LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Approved Minutes of a meeting held at
1 Cressy Street, Glasgow and Via Teams
On **Tuesday, 28 October 2025,** at **6.00 pm**

PRESENT	**IN ATTENDANCE**
Frank Murphy, FM (Vice-Chair) Heike Bley, HB Collette Ness, CN Graham Gillespie, GG (via Teams) Observer - Lyle Mitchell	Andrea Walker, AW (Director of Housing and Community Empowerment) Bryan McMahon, BM (Director of Property Services) Alison Greig, AG (Corporate Services Manager) Emma Shaw, ES (Corporate Services Assistant - Minute Taker) Fettes McDonald, FMD (In part via Teams)

FM opened the meeting and welcomed the observer, Lyle Mitchell. He asked the staff and committee members attending to introduce themselves and outline their roles within LHA.

1.	**APOLOGIES**	
1.1	Apologies were received from Irene McFarlane, Paul Phin, Kelly Brown, Ayla O'Ryan and Susan Brown.	
2.	**DECLARATIONS OF INTEREST**	
2.1	Re Item 9, Gutter Cleaning tender, GG declared an interest in Caledonian Maintenance Ltd as he knows a Director.	
3.	**DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS**	
3.1	AG declared the notifiable event concerning the external auditor procurement will remain open until the conclusion of the tender exercise, due to close on 30th October 2025, with scoring taking place on 31st October. A report will be presented at the November AASC meeting for consideration, and thereafter, at the full MC meeting for approval of the successful tenderer.	
4.	**UNAPPROVED MINUTES OF PREVIOUS MEETING HELD 30 SEPTEMBER 2025**	
4.1	The minute was **APPROVED** by HB and FM as accurate.	
5.	**UNAPPROVED MINUTES OF SSC MEETING HELD 23 SEPTEMBER 2025**	
5.1	FM provided an overview of the meeting. The committee **NOTED** the content of the minute.	
6.	**MATTERS ARISING, ACTION POINT REGISTER**	
6.1	AG confirmed item 87 on the APR is still progressing and will be completed by the end of the year.	

8. CORPORATE SERVICES REPORT 8.1 AG provided an overview of the CST Report, drawing particular attention to item 2.1 regarding the Employment Rights Bill (ERB) and the significant changes that will be implemented on a phased basis over the next few years. She referred to Appendix 1 of the report, the Government's 'Road Map', which provided a timeline for full roll-out. AG advised that she had recently attended an information session provided by Employers in Voluntary Housing (EVH), and as full members, LHA will receive regular updates on progress and any relevant changes or guidance moving forward. She added that changes are anticipated in certain policies as well as the Association's Terms and Conditions of Employment. HB expressed interest in attending future sessions. AG concurred that, as a member of SSC, it would be useful for her to attend the next EVH session that AW will also be attending. ES to arrange. 8.2 AG moved on to item 3.1 of the report, a new Dignity at Work policy, and noted this policy was developed in response to the ERB legislative changes outlined before. AG summarised the scope of the policy. 8.3 AG reported that the Corporate Services Team (CST) conducted a staff survey to assess the use and effectiveness of the Westfield Health plan that LHA pays for to ensure value for money. The plan costs LHA circa [redacted] per year, whilst claims reimbursed in the past year to employees were in the region of 10k. Staff were also surveyed to see if they would be interested in a repeat of the onsite voluntary health check exercise LHA carried out in 2023, with the majority of those responding being in favour. The checks this time included an enhanced option for staff to self-finance specialist testing eg. ovarian cancer risk, prostate health, bowel disease checks. 8.4 AG advised that staff had been consulted on moving the Public Holiday on 5 January 2026, to allow Christmas Eve off instead. The majority supported this proposal, and so the office will close at 4:00 pm on 23 December 2025 and reopen at 9:30 am on 5 January 2026. 8.5 AG sought Committee approval for the Dignity at Work Policy. The Committee **APPROVED**. 8.6 The Committee **NOTED** all other content of the CST report. FMD joined the meeting at 6.20pm	Action
7. LOAN FOR ACQUISITIONS 7.1 FMD delivered a presentation, noting that at the previous Committee meeting, both FMD and the Chief Executive (Irene) had been authorised to engage with existing funders regarding an additional [redacted] to support further acquisitions.	

