



**Minutes of GHA Board Meeting
held on Thursday 29 February 2024 at 6pm**

PRESENT: Mr G Maguire, Group Chair
Mr S McLachlan, Member
Ms A Connelly, Member
Mr Z Khan, Member
Ms A Williamson, Member
Ms A Fraser, Member
Ms F Cochran, Member
Ms S Keast, Co-Optee

IN ATTENDANCE: Ms C Quinn, Group CEO (GCEO)
Ms KA Wallace, Director of Customer Services (DCS)
Mr R Dulin, Group Head of Finance & Corporate Services (HFCS)
Ms E Shields, Group Finance & Corporate Services Manager (FCSM)
Ms N Salmon, Group Corporate Services/HR Team Leader
Ms L Edwards, Development Consultant (DC)

1.0 Apologies

1.1 The Group Chair advised that Ms K Russell has submitted her apologies. Ms S Dingwall and Mr C Quigley are on a leave of absence.

2.0 Declarations of Interest, Gifts and Hospitality

2.1 Ms A Williamson declared that she is a Director of the Water Row Company (WRC).

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 Governing Body Matters & Minutes for Approval and Information

4.1 Draft Minutes of GHA Board Meeting 25 January 2024

4.1.1 The Minutes of the GHA Board meeting held on 25 January 2024 were approved by Mr S McLachlan and seconded by Ms A Williamson as a true reflection of the meeting.

4.2 Matters Arising

4.2.1 There were no matters arising.

4.3 Membership of the Development Committee

4.3.1 The Group Chair reminded the Board that it was agreed at the last meeting to reconvene the Development Committee in light of the DC's forthcoming retirement. The Group Chair noted that there has not been a Development Committee for several years and asked the Board for volunteers to join the Committee, The following joined:

- Mr G Maguire
- Ms A Connelly
- Mr Z Khan
- Ms A Williamson
- Ms S Keast

4.3.2 The Group Chair advised that the Development Committee meeting will take place on Monday 18 March 2024.

Discussion points:

Action notes:

Membership of the Development Committee agreed.

For redaction:

5.0 Reports for Decision/Approval

5.1 Water Row Phase 1 Update Report.

5.1.1 The DC presented the Water Row Phase 1 Update Report including Risk Register at Appendix 1 and Financial Risk Register at Appendix 2 for information.

5.1.2 The DC turned to the costs at section 4 of the report and noted an increase in overspend for which the Association is liable. The DC went on to advise the current financial position as demonstrated in the table at section 4.9 of the report and reflected that it represents a snapshot of the position at the time of writing the report.

5.1.3 Redacted for confidentiality purposes.

5.1.4 Redacted for confidentiality purposes.

5.1.5 The DC advised that there has been a slight delay in the handover of block 1B since the report was written, this block will now be handed over on 26 March 2024. The delay does not impact the date of the full project completion of 30 April 2024.

5.1.6 The DC advised that the financial position is being closely monitored. A dedicated financial risk register - attached at Appendix 2 of the report - has been compiled which highlights all ongoing financial concerns along with mitigation, controls and actions being taken. The Development Committee will discuss the financial risks in detail at their meeting on 18 March 2024.

5.1.7 Redacted for confidentiality purposes.

Discussion points:

1. Redacted for confidentiality purposes.

Action notes:

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

For redaction:

5.1.3, 5.1.4, 5.1.7, discussion point 1

At this point the Development Consultant left the meeting.

5.2 Appointment of Mechanical and Electrical Engineer Consultants for Commercial Units at Water Row

5.2.1 The DCS presented the Appointment of Mechanical and Electrical Engineer Consultants for Commercial Units at Water Row report for approval.

5.2.2 The DCS advised that now that work has commenced on the detailing of the fit-out of the six non-residential units at Water Row, specialist mechanical and electrical (M+E) design assistance is required to ensure designs for all six units are in line with current Building Regulations - in particular in relation to the flue for a commercial hot food business in unit 1.

