

LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Approved Minute of a meeting held at
1 Cressy Street, Glasgow and Via Teams
On **Tuesday 26 March 2024** at **6.00pm**

PRESENT

David McGeoch, DM (Chair)
Mary Ray, MR
Paul Phin, PP
William Pritchard, WP
Heike Bley, HB
Funmi Fajemiseye, FF
Barbara Wark, BW (Co-optee)

IN ATTENDANCE

Irene McFarlane, IM (Chief Executive Officer - CEO)
Bryan McMahan, BM (Director of Property Services)
Fettes McDonald, FMD (FMD Financial Services) (in part and by Teams)
Alison Greig, AG (Corporate Services Manager)
Michelle Fegan, MF (Corporate Services Officer) - Minute

OBSERVER

Anne-Marie Fisher, AF

<p>1. APOLOGIES</p> <p>1.1 DM opened the meeting and welcomed AF as an observer. DM reminded all in attendance that due to the sensitivity of the discussion that confidentiality must be adhered to.</p> <p>1.2 Apologies from Susan Brown, Graham Gillespie and Carrie McCafferty</p>	
<p>2. DECLARATIONS OF INTEREST</p> <p>2.1 IM noted that staff would have an interest in the item for discussion under AOCB and would be happy to leave the meeting. DM felt it would be ok, given the roles of staff in attendance, that it would be ok for them to remain.</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 of which they were aware.</p> <p>3.2 IM confirmed that there is one Notifiable Event which has been reported in the Item 8. This is a standard NE relating to the letting of an available property to a contractor and has already been closed.</p>	
<p>4. ITEM 8A - PRESENTATION ON PRE-1919 INVESTMENT STRATEGY – FUNDING AND DELIVERY</p> <p>4.1 DM noted that FMD required to leave the meeting before 7pm and to facilitate this would cover Item 8a first and then return to the normal agenda.</p> <p>4.2 FMD started the presentation with going over the two scenarios that were available to the Association based on whether funding was or was not approved. FMD confirmed that three lenders had been approached</p>	

<p>for financing phase 4B and provided a brief overview of the tenders that had been returned, including what the committee needed to consider for borrowing i.e. cost, length of term and covenants.</p> <p>4.3 The committee were provided with an overview of the terms of each offer and were made aware of the fact that if the Bank of Scotland's second offer was chosen there would be a need to refinance this after 10 years. FMD also confirmed why Royal Bank of Scotland were not willing to tender and is seeking a letter of comfort from them on these reasons and this will be circulated to Committee when available</p> <p>4.4 FMD confirmed that based on the tenders he was recommending [REDACTED] as the terms are more favourable and the meetings with them have been very positive. FMD covered the next steps that will take place if approval granted and advised that the thing that will take the most time to set up will be the securities required for the loan.</p>	
<p>This item is confidential as it is commercially sensitive, and publication would harm commercial interests.</p>	
<p>4.5 DM invited questions and asked when the outcome of the grant would be known. IM advised it is likely to be next week and the aim of the presentation is to get all the decisions early to enable staff to progress with work between the committee meetings.</p> <p>4.6 MR asked if the loan was only for the doors and windows and would the terms allow for it to be used towards the stonework. FMD confirmed that it covers stonework in phases 4-5 and that while the green discount is for energy efficiency measures, [REDACTED] are aware of the work being progressed and do not foresee an issue with the discount applying.</p> <p>4.7 IM confirmed that after phase 4 will be looking to step back from the sandstone repairs to allow time for the Government to clarify their approach to energy saving measures.</p> <p>4.8 AF asked what penalties would be applied if the work was not completed within the timescales of the grant. IM confirmed this is more like a test case for the Government and there will be regular progress meeting with the funders to raise issues and advise on timescales.</p> <p>4.9 Committee APPROVED recommendation to finance with [REDACTED].</p>	Action
<p>This item is confidential as it is commercially sensitive, and publication would harm commercial interests.</p>	
<p>4.10 BM took over presenting advising that some decisions were required from committee to ensure everything was in place to enable as early a start as possible. BM covered what was required to be carried out and went over the costs of phase 4B and the project management costs which the grant was expected to cover 50% of.</p> <p>4.11 BM sought approval for the following</p>	

