

**LINTHOUSE HOUSING ASSOCIATION LIMITED  
MANAGEMENT COMMITTEE MEETING  
Approved Minute of a meeting held via Zoom on  
Tuesday 07 December 2021 at 6.00pm.**

**PRESENT**

Alec Leishman, AL  
Sheila McGeoch, SM  
David McGeoch, DM  
Frank Murphy, FM  
Marc-Andre Schmitz, MAS  
Jackie McColl, JM  
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);  
Craig Douglas, CD (Technical Services Manager);  
Alison Greig, AGr (Business Support Manager)  
Andrea Walker, AW (Head of Housing and Community Empowerment)  
Fettes McDonald, FMD (FMD Financial Consultants)  
Jordan Henderson, JH (Arneil Johnston) in part  
Michelle Fegan, MF (Corporate Services Officer),  
minute taker

<b>1.</b>	<b>APOLOGIES</b>
1.1	Apologies were received from SB. AL welcomed MAS back from Leave of Absence.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>
2.1	All Committee members present confirmed that there were no declarations of interest.
<b>3.</b>	<b>DECLARATIONS OF ETHICAL BEHAVIOUR &amp; NOTIFIABLE EVENTS</b>
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.
<b>4.</b>	<b>MINUTES of MEETING HELD ON 19 OCTOBER 2021</b>
4.1	Approved as accurate by FM and seconded by MR.
4.2	Minutes <b>APPROVED</b> by Committee
<b>5.</b>	<b>MATTERS ARISING AND ACTION POINT REGISTER</b>
5.1	AL asked about 12.7 and whether this was on track. MF confirmed that a template had been drafted and would be considered at the SLT meeting taking place in December and then finalised for bringing to the Feb 2022 MC along with a timetable that accounts for reporting to tenants via the website.
5.2	AL asked about action 12.8 as this is listed as being due by December 2021. IM advised that, as part of item 6, we are looking to the committee to approve a Policy Working Group (PWG) meeting on 01 February 2022 to consider a number of policies that had been delayed due to the August 2021 PWG meeting being cancelled.

- 5.3 IM then advised that action 8.9 had slipped down the workload and will be looking to bring it to the full committee in February 2022.
- 5.4 AGr raised action 14.5 advising that this was progressing and that she is looking at targeted recruitment through Scottish Housing News, who also have a publication Finance News, and EVH.
- 5.4 Committee **NOTED** the Action Point Register

**6. MANAGEMENT COMMITTEE REVIEW REPORT**

- 6.1 AL noted that he had enjoyed reading the report and passed onto AGr to present.
- 6.2 AGr advised that the report highlighted that LHA has a confident and well-versed committee and that from the 360 reviews the members expressed continued confidence in the Chair, for which AL was very flattered and grateful for the expression. AGr noted that the succession planning had already been updated as part of the Action Point Register and had spoken at the October meeting about the need for changes to reporting to facilitate concise and focused meetings. AL took the opportunity to remind members that they have an obligation to read all papers for the meetings and that if any member has not been able to do so they should contact him prior to the meeting to discuss this.  
  
AGr advised that Corporate Services Team (CST) were introducing a hybrid meeting facility with the aim of hybrid meetings taking place for committee in the new year. Also hoping to reintroduce the GEL training between the three housing associations.
- 6.3 IM noted that one thing missing from the report is the need to have more of a tenant representation on the management committee. AL asked if we were finding it a case of tenants wanting to be more involved in the Residents Panel (RP) rather than the management committee. IM advised that while the RP is good grounding for moving onto the Committee it is more of a discussion group. JM advised that, from her housing experience, it is a common difficulty to get tenants to join the committees.
- 6.4 AW advised that even for the RP we are struggling to get interest and are currently reviewing the purpose of the RP along with TIS who are also looking at our participation strategy to identify ways of generating interest.
- 6.5 SM raised the point of S3.5 Learning and Development, noting that not all members have completed the equalities training and it is important that this is done. AGr agreed with this and advised that it was part of the training plan for 2022 and both the new members and anyone who missed that last training session will be encouraged to take part.
- 6.6 CN advised that she knew of one tenant who was interested in joining the committee and will get in touch with AGr with details. AL also offered to chat with the interested tenant if wanted.
- 6.7 IM drew the committee's attention to the detail of a meeting with Humza Yousaf which picked up on achieving equality and diversity within the Association and we will now be advertising any employment and volunteering opportunities with Positive Action in Housing.

