

LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Minute of a meeting held via Zoom on
Tuesday 19 October 2021 at 6.00pm.

PRESENT

Alec Leishman, AL
Sheila McGeoch, SM
David McGeoch, DM
Frank Murphy, FM
Susan Brown, SB
Jackie McColl, JM
Heike Bley, HB
Mary Ray, MR
Alison Guthrie, AG

IN ATTENDANCE

Irene C. McFarlane, IM (Chief Executive Officer)
Gail Sherriff, GS (Depute CEO)
Derek Rainey, DR (Asset Manager); Part
Craig Douglas, CD (Technical Services Manager); Part
Alison Greig, AGr (Business Support Manager)
Fettes McDonald, FMD (FMD Financial Consultants)

OFFICE BEARER APPOINTMENTS

- 1.1 AL began the meeting at 18.08 welcoming everyone and thanking them for attendance. AL advised that he would be tweaking the agenda slightly as following the AGM the first point of business will be to appoint office bearers.
- 1.2 AL advised at this point he would step down as Chair and ask AG to step in as Vice Chair to oversee the nominations for Chair. AG took over chairing at 18:11 and opened nominations for Committee Chair. DM nominated AL which was seconded by MR. No other nominations were received.
- 1.3 AL accepted the nomination and was elected as Committee Chair for the next 12 months. AL resumed chairing at 18:12 and thanked the Committee for the nomination.
- 1.4 AL opened the nomination for Vice Chair, advising that AG was stepping down and did not wish to be re-elected. AL thanked AG for her support and service during her time as an office bearer.
- 1.5 AL advised members that there are a couple of official duties involved in being Vice Chair, including stepping into Chair meetings and handling emergency decisions in the Chair's absence, and assisting the Chair with maintaining the discipline of the meetings but also to unofficially be a critical friend to the Chair.
- 1.6 AL nominated JM for Vice Chair, and this was seconded by SM. FM self-nominated however did not receive a second. JM accepted the nomination as Vice Chair.
- 1.7 AL then moved on to the nomination of the Company Secretary, noting that for the past two years IM has held this position which has been convenient due to it being an office based position. AL nominated IM to continue as Company Secretary and this was seconded by SM as well as FM. IM accepted the appointment of Company Secretary.

2. AGENDA ITEM 1 – APOLOGIES

- 2.1 Apologies were received from CN and MAS who remains on a LOA.

3. AGENDA ITEM 2 - DECLARATIONS OF INTEREST

3.1 All Committee members present confirmed that there were no declarations of interest. It was noted that staff present at the meeting would have an interest in the confidential item being discussed at item 13 and staff will be excused from the meeting for this item.

4. AGENDA ITEM 3 - DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS

4.1 All those present at the meeting confirmed that there were no breaches of ethical behaviour that they were aware of.

4.2 IM confirmed that there were no new notifiable events.

5. AGENDA ITEM 4 - MC APPRAISAL FEEDBACK.

5.1 AL thanked the members for the feedback during appraisals which had been mostly positive, although there were little niggles from the members regarding the length of meetings as generally, they would prefer the meeting to be shorter and staff requests for decisions more concise. AL advised that to resolve this issue he will assume that all members have devoted adequate reading time to papers and staff will be invited to draw focus to specific items in reports that require attention, AL will then invite members to ask questions. All those present agreed with this approach.

5.2 AL advised that once a member of staff has presented the paper he will enquire as to whether that staff member is required for any other items on the agenda and if not, they will be invited to leave the meeting. IM advised that it is important the Executive Team attend the full meeting to ensure effective advice and support are available to the Committee

5.3 AL then moved onto the issue of the written reports noting that the feedback from the committee is that these should be brief and direct. Staff need to be aware of the detail they are providing in reports, particularly if there is background narrative on previous decisions this should refer to the specific minutes rather than repeat the full narrative.

5.4 AL invited IM to comment on the feedback and suggestions. IM advised that as a member of the West of Scotland Housing Association (WSHA) Committee she had raised a similar point during her appraisal, however, there will be times where the content of a report is dictated by regulatory compliance and stakeholder interest, not just achieving key management committee decisions. IM acknowledged that sometimes it is easier to write a long report than a short one; but that one solution may be to include an Executive Summary at the beginning of each report that includes background detail for MC members to read if needed. Committee liked this suggestion and the SLT will introduce it from December 2021.

5.5 AL again commented that most of the feedback had been positive and encouraging and complimented the staff and members on this. AL advised that AGr will compile a report for the December meeting with training plans attached.

5.6 AL stated that two of the newly-appointed MC members had decided to withdraw because of hefty work commitments, which was regrettable but understandable.

