

**LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Approved Minute of a meeting held via Zoom on
Tuesday 03 August 2021 at 6.00pm.**

PRESENT

Alison Guthrie, AG
Mary Ray, MR
David McGeoch, DM
Sheila McGeoch, SM
Frank Murphy, FM
Jackie McColl, JM

IN ATTENDANCE

Irene C. McFarlane, IM (Chief Executive Officer)
Gail Sherriff, GS (Depute CEO)
Yvonne Rooney, YR (Head of Business Support)
Andrea Walker, AW (Head of Customer Services)
Derek Rainey, DR (Asset Manager)
Craig Douglas, CD (Technical Services Manager)
Michelle Fegan, MF (Business Support Asst, Minutes)
Fettes McDonald, FMD (FMD Financial Consultants)

<p>1. APOLOGIES</p> <p>1.1 AG welcomed everyone to the meeting.</p> <p>1.2 Apologies were noted for AL, GL, MAS, SB and a late submission for CN due to experiencing internet issues.</p>
<p>2. DECLARATIONS OF INTEREST</p> <p>2.1 All those present at the meeting confirmed that there were no declarations of interest.</p>
<p>3. DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS</p> <p>3.1 All those present at the meeting confirmed that there were no breaches of ethical behaviour that they were aware of.</p> <p>3.2 IM advised that there were no new notifiable events.</p>
<p>4. MINUTE OF PREVIOUS MEETINGS ON 11 AND 26 May 2021.</p> <p>4.1 MF advised committee that GS had requested a change to the minute of 11 May 2021. GS requested paragraph be reworded to reflect that LHA would own and manage the properties we develop.</p> <p>4.2 Paragraph 9.13 to be changed to show that GS expressed a view that an engineer's opinion is needed on the Farmhouse building.</p> <p>4.3 Paragraph 10.5 "it" to be changed to Section 5.</p> <p>4.4 Subject to changes minute was proposed as accurate by SM and seconded by FM.</p> <p>4.5 Minute of 26 May 2021 was proposed as accurate by FM and seconded by DM</p>
<p>5. MINUTE OF AUDIT AND ASSURANCE SUBCOMMITTEE MEETING 18 MAY 2021</p> <p>5.1 Committee noted the draft minute of AASC meeting on 18 May 2021.</p>

6.	MINUTE OF STAFFING SUBCOMMITTEE MEETING ON 27 APRIL and 29 JUNE 2021
6.1	Committee noted the draft minutes of the SSC meetings on 27 April and 29 June 2021.
7.	MATTERS ARISING, ACTION POINT REGISTER
7.1	Committee reviewed the updates of the APR and that the actions listed as complete are to be removed.
7.2	Committee NOTED Action Point Register
8.	SHR LOAN RETURN
8.1	FMD presented the report on the SHR Loan return, advising that it is a little later than usual due to technical issues with the SHR system.
8.2	FMD ran through the main highlights of the report noting that while the formatting of the report had changed there were no concerns with the submission.
8.3	FM asked about part 3 of the report and whether 84% of the stock not granted on loan debt means that 84% of the stock is available to use as security on future loans. FMD confirmed there is an ability to raise a loan on the remaining 84% of stock although it would be dependent on the ability to repay the loan through, for example, income generated from new build properties.
8.4	Committee APPROVED submission of SHR Loan Report.
9.	QUARTERLY MANAGEMENT ACCOUNTS TO 31 MARCH 2021
9.1	FMD presented the quarterly accounts to the Management Committee advising that the accounts had been reviewed by the AASC on 18 May 2021 and no issues had been raised.
9.2	AG invited committee to asks questions. None were submitted.
9.3	Committee APPROVED the quarterly management accounts to 31 March 2021.
	FMD left meeting at 18.28
10.	CEO REPORT
10.1	IM provided the Committee with an overview of the report, noting that while most of it was for information, she did want to highlight the upcoming assessment of Govan Jobs Match (GJM) and that all partners have agreed to contribute £1,000 towards this. IM Advised that she is still waiting on the invoice from Govan Housing Association for LHA contribute to the loss of operating the recent GJM project and she is liaising with GHA on this.
10.2	IM advised that she is due to meet with Community Links Scotland (CLS) regarding the LHA Community pan and it will be her intention to bring the plan to the October committee meeting along with the newly appointed Community Empowerment Officer who will be leading on the implementation of the community plan. IM advised that there is currently no progression on a GEL

Community Plan, and she will identify the opportunities and potential risks of partnership working to the AASC for discussion.