6.8	AL noted that it is clear from the report that the committee we have is able, skilled and he very proud. AL also requested that the next appraisals take place late May/early June, and everyone was ok with this.
6.9.	The committee <b>NOTED</b> the report
<b>7. DRAFT 2022 MANAGEMENT COMMITTEE MEETING SCHEDULE</b>	
7.1	AL noted that the draft schedule presented was very fair and efficient and it was approved by the Chair and the subcommittee chairs.
7.2	IM advised that this is a draft schedule and due to important business coming up it will be necessary to have a Staffing subcommittee (SSC) earlier than scheduled and it is her intention to discuss this next week with the SSC members. AL felt that this would make the start of the year very meeting heavy, and it would be his preference to avoid such a schedule. MR asked if any of the business could be brought to next week's SSC. IM advised it couldn't as it all ties into the Way We Work Group and recruitment which cannot wait until March or be brought forward to December.
7.3	After some discussion it was agreed that an SSC would take place on 25 January 2022 and there would be no need to move other meetings to accommodate this.
7.4	FM noted that some of the dates on the paper issued were different from the draft on screen. AGr advised that this is problem with drafting a meeting schedule for approval as arising business will dictate changes but once approved a hard copy of the final schedule will be issued to all members.
7.5	IM raised the point about the number of management committee meetings taking place in year and it will be her intention to look at this as part of the standing orders in 2022.
<b>8. MANAGEMENT ACCOUNTS TO 30 SEPTEMBER 2021</b>	
8.1	FMD presented the report advising that the accounts had been reviewed by AASC at their meeting of 30 November 2021 and there were no concerns highlighted by the report. AL invited DM as chair of AASC to add anything to FMD report, DM advised that there was little to add and that the accounts had been discussed thoroughly at the meeting.
8.2	The Committee <b>APPROVED</b> the management accounts to 30 September 2021.
<b>9. DRAFT ANNUAL BUDGET</b>	
9.1	FMD presented the report noting the opening position at April 2022, [REDACTED]. [REDACTED]. <i>This item is confidential as it is commercially sensitive, and publication would harm commercial interests</i>
9.2	FMD highlighted that there are greater void costs budgeted as new DPS lets will increase the number of voids in the year. No issues with the loan covenants, borrowing ability remains high and rent arrears are down on what had been

budgeted. FMD also advised the committee that salary costs are being budgeted at [REDACTED] however EVH and union discussions are back to the drawing board due to the increase in inflation. *This item is confidential as it is commercially sensitive, and publication would harm commercial interests*

9.3 AL opened for questions. SM noted the position of rent arrears and wanted to commend the staff for the achieving this during such a difficult time. AW thanked SM for this acknowledgement, advising that the team are also looking at the Covid Rent Arrears Fund to help tenants where possible and the Welfare Rights Team have carried out great work in maximising tenant income and linking in with other support groups.

9.4 CN expressed her thanks for the WRT noting that they are doing a phenomenal job in assisting tenants.

JH joined meeting at 18:47

9.5 FMD advised that the final budget will be brought to the committee before the year end and that he doesn't expect there to be many changes made.

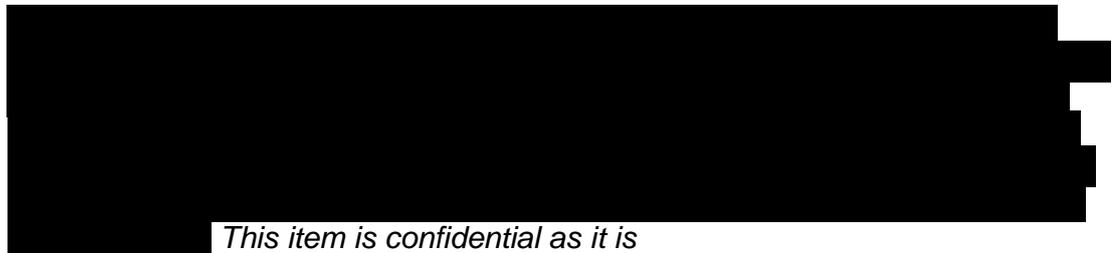
9.6 The committee **NOTED** the draft budget.

## **10. RENT REVIEW PRESENTATION**

10.1 AL welcomed JH to meeting and that he will be presenting the first section of the rent review report.

10.2 JH presented an update on the rent review and harmonisation project, advising that progress was being made to harmonise all rents onto the new structure and the Association was on track to meet the target of 20 rent levels.

10.3



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

10.4 AL thanks JH for his presentation and asked if the slides could be circulated to the members as there was a lot of good figures highlighted.

## **11. RENT REVIEW DISCUSSION AND DECISION FOR 22/23 RENT REVIEW CONSULTATION**

11.1 IM presented her report advising that it follows on from JH's presentation and her recommendations are to approve the proposals suggested by Arneil Johnston and approve tenant consultation on a [REDACTED] increase.