AL asked staff and MC members to help recruit to our four MC vacancies if they know of any local community members or acquaintances who may like to volunteer. AL welcomed HB to the MC and expressed gladness at her willingness to volunteer. AL also wanted to assure the MC that former MC members Tommy McMahon and Gordon Laurie had each received a gift, a greeting card and a personal letter thanking them for their long and conscientious contribution to LHA, for which they had both in return expressed their thanks to all at LHA.

6. AGENDA ITEM 5 – SUBCOMMITTEE AND POLICY WORKING GROUP (PWG) MEMBERSHIP

6.1 AL noted that following the AGM elections and appointments of Office Bearer there is then the task of appointing members to subcommittees. AL advised that he does use some 'Chair's Prerogative' in that he asks members directly to serve on certain Sub-Committees; in allocating members to Sub-Committees he must have an eye on the needs of the Sub-Committees specifically and on LHA's needs more broadly, but that this year, he has given greater consideration to the expressed wishes of individual MC members.

6.2 AL advised he would be stepping down from the Staffing Subcommittee (SSC) as he was only on it to make up numbers which should not be a problem now. AL has asked both MAS and SB to move to the Audit and Assurance Committee (AASC) and both have agreed. CN and HB have been asked to step onto the SSC.

6.3 It was noted that the new subcommittee memberships will be
SSC – MR, SM, JM, CN and HB
AASC – DM, FM, AG, SB and MAS

6.4 AL noted that subcommittees will appoint their own Chair at their next meeting however would like to make a couple of endorsements based on appraisals and member interest. AL urged the reappointment of MR as SSC Chair due to ongoing staffing restructures at LHA. And as AASC requires a new Chair he is of the opinion that DM will fulfil the role very well.

6.5 AL then moved onto the membership of the PWG noting that it does not have any set members and is very fluid on attendance. AL has therefore made the decision to auto enrol all committee members onto this group. All members will be provided with papers, if anyone is unable to attend then it will just be a case of giving apologies and attendance will not be monitored for this group.

7. MINUTES of MEETING HELD ON 07 SEPTEMBER 2021

7.1 Approved as accurate by SB and seconded by SM.

7.2 Minutes **APPROVED** by Committee

8. AGENDA ITEM 7 - MATTERS ARISING AND ACTION POINT REGISTER

8.1 MR noted that item 13.2 currently has a TBC for future meeting deadline on it and feels it would be more appropriate to set a specified deadline for this item. After some discussion it was agreed that a deadline of June 2022 would be suitable.

CD joined meeting at 18:39

- 8.2 AL noted that tasks assigned to YR would have to be reallocated now that she is no longer working with the organisation. IM advised that she will be overseeing the reallocation of YR's tasks and responsibilities as this is an operational issue, but that it will be an ongoing process involving discussions on the remits of departments, redrafting job descriptions, updating procedures etc. Any tasks in YR former job role and former BST operations plan will be redistributed as discussed and agreed at the last SSC.
- 8.3 AL noted the task of sourcing a Human Rights book and will focus on this when she returns to work. MF to provide AL with details of old Uni book to enable him to source an updated edition.
- 8.4 MR asked if the freephone number for emergency repairs went live. CD confirmed that it had.

9. AGENDA ITEM 8 – DRAFT SSC MINUTE 14 SEPTEMBER 2021

- 9.1 AL invited MR to draw committee's attention to important items.
- 9.2 MR advised committee that extending the Westfield Health cover to the committee members had been investigated and it had been found that doing so would be a contradiction of our charitable status and be classed as a benefit in kind, therefore it will not be pursued further.
- 9.3 The SHAPS pension issue that had been brought to the committee's attention at the September meeting had been investigated by IM. IM confirmed that the matter had been progressed and the decision of the SSC had been implemented starting September. [REDACTED]
- [REDACTED] *This item is confidential as it is commercially sensitive, and publication would harm commercial interests.*

DR joined meeting at 18:48

- 9.4 SM raised the discussion at paragraph 4.3 where SSC were recommending the purchase of a defibrillator for the office. AL opened the matter to a vote and committee **AGREED** to purchase a defibrillator.
- 9.5 SM also asked for a correction to be noted at 6.2 "muted" should instead be "mooted". AL noted that corrections and approvals for the minute will be completed at the next SSC meeting.
- 9.6 FM asked whether training would be provided on the defibrillator. HB advised it is not mandatory as the device talks the user through the process. JM noted that while this is true first aiders at her place of work were provided with training and CD concurred with this as he received training as part of his football coaching. AGr confirmed that training of the first aiders was included.
- 9.7 AL noted that the Chair and Vice Chair are to be scheduled for fire training early in the new year.

