

**LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Minute of a meeting held via Zoom on
Tuesday 20 March 2022 at 6.00pm.**

PRESENT

David McGeoch, DM (Chair)
Sheila McGeoch, SM
Frank Murphy, FM
Marc-Andre Schmitz, MAS
Heike Bley, HB
Mary Ray, MR
Alison Guthrie, AG
Colette Ness, CN
Susan Brown, SB
Graham Gillespie, GG

IN ATTENDANCE

Irene C. McFarlane, IM (Chief Executive Officer)
Gail Sherriff, GS (Depute CEO)
Derek Rainey, DR (Asset Manager)
Andrea Walker, AW (Head of Housing and Community Empowerment)
Fettes McDonald, FMD, (FMD Financial Services)
Daveed Barcelo, DB, (HOOS Development Consultant)
Michelle Fegan, MF (Corporate Services Officer),
minute taker

1. APOLOGIES

- 1.1 DM welcomed everyone noting that with the exception of AL and JM, who are on Leave of Absence, there are no apologies for the meeting.
- 1.2 GS noted that while CD was listed as attending the meeting on the agenda, he is currently on annual leave and will not be attending.
- 1.3 IM advised that FMD was held up on another meeting and is expected to join at 18:15. With the agreement of the members IM suggested proceeding with the other items on the agenda and coming back to items 6 and 7 when FMD joins.
- 1.4 IM reminded the Chair that GG required to be formally co-opted to the Committee following his attendance at the previous meeting as an observer. DM proposed co-opting GG onto the Management Committee on that basis. There were no objections and the co-option was **APPROVED** with immediate effect.

2. DECLARATIONS OF INTEREST

- 2.1 All Committee members present confirmed that there were no declarations of interest.
- 2.2 IM advised that attending staff have an interest in an item to be raised under AOCB and relates to the ongoing EVH pay negotiations. IM confirmed that staff would be asked to leave the meeting at this item and hosting of the Zoom session will be transferred to MR.

3. DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS

- 3.1 All those present at the meeting confirmed that there were no breaches of ethical behaviour that they were aware of.
- 3.2 IM confirmed that there were no new notifiable events.

4.	MINUTES of MEETING HELD ON 15 February 2022
4.1	MR raised an amendment needed for 12.3 that it should be noted that she seconded DM's self-nomination for stand-in Chair before going on to raise her point.
4.2	SM noted a spelling mistake at 5.1 'repelled' should be spelt 'repeeled'
4.3	Subject to the changes raised the minute was proposed as accurate by MR and seconded by SM.
4.4	Minutes APPROVED by Committee
5.	ITEM 5 – AUDIT AND ASSURANCE SUBCOMMITTEE MINUTES FOR MEETING HELD 22 FEBRUARY 2022
5.1	DM invited committee members to ask questions on the AASC minutes. None were submitted
5.2	The Committee NOTED the AASC minute for 22 February 2022
6.	ITEM 6 - MATTERS ARISING AND ACTION POINT REGISTER
6.1	DM noted that all had been updated and no items outstanding with the LD2 update being covered in the later Asset Management Report.
6.2	GG raised a point about the length of time between the meeting where the action was raised and the expected due date. GG advised that for audit purposes it would be better practice to add an additional column so that you can show the original due date along with any revision to the due date. IM agreed with this suggestion and confirmed that the Corporate Services will action this for the next meeting.
6.3	GS explained that item 13.2 is an in-person training session which had been delayed as a result of covid-19 lockdowns and should be concluded by June this year.
6.4	The Committee NOTED the Action Point Register
7.	ITEM 9 - REPORT ON AGILE WORKING PILOT
7.1	IM presented the report in AGr's absence noting that most of what is contained in the report was presented at the recent staff/committee planning day. IM confirmed that the team are working towards having the pilot running from May 2022 to August 2022 however it is important that we get our Customer Service Standards in place prior to the pilot starting.
7.2	IM confirmed that the Customer Service Standards will also be considered by the Residents Panel and at this year's Tenant Conference which is planned to take place in September and progress on this document will be reported back to the Staffing Sub-committee.
7.3	SM asked how many people were on the Residents Panel. AW confirmed that there were approximately 9 people on the panel with exercises ongoing to attract interest.

7.4 The Committee **NOTED** the update

8. ITEM 10 - WRITE-OFF APPROVALS

8.1 AW presented the report advising that a new policy and procedure has been drafted that includes a previous decision for staff to be able to authorise write-offs up to a specified amount.

FMD joined meeting at 18:19

8.2 GG asked about the age of the debts. AW confirmed they were a variety of ages but nothing older than 2017. AW confirmed that in the past had completed annual exercises which are hoped to be carried out more frequently following lockdown and the new policy means that not every write-off will have to come to the committee.