11.2 IM advised that the rent increase compares well with the national average when carrying out comparability analysis and if the recommendations are approved by April 2023 there would be 40 rent levels left to harmonise. AL asked if the harmonisation of these remaining rents would be achieved within the twelve months of April 2023, IM confirmed they would.

11.3 MR asked whether the number used in the presentation included the [REDACTED] increase, JH confirmed they did. IM and FMD advised that JH's figures wouldn't have included DPS rents or shared owners' income therefore are different to what is in the budget.

11.4 Committee **APPROVED** the proposed changes to the rent setting policy.

11.5 Committee **APPROVED** tenant consultation on a [REDACTED] rent increase.

11.6 AL thanks JH for his work on the rent harmonisation project and for his presentation.

JH and FMD left meeting at 19:27

## 12. ASSET MANAGEMENT UPDATE REPORT

12.1 GS presented the first items of the report.

Item 2.1 – Two tenders for Phase 3 windows had been received and priced tenders were being appraised by the Quantity Surveyor. The Tender Panel had met and scored the quality aspect of the tender. GS requested that the MC agree to the Tender Panel being granted delegated authority to award the contract this side of Christmas once the MEAT had been identified which would allow for a start sooner in the new year rather than waiting for the February 2022 committee meeting. Committee **APPROVED** delegated authority for the tender panel to award the Phase 3 Window contract.

Item 2.2 – Seeking homologation of the gutter cleaning contract. Committee **APPROVED** homologation.

Item 5 – Thresholds within the Procurement are changing on 01 Jan 2022, and it is good practice to have the Procurement Policy updated in time for this change rather than wait for PWG, it also achieves one of the internal audit recommendations, the other being achieved in November when all staff undertook procurement training. Committee **APPROVED** the updated Procurement Policy and **NOTED** the Procurement Strategy.

12.2 GS then passed to DR to present his section of the report.

12.3 DR updated members on a recent exercise for procuring electricity and gas providers, advising that he was unable to provide details in a written report in advance of the meeting as due to the volatility of the market anything provided when papers were issued would now be irrelevant. Although pricing would still be subject to change prior to the contract signing it was hoped that any changes would be minimal given the short space of time between receiving pricing and signing of the contract.

Gas contract – DR ran through the details of the three returns for which all prices were very close and as such DR proposed selecting [REDACTED]  
[REDACTED] *This item is confidential as it is commercially sensitive, and publication would harm commercial interests –*  
Committee **APPROVED** proposal

Electricity contract – DR provided the committee with an update on the prices received. DR advised that his proposal was being given with the awareness that a lot of the smaller suppliers are not surviving at the moment and therefore given the minimal difference on a 24-month contract he is recommending [REDACTED]

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

- 12.4 AL requested that should such a situation arise where information provided in papers would be out of date by time of meeting a request should be made to submit a late report. MR suggested even having the figures on screen would have been helpful.
- 12.5 DR then moved onto Item 3 – SDFP submission. Committee **APPROVED** submission.
- 12.6 CD took over to present an update on the LD2 contract. CD drew the committee’s attention to the section relating to a serious incident, advising that this involved allegations of [REDACTED], the LD2 contractor, have dealt with this swiftly. The two operatives involved have been suspended immediately and the matter has been reported to Police Scotland. In addition to this the site manager attended the tenancy to check the work carried out that day and to provide reassurance to the tenant.
- 12.7 CD confirmed 480 fire alarm installs are still to be carried out before the 01 February 2022 deadline and we have received written agreement from [REDACTED] to offer some of the work to our reactive repairs contractors. Timetra have returned their costs which is in line with void costs and expected for this type of work. We are still waiting on a response from MP however there will be two contractors working on the LD2 upgrades from Monday 13 December in a bid to ensure all units are compliant.
- 12.8 CD advised the committee that operatives carrying out the work are experiencing a number of no access and therefore proposing to go down the same route as gas servicing and forcing access as it is a legal requirement to carry out this work. Committee **AGREED** to introduce forced access for this project.

**13. HOUSING COMMUNITY AND EMPOWERMENT – EVICTION REPORT**

- 13.1 Committee **APPROVED** permission to enforce Decree.

**14. AOCB**

- 14.1 AGr raised the item of a new membership application. Committee **APPROVED** new membership application.
- 14.2 Committee confirmed a Policy Working Group would take place on 01 February.
- 14.3 AL noted that Friday 17 December would be the staff lunch with committee attending and hopes to see everyone there. AL closed the meeting wishing everyone the best for the festive season.

**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**