10. AGENDA ITEM 9 – ASSET MANAGEMENT UPDATE REPORT

- 10.1 GS presented the report advising that 4 SPDS had been received for item 2.1, and that following appraisal and scoring of the returned SPDS, only 2 contractors had demonstrated relevant experience and were being invited to ITT (Invitation to Tender) stage. GS confirmed that one day would therefore suffice for scoring the tenders and suggested 9 November. DM and FM volunteered to form part of the Tender Panel.
- 10.2 CD presented on item 2.2, advising that the Drainage Procurement had been completed, noting it is the second time this contract has been procured within the last year and only received one response. JM asked about the problems with contractors on this item and if Mitchell Drainage was the same company as David Mitchell Building. CD advised that they were a different company.
- 10.3 HB asked what a drainage contractor does. CD advised that they cover everything including dealing with chocked drains, CCTV investigations and realignment. DM asked whether it covers Council drainage. CD confirmed it did not cover council drainage and only the drainage from the Scottish Water manhole back to our properties.
- 10.4 AL opened the item for approval – Committee **APPROVED** appointment of Mitchell Drainage.

CD left meeting at 19:01

- 10.5 GS passed to DR to present on procurement exercises. DR advised that he had been proposing to provide a final report on the results of the gutter cleaning procurement exercise; however, due to holidays over the school week we had not received the final report from the Surveyor until after 5pm today as he was waiting on confirmation of points from one of the tenderers. The options for approving the successful tender included: e-mailing members the Surveyor's Tender Report along with a summary report from DR or granting delegated authority to IM and GS. AL was cautious of asking members for another decision outwith meeting. DR advised that the only other option would be to bring it to December meeting which would mean a start date in Jan 2022 which is not ideal for the work to be done.
- 10.6 Committee **AGREED** to delegate authority to IM and GS to appoint gutter cleaning contract with an update being provided at December meeting and homologation of the decision.
- 10.7 DR then moved onto the Laundry Equipment contract reminding committee-that JLA had been approved at the September meeting however, following completion of the "scoping exercise," it has been identified that two new water cylinders will be required at the 2 MSFs and the focus of the contract will be on new leased equipment opposed to continuing with current equipment. JLA have agreed to buy-back all current equipment owned by LHA at cost and then lease all equipment on the same basis which will increase the cost previously advised. DR confirmed that the revised cost of the contract will be [REDACTED].
[REDACTED] *This detail is confidential as it is commercially sensitive, and publication would harm commercial interests.*
- 10.8 MR suggested that the option proposed may not represent the best value for money option. MR asked how long ago the cylinders were replaced to identify

likely life cycle. DR advised he did not have the date to hand, but inspections confirmed the existing cylinders were getting close to the end of their current life and that under the terms of the lease, we have the security that if anything goes wrong with the new cylinders, it is the responsibility of JLA to repair or replace. DR confirmed that at the end of the contract, ownership of all equipment transfers to LHA. MR confirmed that this provided the reassurance required as to best value for money option for the Association.

- 10.9 Committee **APPROVED** the appointment of JLA based on the new costs.
- 10.10 GS reminded committee that it is not just the equipment at the MSFs but also includes the Homelink units and Elder House and by leasing all equipment for these properties under one contract, this is considered the best option in terms of future asset management.
- 10.11 DR then moved onto utilities seeking approval for this to be procured via Quick Quotes. Committee **APPROVED**.
- 10.12 DR then moved on to NRS and the acceptance of grants advising that as this is an operational matter it would be beneficial for staff to be included as signatories. Committee **APPROVED** named staff per the report becoming signatories to accepting NRS grants.

DR left meeting at 19:21

11. AGENDA ITEM 10 - FINANCE AND BUSINESS SUPPORT PERFORMANCE REPORT

- 11.1 AGr presented the report giving a run through of the continuous monitoring statistics, apologising for the size of printing in the paper bundle had not been aware of this and will ensure double checked for next time. Research Resource who completed the CMS have offered to provide a full year presentation at the end of quarter 4.
- 11.2 AGr advised that the remainder of the report is for noting and the only point to highlight is that the annual report is currently with the developers and is on course for meeting the deadline for publishing.
- 11.3 AL opened to Committee for questions. SM noted that it was heartening to see the value for money statistic had increased given the recent rent restructure. SB felt this could be connected to the large amounts other landlords are charging in the city.
- 11.4 No other comments were submitted, and the Committee **AGREED** to Research Resource providing a full year presentation in quarter 4.

12. AGENDA ITEM 11 - AOCB

- 12.1 No AOCB submitted. Staff left meeting at 19:30, members remained for discussion on item 12.

13. AGENDA ITEM 12 – CONFIDENTIAL DISCUSSION SSC MEETING ON 14 SEPTEMBER 2021

DATES OF NEXT MEETINGS:

- **Management Committee meeting** – Tuesday 07 December 2021 at 6pm
- **Audit & Assurance Sub-committee** – Tuesday 30 November 2021 at 6pm
- **Staffing Sub-committee** – Tuesday 14 December 2021 at 6pm
- **Policy Working Group** – TBC

Meeting closed.

Alec Leishman
CHAIRPERSON