5.2.3 The DCS noted the services required included ventilation design, heating design, flue arrangements and small power, lighting and water services.

5.2.4 Redacted for confidentiality purposes.

5.2.5 The DCS advised that the Association would like to make the appointment prior to 1 April 2024 when new Building Regulations take effect, as noted in section 4.3 of the report and asked the Board for approval to deviate from the Procurement Policy.

5.2.6 Redacted for confidentiality purposes.

Discussion points:

Action notes:

Redacted for confidentiality purposes.

For redaction:

5.2.4, 5.2.6 and action notes

5.3 Business Planning Workshop Report

5.3.1 The GCEO presented the Business Planning Workshop report and advised that it contained a summary - following the business planning session held in January 2024.

5.3.2 The GCEO advised that the recommendations in the report will be used to update the relevant business plans and risk registers. The updated business plans will be presented to the Board in April 2024 and then sent to the SHR.

Discussion points:

Action notes:

Following discussion, the Board noted and approved the Business Planning Workshop report.

For redaction:

5.4 Governance Report

5.4.1 The GCEO 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 currently two open Notifiable Events.
- b) Complaints as mentioned in section 5 of the report noting that there are no new live complaints with SPSO. In addition, there are no Stage 2 complaints that the Association considers will escalate to a Notifiable Event or to the SPSO.
- c) Governing Body membership noting that Ms S Dingwall remains on a Leave of Absence and has advised that she will return to the Board in March 2024. The Group Chair approved a Leave of Absence for Mr C Quigley, for personal reasons, on 30 January 2024. The introduction of two new subsidiary Board members for Water Row Board as detailed in section 6 of the report.
- d) Governing Body appraisals and training as detailed in section 7 of the report noting the annual Board appraisals are in progress following which a training plan will be developed and presented to the Board for approval.
- e) Health and Safety as described in section 9 of the report noting that the internal Health and Safety Working Group will meet biannually.
- f) Freedom of Information (FOI) and Subject Access Requests (SAR) update as described in section 10 of the report noting there have been no new FOI or SAR. However, there is one ongoing FOI request, via the Scottish Information Commissioner, as reported in previous months and this is being managed by the Association's external Data Protection Officer.
- g) Annual Assurance Statement information gathering remains ongoing as noted in section 11 of the report.
- h) Redacted for confidentiality purposes.
- i) Other governance matters as included in section 15 of the report concerning:
 - i. Global Risks Report 2024 written by the World Economic Forum in conjunction with Zurich.
 - ii. The new Regulatory Framework of Governance and Financial Management effective from 1 April 2024 advising that the new framework has been uploaded to the document library on the VBR.

Discussion points:

Action notes:
Following discussion, the Board noted the Governance report and approved the new use of the seal at section 12 of the report.

For redaction:
5.4.1.h

5.5 Policy Report

5.5.1 The GCEO presented the Policy report and highlighted the following new policies:

- Repairs and Maintenance Policy

5.5.2 The GCEO advised that there are no existing policies that *have been reviewed but no amendments made*.

5.5.3 The GCEO advised that there are a number of existing policies that *have been reviewed with amendments* as detailed in section 4.3 of the report.

5.5.4 The GCEO suggested that moving forward, policies go to the Audit Committee for review and initial approval and then be ratified by the Board at the following meeting. A Member proposed that it would be more appropriate for operational policies to go to the Operations Committee for review and initial approval and then the Board for ratification. Following discussion, the Board unanimously agreed.

Discussion points:

Action notes:
Following discussion, the Board noted and approved the Policy report and recommendations at section 2 of the report. The Board also agreed that policies will now be reviewed and initially approved by the Audit or Operations Committees as appropriate and then ratified by the Board at the next meeting.

For redaction:

5.6 Commercial Lease Agreements – Annual Rent Increase

5.6.1 The DCS presented the Commercial Lease Agreements – Annual Rent Increase report and reminded the Board that rent increases for commercial/residential/partner leases are dealt with separately from the rent increase for social landlord tenants.

