

LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Approved Minutes of a meeting held at
1 Cressy Street, Glasgow and Via Teams
On **Tuesday, 26 August 2025**, at **6.00 pm**

PRESENT

Collette Ness, CN
Heike Bley, HB
Mary Ray, MR
Frank Murphy, FM
Paul Phin, PP (Chair) via Teams
Graham Gillespie, GG (via Teams)

IN ATTENDANCE

Irene McFarlane, IM (CEO)
Andrea Walker, AW (Director of Housing and
Community Empowerment)
Colin Jones, CJ (ICT Manager, via Teams and in
part)
Alison Greig, AG (Corporate Services Manager)
Fettes McDonald, FMD, (FMD Financial Services
in part)
Emma Shaw, ES (Corporate Services Admin Asst
– Minute Taker)

1. APOLOGIES	
1.1 Apologies were received from Kelly Brown, Funmi Fajemiseye, Susan Brown and Bryan McMahon.	
2. DECLARATIONS OF INTEREST	
2.1 On behalf of all staff present, IM declared an interest in item 14 of the agenda and advised that staff would leave the meeting, with the exception of AG, who would remain to present the report.	
3. DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS	
3.1 None.	
4. LHA MEMBERSHIP APPLICATION & APPROVAL OF COMMITTEE MEMBERSHIP	
4.1 Members APPROVED the membership application for [REDACTED] and APPROVED the same as a co-opted member of the Committee.	
5. UNAPPROVED MINUTE OF PREVIOUS MEETING 24 JUNE 2025	
5.1 Those present who had attended the last meeting confirmed the minutes to be accurate. The minute was APPROVED by HB and seconded by CN.	
6. UNAPPROVED MINUTE OF AASC MEETING HELD 12 AUGUST 2025	
6.1 MR outlined the main business covered during the meeting, which included the external audit report from Tommy of AAB Ltd, and advised that the minutes were a true reflection of all other discussions at the meeting.	

<p>7. MATTERS ARISING, ACTION POINT REGISTER</p> <p>7.1 PP asked if there were any matters arising, but there were none.</p> <p>7.2 PP referred to the two items on the action point register and agreed that both could be marked as complete, as they were being covered in the meeting agenda.</p>	
<p>8. APPROVAL OF STATUTORY ACCOUNTS 24/25</p> <p>8.1 FMD provided an overview of the audit report and accounts, and confirmed that all were presented at the August AASC meeting for scrutiny. No issues were identified, and the AASC members agreed to recommend approval to the Management Committee. AG added that ES would arrange for the documentation to be issued via DocuSign for signing. FMD opened for questions.</p> <p>8.2 IM highlighted it had come to her attention that the external auditor procurement, which was for an initial 60 months, expired on 31 March 2025. However, the contract allowed for the option to extend for a further two years. IM recommended extending the contract for two years with a full re-tender exercise taking place during 2026. GG asked IM to clarify that the initial tender allowed for five years with an extension of two years, as this was unusual. IM clarified it was correct. GG then asked if AAB had been approached to provide a written quote for the audit fees to ensure costs are not excessive. IM answered that she would contact AAB to this effect and email Committee thereafter to update the position; she added that it may be necessary to seek legal advice on what the Committee should be recommending to the membership at the AGM. It was agreed that IM would liaise with GG on the matter in his capacity as the Chair of AASC, to ensure that the best interests of the Association are served.</p> <p>8.3 PP raised concern that the procurement timeline had been missed and that a process should be in place to ensure this and other contracts due for renewal are not missed in the future.</p> <p>8.4 The Statutory Accounts for 24/25 were APPROVED by all present.</p>	<p>Action</p> <p>Action</p>
<p>9. QUARTERLY MANAGEMENT ACCOUNTS TO 30 JUNE 2025</p> <p>9.1 FMD advised that AASC had reviewed the Q1 accounts at the last meeting, and he highlighted key points. At the end of the first quarter, there was a [REDACTED], mainly due to lower maintenance costs. There were no issues or concerns with cash flow or covenants, and rent arrears had dropped again. FMD opened for questions or comments. None were received.</p> <p>FM joined the meeting at 18.25.</p> <p>9.2 Committee APPROVED the quarterly Management Accounts to 30 June 2025.</p>	

