

**LINTHOUSE HOUSING ASSOCIATION LIMITED  
MANAGEMENT COMMITTEE MEETING**

**Minutes** of a meeting held at

1 Cressy Street, Glasgow and Via Teams

On **Tuesday, 30 September 2025**, at **6.00 pm**

**PRESENT**

Paul Phin, PP (Chair) via Teams

Heike Bley, HB

Frank Murphy, FM

Kelly Brown, KB

Ayla-Marie O’Ryan, AO (via

Teams)

**IN ATTENDANCE**

Irene McFarlane, IM (CEO)

Andrea Walker, AW (Director of Housing and  
Community Empowerment)

Bryan McMahon, BM (Director of Property  
Services)

Alison Greig, AG (Corporate Services Manager)

<b>1. APOLOGIES</b>	
1.1 Apologies were received from Collette Ness, Funmi Fajemiseye, Graham Gillespie and Susan Brown.	
<b>2. DECLARATIONS OF INTEREST</b>	
2.1 None.	
<b>3. DECLARATIONS OF ETHICAL BEHAVIOUR &amp; NOTIFIABLE EVENTS</b>	
3.1 IM declared a notifiable event concerning the external auditor procurement exercise currently being progressed.	
<b>4. UNAPPROVED MINUTES OF PREVIOUS MEETINGS HELD 26 AUGUST &amp; 10 SEPTEMBER 2025</b>	
4.1 <b>Minute of Meeting – 26 August 2025</b>  FM noted that the date recorded in the minute was incorrect. AG confirmed that this had already been amended to reflect the correct date. The minute was <b>APPROVED</b> as an accurate record by FM and HB.	
4.2 <b>Minute of Meeting – 10 September 2025 (Single-Issue Meeting)</b>  The minute was <b>APPROVED</b> as an accurate record by KB and FM.	
<b>5. MATTERS ARISING, ACTION POINT REGISTER</b>	
5.1 PP provided a brief overview of each outstanding action point and confirmed that Action Point 83 had been completed.	
5.2 IM confirmed that action point 84 had also been completed.	

<p>5.3</p> <p>5.4</p>	<p>PP requested an update from IM regarding action point 85. IM reported that discussions had taken place with ██████████ concerning the potential to secure an additional ██████████.</p> <p>IM further noted that NRS had said they supported LHA to continue with future acquisitions ranging from two-bed properties up to larger accommodation.</p> <p>BM confirmed that Action Point 86 was complete and was on the Agenda for the meeting.</p>	
<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p><b>6. APPROVAL OF 2025 ANNUAL ASSURANCE STATEMENT (AAS)</b></p> <p>AG provided a brief overview of the Annual Assurance Statement (AAS). She explained the purpose of the AAS for members present and advised that the Audit and Assurance Sub-Committee (AASC) review the 'Assurance Statement, Continuous Review and Improvement Plan' (ASCRIP) twice yearly, along with supporting evidence.</p> <p>AG further advised that the AASC Chair will review and test the ASCRIP to verify the accuracy of the evidence provided.</p> <p>AG confirmed that there were no major changes to the 2024 AAS other than the addition of damp and mould detail. BM proposed an amendment to improve the readability of the section relating to the Scottish Housing Quality Standard (SHQS) compliance. Members present agreed to BM's proposed change.</p> <p>AG sought approval for submission of the 2025 AAS to the Regulator.</p> <p>The Committee unanimously <b>APPROVED</b> the 2025 AAS to be signed by the Chair and submitted to the Regulator by 31 October 2025.</p>	
<p>7.1</p> <p>7.2</p>	<p><b>7. PST REPORT</b></p> <p>BM provided an overview of the report and confirmed that Scottish Government SHNZHF(2) funding of ██████████ had been secured for new windows at Elderhouse, with the total project cost estimated to be circa ██████████.</p> <p>BM sought approval for delegated authority to appoint the project management, design and architect contractors through a combination of Scotland Excel and Hubwest Scotland frameworks. The Committee unanimously <b>APPROVED</b> the DPS delegated authority to appoint the existing teams and contractors, ██████████ and ██████████, through the frameworks proposed.</p> <p>BM explained that in his absence, IM had presented the Procurement Policy at the last committee meeting, and he had been asked to provide a tracked changes version for the Committee to make it clearer where changes had been made. BM reminded members the policy had been reviewed by TC Young, with their advice reflected in the changes. He</p>	