<p>1. Top up of funds to Hub West Framework for Development & Project Management. Consultancy Fees for continuing to use framework, are circa 10k.</p> <p>2. Approve appointment of HOOS as Lead Project Consultancy through HUB West Framework to Windows & Doors Project. Design Team will be appointed under HOOS</p> <p>3. Approve delegated authority for the CEO/DPS to appoint CCG to Windows & Doors Project through Scotland Excel Framework.</p> <p>Committee APPROVED all three requests.</p> <p>4.12 BM also advised of a need to appoint the contractor and would be looked to appoint CCG. BM confirmed that he had spoken with Scotland Excel and while normally they would require to do a test on the tender, given the work already undertaken by LHA they would be comfortable with the direct award to CCG. BM also advised of the next steps that would be taken if the funding bid was not successful which included moving stonework repairs further down the line to become part of future energy funding.</p> <p>4.13 PP asked what the probability of funding becoming available was. BM confirmed that he had attended Glasgow South West Forum last week and RSLs do not have the money available to meet all the requirements of energy saving measures, therefore there is going to have to be some sort of Government funding available.</p> <p>4.14 Committee APPROVED appointment of CCG as phase 4B contractor based on information provided and previous tender costs.</p> <p>4.15 IM noted that even if grant funding is awarded there will still be a need to increase rent although not as much if no grant funding awarded.</p> <p>FMD left meeting at 18:41</p>	
<p>5. ITEM 4 - UNAPPROVED MINUTE OF PREVIOUS MEETINGS HELD 27 FEBRUARY 2024 AND 12 MARCH 2024</p> <p>5.1 DM invited comments on the minutes. None submitted.</p> <p>5.2 Committee APPROVED the minutes of 27 February and 12 March 2024.</p>	
<p>6. ITEM 5 - UNAPPROVED SSC MINUTE OF MEETING HELD 12 MARCH 2024</p> <p>6.1 MR provided a brief overview of the minute noting that the minute was pretty self-explanatory and an accurate reflection of what had been discussed.</p> <p>6.2 CN asked about the last item on the minute and whether there was a Technical Officer and what Grade they were. BM confirmed there was and it was a Grade 7.</p>	

6.3	Committee NOTED the SSC minute of 12 March 2024.	
7.	ITEM 6 – MATTERS ARISING, ACTION POINT REGISTER	
7.1	MF advised the Committee that Corporate Services had moved to a new way of coordinating the Actions and this was the result of the new layout.	
7.2	IM confirmed that number 15 could be marked as complete. This had been double checked and only five had been refused by NRS which is a very low number compared to the amount of acquisitions sought.	
7.3	Committee NOTED the Action Point Register.	
8.	ITEM 7 - PROPERTY SERVICES REPORT	
8.1	BM advised that many of the items were for noting and would therefore not run through them individually and invited questions from the Committee.	
8.2	MR asked about 2.4 noting that the team had now forced some entries and whether there had been any come back from those. BM advised that there had been no come back from tenants but that doing so had enabled the team to identify other issues with the tenant and/or property such as hoarding or a vulnerability that had not been previously identified. The property and housing teams are now working in tandem and using all tools available to help these tenants.	
8.3	IM confirmed that AW is preparing a tenancy sustainment and vulnerability policy as it is important for the Association to identify how far we can go to help tenants given that other agencies are stepping back or at capacity.	
8.4	BM then moved onto the decisions required in the report and asked the Committee to approve the following <ol style="list-style-type: none"> 1. Contract extensions of MP Group, TIMETRA, John O’Conner and Environtec for a final 12-months from 1st April 2024. 2. Grant Delegated Authority to the DPS, FMD and Asset Manager to appoint an insurance provider after further negotiations are carried out. 3. Approve 24/25 Contracts & Procurement Registers. 	
8.5	MR asked if the John O’Connor extension included a 7% increase with less being carried out. BM confirmed that was the case and there will be a review of the estate and service charges which will be brought back to Committee at a later date.	
8.6	Committee APPROVED contract extensions; delegated authority to appoint an insurance provider and the 24/25 contracts and procurements registers.	
8.7	BM then tabled a request for delegated authority for the DPS and CEO to prepare and submit the Strategy and Development Funding Plan SDFP report to NRS before the next Committee meeting. BM advised	