- 10.3 IM moved onto the potential collaboration with Friends of Elderpark Farmhouse (FEPF) advising the committee that it has been made very clear that LHA does not have the resource to provide them with admin support for their project but will point them towards Govan Thriving Places to try to source this. FEPF do not yet have permission to use the park area from GGC and that they are looking at other potential partners such as City Mission.

This item is confidential as it is commercially sensitive, and publication would harm commercial interests.

- 10.4 IM moved on to inform the committee that YR had recently secured a new post with Northview Housing Association and will be leaving LHA on 01 October. As a result of this IM will be bringing a report to the next SSC meeting on the way forward for the Business Support Team.
- 10.5 SM endorsed IMs approach on how matters should be progressed with FEPF and FM concurred with this.
- 10.6 AG congratulated YR on her new post.
- 10.7 Committee **NOTED** the paper.

11. ASSET MANAGEMENT UPDATE REPORT

- 11.1 GS presented the report advising that the report only covers items for which approval is needed and a fuller report will be provided at the September Committee meeting.

- 11.2 2.1 Phase 2 Windows and Stonework project – GS advised that CCG have agreed £1,000 for the Community Benefits Contract which can be released to LHA via raising an invoice or distributed to local charities of our choosing.

SM noted that there are two areas within the immediate vicinity that are in need of landscaping. The first is the Govan Road public toilets and the second is the tree area above the Clyde Tunnel. AG agreed that these are areas that are in need, but the problem is only fixed if the community is encouraged to maintain the areas on an ongoing basis and how do we do that.

IM reminded members that LHA is a charitable organisation and that it is possible for the funds to be placed in a 'chest' for the new Community Engagement Officer to use and that LHA could invest an equal amount of money into using CLS to investigate funding opportunities for developing the two sites identified by SM.

Committee **AGREED** that LHA will invoice CCG for the £1,000 and it will be used by Community Empowerment Officer for tenant projects.

- 11.3 MR raised an issue about local litter and the number of bins she has witnessed that do not have lids on them. MR asked whether there is anything that can be done to help solve this problem as it would also be a community benefit.

DR advised that where bins without lids have been identified LHA are replacing these. CD also confirmed that following a survey of the bins in 2020 LHA purchased 50 new bins to replace those without lids, where a bin is no longer fit for purpose parts are harvested for other bins, although they are not universal, and that the estates team carry out regular litter picking in the area. CD confirmed that a further survey would be carried out by the estates team to identify bins that need repaired or replaced.

AG noted that the litter issue is also caused by GCC removing the smaller street bins and only having larger bins in/around the park. CD advised that GCC have held a recent forum looking at this issue and their solution is to upgrade to smart bins that notify them when the bin is full and requires to be emptied. SM noted that a lot of litter is created by the Premier shop at Drive Road, and it will be necessary to place a bin at this corner.

11.4 AG whether an environmental focus for the donation is a good idea. IM confirmed that LHA can ring fence the funds for the Community Empowerment Officer to use for environmental projects.

11.5 2.2 Phase 3 Windows and Stonework project – GS asked the committee to homologate an emergency powers decision taken by CEO and LHA Chair to appoint the successful bidder. Committee **AGREED** to homologate decision to appoint Grant Murray Architects for the Phase 3 Windows and Stonework project.

11.6 2.3.1 Drainage – GS advised that due to the previous unsuccessful attempts at procuring a drainage contractor via PCS, Committee are being asked to approve going through quick quote for the contract and that CD will monitor the costs of the contract to ensure they stay within guidelines. Committee **APPROVED** the drainage contract being procured via quick quote.

