOPS) presented his monthly Property Services report, taking members in detail through the content of the report highlighting the following points:

5.3.1 Tenant and Resident Safety

The HOPS advised that the new templates have now been created for reporting on all aspects of tenant and resident safety to be presented on a regular basis for Committee. This template will provide Committee with regular assurance that we are meeting our legal duties and regulatory requirements in relation to tenant/resident and building safety as detailed in Appendix 1 of the report.

5.3.2 Compliance

The HOPS confirmed that the compliance template attached at Appendix 2 will provide members with the continual assurance that checks are being undertaken, the development of reports to compliment this template will be completed for the next quarterly submission due in February.

Discussion points: N/A

Action notes: There are no recommendations or approval required.

For redaction: N/A

5.4 Monthly Policy Review Report

The DOCS presented the monthly policy review report and updated members on the following policies contained within Appendix 1 and 2 of the report

- Freedom of Information and Environmental Information Policy
- Freedom of Information Publication Scheme and Guide to Information

The DOCS advised that the Freedom of Information (Scotland) Act 2002 (“FOISA”) and the Environmental Information (Scotland) Regulations 2004 (“EIR”) place a general obligation on Scottish Public Authorities to allow the public access to information that they hold. Both FOISA and EIR are overseen by the Scottish Information Commissioner (“SIC”).

She confirmed that from 11 November 2019 Govan Housing Association was designated as a Scottish Public Authority and needs to make information available in accordance with FOISA and EIR.

The Freedom of Information and Environmental Information Policy will:

- provide a general understanding of FOISA and EIR; and
- outline where responsibility lies for complying with the legal duties of Govan Housing Association under FOISA and EIR

5.4.1 Publication Scheme and Guide to Information

The DOCS confirmed that under the requirements of the Freedom of Information (Scotland) Act 2002 (FOISA) we must produce and maintain a Publication Scheme. This document must detail all of the key information that we publish and how customers can access it. This guide to information contains links to where customers can find all of the information listed online.

Discussion points: N/A

Action notes:

Following discussion, members approved both policies presented.

For redaction: N/A

6.0 Reports for Discussion

6.1 Financial Management Report to 31 August 2019

The Head of Finance presented the Financial Management Report for the 8 months period to the end of September 2019 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)

Discussion points: N/A

Action notes:

Following discussion, members noted the monthly update on the financial management of the business to 31 August 2019.

For redaction: N/A

6.2 Bi Annual Review of Treasury Management Operations

The HOF&IT presented the biennial review showing the Associations position as at September 2019. The report showed that the overall position of our Treasury Management Operations was good with our current loans showing an average borrowing rate of 3.48% compared with the Bank of England's current rate of 5.05%. Loan Covenants were also well within targets and the value of our properties held as security was showing a significant surplus borrowing capacity, which would be beneficial in the event that we would seek further loan financing. He confirmed that the cash balance also remains strong at £3.9 million.

Discussion points: N/A

Action notes:

Following discussion, members noted the content of the Bi Annual Review of Treasury Management Operations.

For redaction: N/A

7.0 Reports for Approval

7.1 Pension Proposal

At this point the Head of Housing left the room due to having an interest.

The HOF&IT updated the Committee with regards to the Pensions Trust Triennial valuation and their proposed changes to the current contribution and past service deficit payments.

Information redacted for confidentiality purposes.

Information redacted for confidentiality purposes.

The total effect on an annual basis is approx. Information redacted for confidentiality purposes.

Discussion points:

Action notes:
Following discussion, members approved for the HOF&IT to begin the consultation period with the staff involved.

For redaction:
7.1

7.2 Information redacted for confidentiality purposes.

Discussion points: Member no 4 requested that it be noted that they were against the decision to approve this donation request.

Action notes: Information redacted for confidentiality purposes

For redaction: 7.2

7.3 Information redacted for confidentiality purposes.

Discussion points: N/A

Action notes:

For redaction: 7.3

8.0 Any Other Competent Business

8.1 Group Risk Register

The DOCS advised Members the Group Risk Register was for information purposes only at this stage. She advised that the Audit Sub Committee had recently reviewed the full risk register. She advised members that a full training session with all members would be undertaken on risk management to review the level of inherent and residual risk and to determine the Association's overall risk appetite.

Discussion points:

Action notes: Following discussion, Members welcomed the future planned training session and noted the content

For redaction: N/A

There being no other competent business the Chair brought the meeting to a close.

9.0 Date of Next Meeting

9.1 The date of the next Management Committee meeting is Thursday, 30 January 2020 at 6.00 p.m.

CHAIRPERSON'S SIGNATURE:|

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