5.6.2 The DCS advised that no consultation is required for the increase, only Board approval.

5.6.3 Redacted for confidentiality purposes.

Discussion points:

1. Commercial leases rent increase will always be higher than the rent increase for SST agreements.
2. Commercial benefits and community benefit rates to offset rent charges.
3. Harmonising commercial leases.

Action notes:
Redacted for confidentiality purposes.

For redaction:
5.6.3 and Action Notes above.

5.7 Residential Lease Agreements - Annual Rent Increase

5.7.1 The DCS presented the Residential Lease Agreements - Annual Rent Increase report and advised that GCC has increased the LHA for the first time in several years. The DCS explained that the LHA rate is the rate GCC would pay a private landlord for a tenant in receipt of full benefit for a similar sized property to that of the Association.

5.7.2 Redacted for confidentiality purposes.

5.7.3 Redacted for confidentiality purposes.

Discussion points:

Action notes:

Following discussion, the Board noted the Residential Lease Agreements – Annual Rent Increase report and approved the annual rent increase detailed in section 5 of the report.

For redaction:
5.7.2, 5.7.3

5.8 Customer Services Monthly Report

5.8.1 Redacted for confidentiality purposes.

5.8.2 Redacted for confidentiality purposes.

5.8.3 Redacted for confidentiality purposes.

5.8.4 Redacted for confidentiality purposes.

5.8.5 Redacted for confidentiality purposes.

5.8.6 Redacted for confidentiality purposes.

5.8.7 Redacted for confidentiality purposes.

5.8.8 Redacted for confidentiality purposes.

5.8.9 Redacted for confidentiality purposes.

5.8.10 The DCS advised that the Govan Tenant Services Scrutiny Group have reviewed the Associations Repairs and Maintenance policy and submitted a report of recommendations as included at Appendix 3 of the report. The DCS went through the key recommendations from the report.

5.8.11 The DCS advised that approval is sought for a Decree for Eviction that was granted at court for recovery of possession on the 24th January 2024 as detailed in section 11 and Appendix 4 of the report. The DCS explained the rent arrears history, following which the Board unanimously approved the Decree.

Discussion points:

1. Reasons for the gas servicing failure – the DCS agreed to clarify the reasons for the failure and update the Board.
2. Bins at Elphinstone Place.

Action notes:

Following discussion, the Board noted the Customer Services Monthly report and approved the Decree for Eviction as section 11 of the report.

For redaction:

5.8.1 to 5.8.9

6. Reports for Discussion/Information

6.1 Redacted for confidentiality purposes.

6.2 Procurement Update Report

6.2.1 The GCEO presented the Procurement Update Report and noted that it provides the details of procurement activities which may require authorisation prior to any work being undertaken and to provide an update with any substantial changes with current major contracts.

6.2.2 The GCEO advised that the contracts are monitored regularly.

Discussion points:

Action notes:

Following discussion, Members noted and approved the Procurement Update report.

For redaction:

6.3 Draft Govan Housing Association (GHA) Budget 2024/25

Redacted for confidentiality purposes.

- 1.
2. update.

Action notes:

Following discussion, Members noted the Draft Govan Housing Association (GHA) Budget 2024/25.

For redaction:

6.3

6.4 Draft Govan Home Team Budget 2024/25

Redacted for confidentiality purposes.

Action notes:

Following discussion, Members noted the draft Govan Home Team Budget 2024/25.

For redaction:
6.4

6.5 Draft Water Row Company Budget 2024/25

Redacted for confidentiality purposes.

Action notes:
Following discussion, Members noted the draft Water Row Company Budget 2024/25.

For redaction:
6.5

7.0 Any Other Competent Business

7.1 There was no other competent business.

8. Date of Next Meeting

8.1 The date of the next full Board meeting is Wednesday 27 March 2024 at 6.00pm.

CHAIRPERSON'S SIGNATURE:



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