

**LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Minute of a meeting held via Zoom on
Tuesday 15 February 2022 at 6.00pm.**

PRESENT

Alec Leishman, AL
Sheila McGeoch, SM
David McGeoch, DM
Frank Murphy, FM
Marc-Andre Schmitz, MAS
Heike Bley, HB
Mary Ray, MR
Alison Guthrie, AG
Colette Ness, CN

IN ATTENDANCE

Irene C. McFarlane, IM (Chief Executive Officer)
Gail Sherriff, GS (Depute CEO)
Derek Rainey, DR (Asset Manager)
Alison Greig, AGr (Business Support Manager)
Andrea Walker, AW (Head of Housing and Community Empowerment)
Gail Paterson, GP (Community Empowerment Officer)
Michelle Fegan, MF (Corporate Services Officer),
minute taker

OBSERVERS

Graham Gillespie

<p>1. APOLOGIES</p> <p>1.1 AL welcomed everyone and sought confirmation that everyone had received their papers. AL asked both those presenting and the committee members asking questions to keep things concise to allow the meeting to proceed to time.</p> <p>1.2 Apologies were received from JM, and SB due to technical reasons.</p> <p>1.3 AL advised the Committee that JM had requested a 3 month leave of absence and while he was not at liberty to disclose the reason for the request it is one that requires the compassion and consideration of the Committee. Committee APPROVED LOA for JM.</p> <p>1.4 AL introduced GG who was attending as an observer with a view to joining the Committee. Two other observers were due to attend however they had submitted their apologies.</p>
<p>2. DECLARATIONS OF INTEREST</p> <p>2.1 AL noted that attending staff would have a declaration under confidential item 13 and he would request all staff, with the exception of IM, and GG to exit the meeting at this item.</p> <p>2.2 AL also declared an interest in an item he would be raising under AOCB and that he would exit the meeting to allow the other committee members to consider his request.</p> <p>2.4 AL advised that he would be tweaking the agenda slightly and that Item 5 – Minutes of SSC would be discussed under Item 13 as they all related to the same matter.</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>

3.2	IM confirmed that there was one notifiable event that would be covered as part of her CEO report.
4.	MINUTES of MEETING HELD ON 07 December 2021
4.1	CN noted that she was not listed as being present at the meeting and confirmed she was there.
4.2	Subject to the addition of CN's name to those present the minute was proposed as accurate by MAS and seconded by CN.
4.2	Minutes APPROVED by Committee
5.	ITEM 6 - MATTERS ARISING AND ACTION POINT REGISTER
5.1	AL raised the point of 7.5 advising that, with assistance from MF, some research into possible books had taken place but only findings are for academic texts or political viewpoints, neither of which would be appropriate for committee needs and that as the Human Rights Act was due to be repealed following Brexit it may be best to postpone any further action on this matter until after the AGM.
5.2	AGr advised that she has been in touch with trainer who provided equalities training to arrange training for new members and those who were unable to participate last time and has asked if he provides anything specifically on Human Rights. Will keep the committee updated on this.
5.3	Committee agreed to remove action 7.5 until such time as the new HR act was in place and/or training could be provided for members.
5.4	Committee NOTED the Action Point Register
6.	ITEM 7 - CEO REPORT
6.1	IM presented the report highlighting that while she had reviewed the impact of the pension error and considered it to fall under Entitlements, Benefits and Payments, following a review of minutes by SHR it has been deemed a notifiable event. The NE has been logged and is closed with SHR commending the good governance shown by the committee in handling the matter.
6.2	IM then moved onto the matter of procuring the energy supplier which had been discussed at the meeting of 08 December 2021. IM advised that after receiving legal advice LHA are in the process of retendering the contract and requests continued approval for delegated authority to appoint the successful bid.
6.3	Committee APPROVED homologation of decision to re-tender the energy supplier contract and APPROVED delegated authority to IM and GS to appoint the successful bid.
6.4	IM advised the Committee that GS had resigned and her final day of working for LHA will be 31 March 2022. IM met with AL and MR to discuss how best to handle the handover of GS given how close DPS is to concluding. Under emergency powers it was agreed to appoint a development consultant on the basis of 8 ½ hours per week and committee are asked to homologate this decision.

