

**LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Minute of a meeting held at
1 Cressy Street, Glasgow and Via Teams
On Tuesday 01 August 2023 at 6.00pm**

PRESENT

Alec Leishman, AL (Chair)
David McGeoch, DM
Sheila McGeoch, SM
Mary Ray, MR
Frank Murphy, FM
Susan Brown, SB
Collette Ness, CN
Marc-Andre Schmitz, MAS
Graham Gillespie (Teams)

IN ATTENDANCE

Irene C. McFarlane, IM (Chief Executive Officer - CEO)
Bryan McMahon, BM (Director of Property Services)
Andrea Walker, AW (Director of Housing and Community Empowerment)
Elaine McDermott, EM (Housing Manager)
Alison Greig, AG (Corporate Services Manager)
Michelle Fegan, MF (Corporate Services Officer),
Minute Taker

CO-OPTEES

Paul Phin, PP
William Pritchard, WP
Catherine Rush, CR
Carrie McCafferty, CMcC

<p>1. APOLOGIES</p> <p>1.1 AL welcomed everyone and thanked DM for stepping in as Chair at the previous meeting.</p> <p>1.2 Apologies were noted from Funmi Fajemiseye.</p>
<p>2. DECLARATIONS OF INTEREST</p> <p>2.1 No declarations of interest were raised by the attending members.</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 confirmed that there had been no notifiable events since the previous committee meeting.</p>
<p>4. MINUTE OF PREVIOUS MEETING ON 27 JUNE 2023</p> <p>4.1 No comments were raised on the previous minute and it was proposed as accurate by SB and seconded by CN.</p> <p>4.2 Management Committee APPROVED the minute of 27 June 2023.</p>
<p>5. MATTERS ARISING, ACTION POINT REGISTER</p> <p>5.1 Committee NOTED the Action Point Register.</p> <p>IM, BM, EM and MF left meeting at 18:04 for discussion of confidential item</p>

6. CONFIDENTIAL ITEM

6.1 Matter discussed in private by Committee.

IM, BM, EM and MF returned to meeting at 18:15.
AW left meeting at 18:15.

7. ARREARS WRITE OFF

7.1 EM presented the report and provided a quick run through of the tables in the appendices.

7.2 AL asked about the write off listed as 'goodwill gesture'. EM explained that the arrears accrued on the account were not correct due to the mismanagement of the account and that the decision was taken to write off as goodwill to avoid escalation of a complaint. AL checked with attending members that they were ok with this approach. All agreed it was the correct approach.

7.3 AL asked whether this report was subject to the updated Write-Off Policy. EM confirmed that the write-offs were for quarter 1 and therefore subject to the old policy. AL explained to everyone that at the last Policy Working Group the Write-off Policy had been updated to increase the delegated authority on how much staff could write-off.

7.4 Committee **APPROVED** the Arrears Write Off.

EM left meeting at 18:19.

8. PROPERTY SERVICES REPORT

8.1 BM presented the report providing an update on the negotiations that had been ongoing with CCG on the phase 4 window and sandstone repair, and confirming the costs provided have been consistent with what is being seen across the sector.

8.2 AL opened to committee for questions. PP asked what assessments had been carried out on the previous phases. BM confirmed that costs assessments had been carried out on all completed phases and while quality assessments had not yet been completed, he confirmed that the windows were of superior quality to those replaced and that the sandstone repairs will ensure the stonework of the building for years to come.

8.3 PP asked if any feedback had been received from the tenants of the previous phases. BM confirmed that so far there has been nothing but positive feedback from the tenants in the previous phases and he will be looking to increase the data collection for phase 4 to provide more detail to committee.

8.4 CN asked if the pricing in the report was only for the windows. BM confirmed that it was for both windows and sandstone repairs. BM reminded committee that the sandstone pricing is an estimate based on a ground level inspection and this will be the minimum the Association will have to pay as once the scaffolding is erected and closer inspection carried out, more detailed repairs may be required. CN followed up her question by asking if there were a lot of changes in the previous phases. BM advised that while there was one large emergency repair to a gable end, many of the phases only saw small increases.