8.3 MR asked whether we measure the write-offs year on year. AW confirmed that the write-offs are reported as part of the year end returns but could also provide committee with a report on this also. MR felt it would be good to have this report in order to see how, as a committee, they are managing write-offs.

8.4 FMD confirmed the level of write-offs each year going back to 2019. GG asked what was driving the fluctuations. IM advised that it would be due to our stock type causing high turnover and the death rates for the area being higher than national average.

8.5 The committee **APPROVED** the write-offs.

9. ITEM 7 - QUARTERLY MANAGEMENT ACCOUNTS TO 31 DECEMBER 2021

9.1 FMD presented the report to the Committee noting that the accounts had been scrutinised by the Audit and Assurance Sub-committee at their meeting of 22 February 2022.

9.2 The Committee **NOTED** the recommendation of AASC and **APPROVED** the Management Accounts to 31 December 2021.

10. ITEM 8 - FINAL BUDGET 2022/23

10.1 FMD presented the report to the committee, advising that the adjustments to the opening position are noted in section 2.1 and that the draft budget had been discussed over December and January and section 2.2 notes the changes made from these discussions.

10.2 DM invited questions and comments from the committee. CN asked if the higher reactive repairs were due to the impact of covid. FMD advised that is certainly the case in the current year and the higher spend is continuing into 22/23. FMD noted that reactive spend is higher than other local RSLs but the comparison is based on their previous year rather than current. FMD also noted that void spend for 22/23 is expected to be higher due to transfers resulting from the new development.

10.3 CN asked if Brexit was also pushing up prices for contractors. FMD advised that Asset Management staff will speak to this later in the meeting but both Brexit and the Ukraine invasion are having an impact and that a letter has been sent to the First Minister by the construction industry which he shared with IM.

10.4 The Committee **APPROVED** the final budget for 22/23.

FMD left meeting at 18:38.

11. ITEM 11 - ASSET MANAGEMENT PERFORMANCE REPORT

11.1 GS presented the report advising that whilst most of it was for noting there were some points she wished to bring to the Committee's attention.

11.2 Item 2.1 - The final account for the phase 2 window and stonework contract has been agreed and it is coming in below the expected amount.

11.3 Item 2.2 – the works for the multi-storey flats (MSFs) are ongoing and a further site meeting took place today with follow up meetings schedule over the coming weeks. There is a revised closing date of 15 April and discussions are ongoing regarding costs.

In relation to the extension of time, some sort of extension will be due but the architect has still not received all the information he needs on justification and is endeavouring to progress this. The final cost will be less than the approved amount due to the scope of work decreasing, although increases will be evident elsewhere.

11.4 Item 2.3 – DR took over presenting the report advising that discussions are taking place to include **14 Hutton Drive** in the phase 3 windows and stonework repairs and the additional costs of this will be £174,190 excluding VAT, taking the revised overall contract cost to £1,586,687.00. The revised contract cost has been sent to FMD and we are now looking for the committee to approve the revised costs.

11.5 DM asked how the cost of **14 Hutton Drive** compared with the other blocks. DR confirmed that the costs were slightly higher than the other blocks and that this was reflective of the current economic circumstances.

11.6 Committee **APPROVED** the revised contract cost for phase 3 windows and stonework repairs.

11.7 DR then moved onto item 3.5 advising that 1320 LD2 installations had been completed which is 94.6% of the stock. 64 installations remain outstanding and our reactive repairs contractors will be pushing through these subject to supply issues.

11.8 MR asked about the EICRs as she couldn't quite understand the figures. GS advised that CD is looking after the contract and is confident only four properties have not been tested in the last ten years. This is a result of no access and we do not have legislation to back up forcing access.

11.9 DR moved onto item 5.1, The Tenant Strategy Update, noting this had been presented at the recent planning day but would go through the highlights for any committee members unable to attend.

DR confirmed that the data has been updated for phases 1 and 2 on the completed work and with FMD are looking at viable options for stoneworks on mixed ownership properties. If option 2 is viable these properties would start to be included in phase 4 and we would have to start conversations with Glasgow City Council on any grants that may be available for them. We would also have to take legal advice as it is likely we will have to act as agents between the owners and GCC.

11.10 DM asked about the title deeds and what exercise would be needed to apportion costs. DR confirmed it would be quite a nefarious exercise as the property sizes vary in the tenements.

11.11 CN asked about grant availability. DR advised couldn't say for certain whether grants will be available or what these will be but will start conversations with GCC on this matter. GS confirmed that she will be sending an email to the private sector department to notify them of the works being scheduled so that they can consider it when setting their budgets.