- 6.5 Committee **APPROVED** homologation of appointment of development consultant and **AGREED** that IM has a max spend of £20,000 in respect of his fees.
- 6.6 Staffing issues to be discussed under item 13.
- 6.7 Discussion then moved to the upcoming staff away day with IM confirming that the Village Hotel had agreed to retain the cancelled Xmas party credit so long as it was used by 31 March 2022. The Corporate Services Manager has identified 2 available days that will allow for a full day for staff and committee members.
- 6.8 MR raised concerns that if the Monday date was selected it would impact on the service as this is considered a busy day for handling emergency issues that occurred over the weekend. After some discussion IM confirmed that contingencies would be in place to ensure that any emergency issues would be dealt with and there would be no impact on service if Monday is selected.
- 6.9 Committee **AGREED** that the preferred date is for Monday 21 March with the appropriate contingencies in place to ensure services not impacted.
- 6.10 Committee then discussed moving the scheduled meeting of 10 May 2022 to 24 May 2022 to fit with the Regulators submission deadline of the 5-year projections. Committee **AGREED** to move the May meeting to 24 May 2022.

7. **ITEM 8 - RENT CONSULTATION - 2022/23**

- 7.1 AW led on report and advised committee that all points of note had been detailed in the report. AW advised that when comparing the proposed increase to the rest of Glasgow the average rent increase was found to be between 3.5% and 3.7%.
- It clear that concerns remain on the conditions of properties and the affordability, but this is a catch 22 because if rents do not increase we will be unable to carry out investment promises.
- 7.3 AL opened to the committee for questions. MR asked if all tenants who provided feedback would receive a response. AW confirmed that a thank you letter would be sent to all who participated and for those who raised concerns or complaints joint visits are already taking place with the HOCE and TSM and will be ongoing until complete.
- 7.4 MR noted that feedback 2203 was a concern and it would be interesting to know whether the claims made were factual or not. AW advised that all managers are aware of this particular tenant and have dealt with numerous and repeated complaints from him. This tenant has been written to about his remarks and HCE are liaising with support workers to improve communication with this tenant.
- 7.5 DM commended staff on the survey and the report has been presented to both the tenants and the committee.
- 7.6 Committee **APPROVED** annual rent increase of 3.7%.

8. ITEM 9 - ASSET MANAGEMENT UPDATE REPORT

- 8.1 GS advised that this was an update report only and the points would be covered by herself and DR.
- 8.2 Item 2.1 – GS confirmed that phase 3 windows procurement had been completed with the contract being awarded to CCG and committee were being asked to approve homologation. Committee **APPROVED** homologation of awarding phase 3 windows contract to CCG.
- 8.3 Item 2.3 – DR advised that the Gas Safety tender had been completed and the current contractor Argon had come out on top. Committee **APPROVED** appointment of argon for Gas Safety Contract.
- 8.4 DR provided Committee with a last-minute update on L&D the contractor that provides our stage 3 medical adaptations, advising that a solicitor's email had been received stating they had gone out of business and giving 24 hours to novate the contract to Saltire. DR sought legal advice on this and during that time received further email withdrawing option to novate contract. DR is managing situation with legal advice from TC Young and will look to distribute the current referrals for medical adaptations between our current reactive repair's contractors.
- 8.5 Item 3 – update on LD2 installations. GS confirmed that as of close of business 14 Feb 2022 there were 149 properties still outstanding for installation and Senior Asset Assistant was working on progressing 65 installations this week and a further 65 next week, meaning only 19 installations would be carried into the week of 28 Feb 2022.
- 8.6 GS advised that this afternoon two issues had arisen with the LD2 installations. The first being a supply issue experienced by Timetra. There is not much that can be done about this and the work will pick up again as soon as the supplies are available. The second issue is that Fortress, our original LD2 and electrical testing contractor, has given notice to end the contract prematurely.
- 8.7 The Asset Team will handle this issue by splitting the remaining installations between the existing reactive repairs contractors and CD will be reviewing the contract to assess what was expected to be carried out, what has been completed and what is outstanding, particularly on the electrical testing, to enable procurement of this contract to take place.
- MR asked whether there would be any compensation claim for the organisation due to the early termination of the contract. GS confirmed there would not as each party has the right to terminate early. AL asked if using the existing reactive contractors would have cost implications. GS confirmed that the costs are bit higher than Fortress but not significantly higher. There would also not be any penalties for delayed installations as confirmed at Scottish Government briefing earlier that day.
- 8.8 DR confirmed that our insurance does not have a specific requirement for LD2's to be installed but does require us to take all reasonable steps for safe property.
- 8.9 IM suggested highlighting the supply issue via Glasgow South West Forum
- 8.10 4.0 will be covered under item 13.