<p>that he had only been informed that the SDFP submission was required by 26 April which was before the next scheduled committee meeting. BM confirmed that the report would be brought to the April meeting for the Committee to review the submission.</p> <p>8.8 Committee APPROVED delegated authority for the DPS and CEO to prepare and submit the SDFP report to NRS.</p> <p>8.9 BM informed Committee that the purchase of the Davislea site had concluded today. MR asked about the community larder, IM confirmed they had a moving in date of 18 April.</p> <p>8.10 Committee NOTED the remainder of the report.</p>	
<p>9. ITEM 8 – CEO REPORT</p> <p>9.1 IM gave a brief run through of the report highlighting the positives that had occurred in the past month and invited questions from the Committee.</p> <p>9.2 DM noted that it had been an exciting and eventful year and he wanted to thank the staff for the amount of work that had been carried out.</p> <p>9.3 Committee NOTED the report.</p>	
<p>10. ITEM 9 – KPI Q3 REPORT</p> <p>10.1 AG ran through the report drawing the committees attention to the red score on repairs satisfaction. AG advised that the Q4 scores are already in and this percentage has improved to 87.10% which would also bring up the year end for the ARC. AG also confirmed that the quality of home figure in Q4 had increased to 97.14% which is a massive improvement.</p> <p>10.2 AG invited questions. MR asked about the increase in refusals and whether there was a correlation between this and the work carried out on voids or if there were other reasons why properties were being refused i.e. location or suitability. IM advised that the question would be sent to AW and a response circulated to committee.</p> <p>10.3 Committee NOTED the report.</p>	Action
<p>11. ITEM 10 – POLICIES FOR APPROVAL</p> <p>11.1 AG presented the report confirming all policies listed were scrutinised by the Policy Working Group on 05 March and the changes from that meeting had been incorporated into the policies presented tonight.</p> <p>11.2 Committee APPROVED</p> <ul style="list-style-type: none"> • S22 Clear Desk Policy • GC26 Information Transfer Policy • GC27 Malware and Antivirus Policy • GC25 Cryptographic Control and Encryption Policy 	

<ul style="list-style-type: none"> • GC28 Network Monitoring and Patching Policy • GC29 Corporate Performance Management • GC13 Risk Management Policy 	
<p>AOCB</p> <ol style="list-style-type: none"> 1. Employers Ballot Vote AG confirmed that the union had accepted the new offer of a one year 6% pay increase. Committee APPROVED EVH recommendation for a 6% increase. AG to complete EVH submission for ballot. 2. AG asked members that when requesting hard copies of papers for the meetings to do this as soon as possible to enable staff to accommodate the request. 3. AG advised of suggestion to have a committee lunch to thank them for the work they have done for the association and will confirm a date for this. 4. DM submitted his apologies for the April meeting and that he is not yet sure if he will make the May meeting. DM also reconfirmed his intention to retire from the committee at the next AGM. 	Action
<p>Dates of next meetings:</p> <p>Management Committee – Tuesday 30 April 2024 at 6pm Audit & Assurance Sub-committee – Tuesday 14 May 2024 at 6pm Staffing Sub-committee – Tuesday 18 June 2024 at 6pm Policy Working Group – Tuesday 11 June 2024 at 6pm</p>	

Meeting closed at 19:35pm.
Chair – David McGeoch