11.7 2.3.2 Gutter Cleaning Contract – GS highlighted the proposal to offer a 3 year contract with the option of a 2 year extension and that the assessment should be based on a 60/40 quality/cost ratio for the upcoming procurement on this contract, and asked if any of the members would be interested in joining the tender panel. Committee **AGREED** to the proposed contract and extension option and that it will be ok for staff to manage this tender panel without committee involvement.

11.8 2.3.3 – GS advised that for the renewal of laundry equipment at certain sites LHA were proposing to utilise the PFH Framework, that DR has reviewed the framework in detail, and it is considered that this would secure value for money for the organisation.

MR asked how many tenants would benefit from the contract. DR advised that he did not have exact figures, but an estimate would be 56 at each of the multi storey flats, 22 at Elder House and 6 at the Homelink site.

FM asked whether the current contractor would be happy to go through the framework. DR advised that they have went through at PFH placed them at the top of the list which gives assurance to LHA.

11.9 Committee **APPROVED** use of PFH Framework for renewal of laundry equipment lease.

11.10 2.3.4 Financial Services Contract – GS advised that four companies have noted an interest on PCS and that so far, no questions have been logged. GS asked if any of the committee members would be interested in taking part in the tender panel. FM and DM volunteered.

12. CUSTOMER SERVICE TEAM PERFORMANCE REPORT

12.1 AW presented the report to Committee. Highlighting that the recent team restructure was progressing well with the next report due to go to SSC on 14 September. Progress was being made with factoring debts over £1,000 and that the Welfare Rights Team have now had their targets set for the year with an aim to develop them further in the coming year.

12.2 AW advised that there is a need to increase the referrals coming into the Energy Advisor and that a programme of sessions and advertising is being run to promote the service to all residents in the area.

12.3 Committee **NOTED** the report.

AW left meeting at 19:06.

13. ARC VALIDATION UPDATE

13.1 YR presented the report to Committee noting that an email had been circulated to members following the validation carried out on 06 June.

13.2 AG invited members to ask questions. None were submitted.

13.3 YR advised that going forward the plan will be to complete a validation every two years.

13.4 Committee **NOTED** the report.

14. AOCB

14.1 Acquisition Update Report

14.1.1 DR presented the report, advised that two owners have approached the Association about potential buybacks and reminded members of the NRS requirement to offer any grant funded properties to Section 5 referrals.

14.1.2 DR confirmed that an independent valuation of the properties had been completed and both had returned a value of £100,000 which would achieve a grant of £50,000 from NRS. DR noted that the current housing market is buoyant and that owners can currently expect to achieve above the market value for their properties, he is therefore seeking delegated authority to begin negotiations on the purchase [REDACTED] *This item is confidential as it is commercially sensitive, and publication would harm commercial interests.*

14.1.3 DR confirmed that an assessment of the properties had been carried out and LHA will not have to carry out any work on them straight away therefore figures suggest that a positive return on the properties can be achieved within a ten year period [REDACTED]

[REDACTED] *This item is confidential as it is commercially sensitive, and publication would harm commercial interests.*

14.1.4 AG noted that she had a similar property at Hutton Drive and after a refurbishment the bedrooms were deemed too small. IM advised that NRS are not asking whether the bedrooms are single or double and it will just be stated as a 3 bed property.

14.1.5 After some discussion about identifying the size of bedrooms, Committee **APPROVED** delegated authority for DR to negotiate the purchase of the two properties **[REDACTED]** *This item is confidential as it is commercially sensitive, and publication would harm commercial interests.*

DATES OF NEXT MEETINGS:

- **Policy Working Group** – 24 August 2021 at TBC
- **Audit & Assurance Sub-committee** – Tuesday 17 August 2021 at 6pm
- **Management Committee Tri-issue meeting** – Tuesday 07 September 2021 at 6pm
- **Staffing Sub-committee** – Tuesday 14 September 2021 at 6pm
- **AGM** – Wednesday 15 September at 6.30pm

Meeting closed 19:29pm.

Alison Guthrie
CHAIRPERSON