- 8.11 GS returned to item 2.1 requesting approval for IM to sign the buildings contract in her capacity as Company Secretary. Committee **APPROVED**.
- 8.12 GS advised committee that the last acquisition at [REDACTED] has now gone through giving LHA 100% ownership of the block and asked whether this should now be included in the phase 3 window updates. Committee **AGREED** to the inclusion of [REDACTED] in the phase 3 window updates.
- 8.13 Committee **NOTED** the report and update regarding Fortress.

9. ITEM 10 - HOUSING & COMMUNITY EMPOWERMENT UPDATE REPORT

- 9.1 AW presented the report highlighting that while rent arrears has increased above the target, SHR has confirmed that this is a trend across the sector with the average rising to 6.53%. AW also confirmed that LHA has been successful in grant funding bids for rent arrears support and Vodafone sim cards.
- 9.2 AL commended the news of the grant funding awards and opened to the committee for questions. None were submitted.
- 9.3 AW then sought approval to enforce Decree for Eviction. Committee **APPROVED** enforcement of Decree for Eviction.

10. ITEM 11 - SUMMARY OF DRAFT COMMUNITY PLAN

- 10.1 GP presented the report advising that the next step will be to create an action plan which will be implemented through cross team and agency working.
- 10.2 DM asked about the Community Hub and whether this is an actual possibility or just a hope. GP confirmed that it is currently being planned out with AMT completing costings for converting the unit at 1133 Govan Rd.
- 10.3 Committee **NOTED** the report

11. ITEM 12 - POLICIES RECENTLY CONSIDERED BY PWG

- 11.1 AGr presented four policies that had been considered at the recent Policy Working Group.
- 11.4 The Committee **APPROVED** the following policies
- Entitlements, Payments and Benefits Policy
 - Void Management Policy
 - Anti-Social Behaviour Policy
 - Rechargeable Repairs Policy

12. AOCB

- 12.1 AL raised a request for a short leave of absence in order to pursue a career opportunity. The LOA would be effective from 24 March 2022 until 09 May 2022. AL left meeting at 19.13 to allow members to discuss the request and chairing of the meeting was passed to IM.

- 12.2 IM invited questions or comments on AL's request. None were submitted and all members **APPROVED** LOA for AL.
- 12.3 IM then raised the need to appoint an interim chair while both AL and JM are on LOA. DM self-nominated and this was supported by CN and MR. MR raised appoint about the Committee Chair not being able to also chair the AASC but as no AASC meetings were taking place during the period of LOA this was considered not to be an issue.
- 12.4 Members **AGREED** to DM being appointed interim chair during AL's LOA.
- 12.5 AL re-joined the meeting, IM confirmed the approval of his LOA and that DM would be interim chair.
- 12.6 AL thanked the committee for approving the request and as he would not be at the March meeting wanted to express his thanks to GS for her time at LHA and wish her the best in the future.
- 12.7 Staff left meeting at 19.24 with exception of IM who remained for confidential discussion at item 13.

13. CONFIDENTIAL STAFFING REPORT

DATES OF NEXT MEETINGS:

- **Staffing Sub-committee** – Tuesday 25 January 2022 at 6pm
- **Policy Working Group** – 01 February 2022 at 6pm
- **Management Committee meeting** – Tuesday 15 February 2022 at 6pm
- **Audit & Assurance Sub-committee** – Tuesday 22 February 2022 at 6pm

Meeting closed at 19:55

Alec Leishman
CHAIRPERSON