8.5	Committee NOTED the report.
9. ESTATE CARETAKER REPORT	
9.1	BM presented the report, advising that as a result of the immediate departure of the modern apprentice he has had to reconsider the structure of the estate caretakers and the proposals made in the report can have significant benefits by bringing a number of duties in-house.
9.2	AL asked for MR to provide her opinion as Chair of Staffing Subcommittee (SSC). MR advised that she was happy for the matter to be brought directly to the committee as the next SSC was not scheduled for a couple of months. MR advised her only question was whether the three person team had worked well. BM confirmed it had, although was at times hampered by the modern apprentice's frequent absences, therefore increasing it to a four person team would allow for more to be carried out by the team.
9.3	MR advised she was convinced it was appropriate for the committee to support the proposals and it might even be an idea to look at bringing the close cleaning in-house too. BM advised that the plan is to test the new structure for a year and when reviewing, identify other areas that can be brought in.
9.4	PP noted that while the estate caretakers were visible in the community he had witnessed that commitment to their duties could be improved. BM agreed with this and that this was the reason for expanding to bring in candidates with a mature approach to working.
9.5	Committee APPROVED the recruitment of the additional estate caretakers on the terms noted in the report for a period of 12-months to allow more control over services.
10. CEO REPORT	
10.1	IM presented the report, advising that most of it was for noting and went on to provide updates on many of the items listed in the report. Advising that the upcoming community event was taking place on 03 August in Elder park and encouraged committee attendance.
10.2	IM also ran through the recent work on the Glasgow Housing Strategy and updated the committee on the partners involved and how the work aligned with her hopes of expanding into Renfrewshire Council area. However, she added, that this may raise a conflict of interest as the Chair is also a Councillor for Renfrewshire. She will obtain legal advice on this.
10.3	AL advised that given the number of updates he would allow questions after each topic. HB asked about the closure of the last remaining bank in Govan and in view of the developments being proposed, was there anything that the Association could do to prevent this. IM advised that the committee, as a customer of the bank, can submit a letter of protest threatening to move custom elsewhere, and also approve the Association hosting local MSPs petition against the closure in the office reception. Committee AGREED that AG would draft letter on their behalf to protest the closure and IM would also send a letter as CEO on behalf of tenants objecting to the closure.

10.4 MR asked whether there was something all three local housing associations could do as a group. IM advised that it depended on who the other Associations bank with but will look into submitting the CEO letter(s) and will also look into the potential for outreach Credit Unions.

10.5 IM moved onto the meetings taking place regarding an opportunity to purchase a site on [REDACTED], and the community facilities that could be put in place if this is achieved.

CN left meeting at 18:54; returned at 18:55

IM confirmed that she is in discussion with NRS about funding for a feasibility study on the site and [REDACTED]

[REDACTED] IM advised that she is progressing a number of high level meetings regarding the potentials of this site.

10.6 PP asked whether the land IM is talking about would still belong to the developer with LHA owning the properties. IM confirmed that LHA would purchase the land with the developer and current owner being granted contract to build. IM went on to explain the connection as to why Nuffield Health is mentioned for the leisure facilities, and PP asked if staff wellness continues to be an issue would it not be better to focus on accessing existing local facilities than large corporations not yet in place. IM advised that her concern lies more with customer wellness as Govan is 5th on the deprivation list and such a facility would seek to improve this.

10.7 IM then moved on to the work currently being undertaken to address homelessness in Glasgow and the funding that is available to LHA, including the Ukrainian Refugee Fund. IM asked the Committee for delegated authority to approve acquisitions if sufficient funding via the URF becomes available. After some discussion on when the funding would be available the Committee **APPROVED** delegated authority for CEO to approve acquisitions if 75% of funding was available for the purchase. Committee also approved offers to be made at [REDACTED] market value in line with the levels of section 5 acquisitions.

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

10.8 IM moved on the bank signatories. Committee **APPROVED** the updated signatories to include CN and DM.

10.9 Committee **NOTED** the remainder of the report.

11. CORPORATE SERVICES UPDATE

11.1 AG presented the report, advising that everything contained is for noting and providing a brief highlight of the KPI's and the changes that are being planned for the office and artwork on Govan Road.

11.2 MR asked about the Govan Road signage and whether it had any historical significance given it was now 30+ years old. IM ran through the reasons for removing the current artwork and the possibility of replacing it with an advertising board to generate income. After some discussion committee supported changing the artwork with another mural, along with updating the office space and signage,

but opposed the idea to host an advertising board as the Association would have no control over what would be advertised.

11.3 AG then provided an update on the internal audit plan. MR asked what reasonable assurance meant. GG, as an auditor, confirmed it was a 4 level grading scale and reasonable assurance was the second highest score that could be achieved.

11.4 Committee **NOTED** the remainder of the report.

12. LOAN REPORT

12.1 IM presented the report to the Committee and all members present confirmed they had read the attachments.

[REDACTED]

[REDACTED]

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12.2 AL opened for questions. PP asked about section 3-5 and whether it prohibited the Association carrying out future upgrades to the properties. IM confirmed it would not, as there cannot be anything in the clause that prohibits our ability to carry out our core business which includes investing in our stock.

12.3 Committee **APPROVED** delegated authority for IM and AL to sign loan agreement as office bearers once all suggested changes had been made.

13. AOCB

13.1 AL suspended Standing Orders at 19:59.

13.2 BM raised the Letter of Agreement from Glasgow City Council for the Affordable Housing Supply Programme funding. Committee **APPROVED** acceptance of the offer.

13.3 No other items raised.

13.4 AL thanked everyone for attending.

DATES OF NEXT MEETINGS:

- **Audit & Assurance Sub-committee** – Tuesday 15 August 2023 at 6pm
- **Staff Sub-Committee meeting** – Tuesday 03 October 2023 at 6pm
- **Policy Working Group** – Tuesday 17 October 2023 at 6pm
- **Management Committee meeting** – Tuesday 05 September 2023 at 6pm

Meeting closed 20:04pm.

Alec Leishman
CHAIRPERSON