11.12 IM commended GS and the team on where they have gotten to on the tenement strategy and may need to set aside a meeting for the committee to discuss the strategy in full. A bit more work will be needed on the strategy and once done the Corporate Services Team will look at the meeting schedule to see when a single issue meeting can be arranged.

11.13 DR then moved onto item 10.1, Utilities Procurement. Delegated Authority had been given to the CEO and DCEO to make a decision on the contract however pricing proved difficult. Gazprom remained the best deal for gas and EDF the best for electricity both over 12 months. We are now seeking to homologate the decision to enter into these contracts.

11.14 MAS raised concerns about entering into a contract with Gazprom given that it is owned by the Russian State. DR, GS and IM all confirmed that background checks had been done on this contract and current sanctions mean that funds would not make its way to Russia and we were in a difficult position as it was the only company to enter the tender process and the decision facing the team were to go against our social conscious or leave our tenants without a gas supply.

11.15 The Committee **NOTED** that MAS found the decision made as unpalatable and **APPROVED** homologation of the decision to award the utilities contract to Gazprom and EDF.

11.6 The Committee **NOTED** the remaining items of the report.

12. ITEM 12 - ASSET MANAGEMENT DEVELOPMENT REPORT

12.1 The Committee **NOTED** the Development Report

13. ITEM 14 - ASSET MANAGEMENT STRATEGY

13.1 While waiting for DB to join the meeting GS moved onto the Asset Management Strategy and provided the committee with an overview of the document, noting

that it takes account of the Associations whole stock, not just housing, and has been completed with input from other departments.

- 13.2 GS noted that the Strategy shows how far the Association has come in recent years and this document will be interlinked to the Business Plan.
- 13.3 DM noted this was an excellent piece of work which was seconded by MR. IM commended the Asset Management Team for producing the Strategy and would like the committee to accept it as a working document.
- 13.4 GS advised that if any committee members have questions on the document following the meeting they can send these to DR.

DB joined meeting at 19:15

14. ITEM 13 – DRUMOYNE PRIMARY SCHOOL DEVELOPMENT (DPS) UPDATE REPORT

- 14.1 DB introduced himself to the committee highlighting the work he had been involved with in the past and provided an overview of the current position of the development at DPS.
- 14.2 DB advised that some unexpected matters continue to crop up such as having to replace the railings at the front of the site due to sections being beyond repair. The Association has now finished claiming all grant funding for the project and CCG have provided a handover programme covering the months of May and June. A meeting will take place with CCG to discuss the practicalities of moving tenants in while work on the site continues.
- 14.3 MR asked if landscaping will be concluded by end of June or later. DB confirmed that all work will be completed by end of June, the practicalities will involve moving tenants in May while work continues until the end of June.
- 14.4 HB asked about the old railings and whether they would be taken to a scrap yard or dumped. DB advised that the condition of the railings were extremely bad following over a century of layers of paint but could explore opportunities for salvage. GS advised that it will be most likely any quote to replace the railings will include any salvage value which would be deducted as part of the quote and wouldn't come back to the Association as a payment.
- 14.5 Committee **NOTED** the update report.

DB left the meeting at 19:36

15. ITEM 15 – CONTRACT DESIGN MANAGEMENT POLICY

- 15.1 IM noted that the Policy Working Group had reviewed the draft policy back in August 2021 and that the recommended changes had been made. IM suggested extending the policy to 2024 and only bringing back to the committee in between if there is legislative change.
- 15.2 Committee **APPROVED** CDM policy

16. AOCB

- 16.1 MAS raised the issuing of the Ukrainian refugee crisis and wanted the committee to consider how it would assist with this as it is important everyone does their bit.
- 16.2 IM advised that SFHA and GWSF are working on how this will be handled for RSLs and that it is within the remit of the UK Government how many refugees will be assigned between the four nations. IM noted that Scottish Government is not keen on the current position of giving payment to those offering a room and would rather have refugees in settled accommodation. The Housing Manager is keeping up to speed on the evolving situation.
- IM also noted that S5 pilot for referring for furnished apartments had worked well and this could be an approach taken for accommodating refugees.
- 16.2 The committee **AGREED** that this matter will be managed within the framework which we operate within and **NOTED** that staff are already working to this.
- 16.3 Staff left the meeting at 19:47 and hosting of the Zoom session was passed to MR to allow the Committee to discuss the confidential EVH Pay Negotiations.

DATES OF NEXT MEETINGS:

- **Staffing Sub-committee** – Tuesday 19 April 2022 at 6pm
- **Policy Working Group** – Tuesday 11 April 2022 at 6pm
- **Management Committee meeting** – Tuesday 24 May 2022 at 6pm
- **Audit & Assurance Sub-committee** – Tuesday 17 May 2022 at 6pm

Meeting closed at 19.50.

David McGeoch
CHAIRPERSON