<p>asked for approval for the changes to be implemented. Committee <b>APPROVED</b> the revised policy.</p> <p>7.3 BM referred to the next item in his report, staffing updates within the Property Services Team. He noted that these had already been discussed in detail at the SSC meeting on 23 September, where the SSC agreed to recommend approval of the proposals to the Management Committee.</p> <p>The committee <b>APPROVED</b> the proposed changes to regrade staff within the Property Services Team.</p> <p>PP proposed that a review of the Standing Orders and Scheme of Delegated Authority Policy be undertaken, given the level of detail within the report, some of which he considered to be more day-to-day operational level. He added that it would be more appropriate for lower-grade positions to be made at the discretion of Directors rather than having to come to the Committee. IM agreed that a review of the policy would be appropriate and noted that senior staff could have more delegated responsibility to make staffing changes where necessary, provided they are within budget, with only matters that would commit LHA to future years' spend being brought to SSC or MC for consideration.</p> <p>7.4 BM referred members to the final item in his report, the recruitment of an external auditor and explained that, following discussions with the CSM and FMD, the procurement process will commence in early October 2025. BM advised that the process would be overseen by FMD, the CSM, and the Directorate. Committee <b>NOTED</b> the update.</p>	
<p><b>8. PRESENTATION &amp; DISCUSSION</b></p> <p>8.1 IM presented the item, noting that AW had previously covered it at the SSC meeting on 23 September. She reminded members of the staffing budget and the importance of keeping an oversight, given that staffing spend impacts rent levels.</p> <p>IM referred to discussions at the Business Planning away day, where it was agreed that from September 2025 onwards, any new posts or functions, or post-holders leaving within the current staffing structure, would be subject to Committee consideration.</p> <p>IM continued that she was keen to retain and invest in the development of existing staff, particularly lower-grade staff new to housing, to grow their capacity to take on more demanding tasks and support career development.</p> <p>She reminded members that current projections assumed a reduction in staffing costs of █████ over a 7-year period, which would require careful consideration of the future shape and size of the Association to deliver what it needs to deliver.</p>	

8.2	IM explained that due to the resignation of the current CSO from October, and the subsequent saving of circa █████, there existed an opportunity to regrade some of the lower-grade staff across the organisation to take on additional tasks.	
8.3	IM proposed that the current Grade 4 Finance and Factoring Assistant, whose role was recently reviewed against a Grade 6 job description, be regraded to the first point of Grade 6. IM added that the post-holder had been with LHA since leaving school and recently completed an HNC in Finance.	
8.4	IM recommended that the Grade 4 Housing Assistant be regraded to Grade 5/6, in line with the planned structural changes within the Housing Team, noting that the staff member had completed several relevant qualifications since joining the organisation.	
8.5	IM further recommended that the Grade 3 Corporate Services Admin Assistant be regraded to the bottom of Grade 4, as she will be taking on additional tasks now that the CSO position has been frozen for the time being. IM highlighted that the staff member is currently working towards an SVQ Level II in Business Administration and performs well independently.	
8.6	Within the Housing Team, IM proposed that the two Grade 3 Clerical Assistants be regraded to Grade 4 Housing Assistants, acknowledging that both have completed housing qualifications through LHA.	
8.7	PP invited questions from members; no questions were raised. PP requested that IM review the Standing Orders and provide an update at a future meeting.	Action
8.8	The Committee unanimously <b>APPROVED</b> the regrading of the staff members as proposed.	
<b>9. AOCB</b>		
9.1	AG advised that an Association member had approached her at the AGM to express an interest in the Committee, and so he would be attending the October meeting as an observer.	

**Meeting closed at 18.56**  
**Chair – Paul Phin**