FMD outlined the terms proposed by both banks. He recommended accepting the offer from [redacted] at a margin of [redacted] and long-term debt arrangement fee of [redacted], which could be added to the existing [redacted]. No additional security or separate loan agreement would be required, and savings would be made on legal costs.

7.2 The Committee unanimously **APPROVED** the recommendation from FMD to go with [redacted].

FMD left the meeting at 6.25pm

9. PROPERTY SERVICES REPORT

9.1 BM provided an overview of the report and updated members on the current position across various projects, including the Elderhouse heating and windows upgrades, the Vital Spark, the pre-1919 windows, doors and sandstone works, and ongoing compliance testing. He advised that the tender process for Davislea was now underway by Scotland Excel, with a site start date intended for June 2026.

BM reminded members that NRS had awarded LHA a [redacted] grant for acquisitions, which will be bolstered by the additional [redacted], and advised that 10 properties had been settled to date, with a further 9 expected to close soon.

GG enquired about the number of damp and mould cases LHA had received and whether residents were being encouraged to report instances. BM responded that LHA had had very few cases and is actively promoting residents to report any issues through both the website and newsletters.

9.2 BM informed the Committee that the tender process for the gutter cleaning services contract had been undertaken, and he was requesting delegated authority to appoint a contractor once the scoring process was complete. He advised that a further report would be submitted to the Committee for homologation once a contractor had been selected. It was noted that there was a significant disparity between tender fees, and that not all contractors had submitted the required tender documentation.

At this point, GG declared a conflict of interest in respect of Caledonian Maintenance Services Ltd. GG asked why contractors that had not submitted all documentation were still being considered, and raised concern that this may leave LHA open to challenge. BM clarified that this had been put to Scotland Excel; however, it had recommended keeping those contractors in the process. BM also explained why costs may differ significantly across contractors depending on how they carry out the work.

The Committee **APPROVED** the DPS delegated authority to appoint a contractor for the Gutter Cleaning Services.

9.3 BM presented item 4, Caretaking Staff Update, and sought approval for the salary realignments proposed for the estates staff in response to

	recent organisational changes, and to make the two caretaker positions permanent with effect from 01st October 2025. BM explained that although the Estates Team had initially been expected to take on some of the landscaping tasks, this was no longer feasible due to wider pressures on PST. As a result, a procurement process for landscaping services would be carried out, with a contractor anticipated to be in place by April 2026. BM noted a correction to the proposed estate caretaker structure and clarified that the correct salary figure should be [redacted] (point 1 of TAS 3) and not [redacted]. FM opened for questions; none were submitted. The Committee **APPROVED** the proposals presented.	
9.4	BM outlined the position with the current energy supplier and sought delegated authority to progress and lock in the most competitive contract available in the market. No questions were raised. The Committee **APPROVED** delegated authority to the DPS and Asset Manager to secure the most competitive energy contract.	
10.	**Q2 WRITE-OFFS**	
10.1	AW provided an overview of the report and outlined the reasons for each debt write-off. AW explained that the Housing Team had assessed the balances in line with LHA's Write-Off policy and procedures, with all attempts at recovery exhausted. She sought approval for the write-offs presented in the report.	
10.2	Committee **APPROVED** the write-offs presented.	
11.	**AOCB**	
11.1	AG advised members that the Annual Landlord Report was complete and had been uploaded to the LHA website.	
11.2	AG noted that three of the Committee members (PP, FM and GG) had been signed up for the SHARE e-learning platform to date. She was now looking to register others and advised CN and HB that she would progress their registrations next.	Action
11.3	[redacted]. He advised members that the Executive Team had discussed it at length and agreed it would not be appropriate for LHA to provide such at this time, as there had not been sufficient feasibility or costing investigations carried out to date. Members were asked to **NOTE** this information.	

Meeting closed at 19.12pm
Chair – Frank Murphy