<p>10. TREASURY MANAGEMENT REPORT</p> <p>10.1 FMD presented the report and advised that the full report had been reviewed at the August AASC meeting. He highlighted the schedule that detailed the stock secured to current loans, and the term details of each loan. The report noted LHA's capacity to borrow between [REDACTED] and [REDACTED], depending on stock evaluations used. He continued that there were no concerns with cash or loan covenant compliance.</p> <p>10.2 IM advised the Committee of the potential for a further [REDACTED] within the next four to six weeks, [REDACTED] and at a cost to LHA of just over [REDACTED]. IM stated that the total cost of the [REDACTED]. IM continued that NRS are keen to work further with the Association, particularly in sourcing larger properties for families, and she proposed that the Association consider approaching [REDACTED].</p> <p>10.3 PP opened for questions or comments. MR said she thought IM's proposal to explore further loan funding that could be ringfenced for acquisitions was a good idea, and others agreed. No further comments were made.</p> <p>10.4 Those present APPROVED the Treasury Management Report, and for IM and FMD to speak with [REDACTED] or [REDACTED] regarding a [REDACTED].</p> <p>FMD left the meeting at 18.34.</p>	<p>Action</p>
<p>11. ANNUAL GOVERNANCE REPORT</p> <p>11.1 AG outlined her report and confirmed that all necessary governance arrangements in relation to the Association's Rules had been adhered to. She highlighted preparation for the Annual General Meeting and drew attention to the members required to step down, and the process for them to be re-elected. This would apply to FM, AO, KB and CB. AG continued that MR would be retiring and not standing again, and SB would also step down, but would be standing for re-election.</p> <p>11.2 AG outlined the status of the Internal Audit programme and asked IM if she wanted to advise members on the outcome of the recent Business Planning audit. IM responded that the audit had achieved substantial assurance with no recommendations. AG continued that the Voids Management audit concluded last week, and the outcome report would be presented to the November AASC.</p> <p>11.3 FM referred to 3.11 of the report and asked how much staff time could be taken responding to requests for information. AG answered that it would depend on what the request related to; she advised that Colin Jones is the Association's Data Protection Officer (DPO), who keeps everyone in line with the relevant guidelines for Freedom of Information and Subject Access Requests.</p> <p>11.4 Committee NOTED all other items in the report.</p>	
<p>12. MC CONVERSATIONS REPORT</p>	

12.1	AG provided a brief overview of the report and outlined the key content of the areas surveyed, as well as the outcome of the Chair's 360 review.	
12.2	Members were referred to 5.1, where she was proposing approval to pursue Corporate Membership through SHARE to enable access for Committee members to the e-learning platform, specifically aimed at governing bodies. This would allow online training for members individually or as a collective, which could be undertaken at their own pace and in their own time. PP invited questions for AG. GG asked why only seven conversations were completed. AG responded that one member was on leave of absence and another had joined the Committee after the conversations were completed. ES added that there were only nine active members and that two had not been completed due to the reasons that AG highlighted.	
12.3	All present APPROVED pursuit of Corporate Membership with SHARE.	
13.	POLICIES OVERSIGHT REPORT	
13.1	AG provided an overview of the report. GG agreed with the proposed policies that would be within the remit of AASC. PP asked if there was a policy calendar in place. AG explained how the policy schedule held on SharePoint notifies a policy author when a policy is due for review.	
13.2	Those present APPROVED the changes to the Policy oversight for all Committees and the Policy Working Group.	
	IM, AW & ES left the meeting at 18.56.	
14.	TPT : LIFE ASSURANCE PROPOSED CHANGES REPORT	
14.1	AG advised Committee that TPT Retirement Solutions, the company that administers the Association's staff pensions, had emailed in July to highlight an opportunity to increase the life assurance element of the employer's contribution, which is provided through a 'Death in Service' benefit.	
14.2	Committee could decide to maintain the current rate of [REDACTED], or to increase it to [REDACTED] the salary. AG outlined the cost implications of each rate. The current annual cost is [REDACTED]. The estimated costs for increasing to [REDACTED] salary would be [REDACTED], an increase of circa [REDACTED] annually, and for [REDACTED] salary, would be [REDACTED], an increase of [REDACTED].	
14.3	MR asked if any research on levels across the sector had been carried out by the likes of EVH, which could provide a benchmark to assess this against. AG commented that she was not aware of anything currently. CN commented that 3x seemed standard in her experience. GG asked if other local RSLs had been approached to gauge their experience, as it would be useful to have a sector benchmark to allow a more informed comparison.	

<p>14.4 Following a short discussion, it was agreed that further research and information would be required for members to give proper consideration to reports of this nature, particularly where a short deadline existed. AG noted the points raised.</p> <p>14.5 Committee AGREED TO RETAIN the current level with no change at this time.</p>	
<p>15. Q1 KPI REPORT</p> <p>IM, AW & ES rejoined the meeting at 19.08.</p> <p>15.1 AG outlined the Q1 performance report and highlighted the new indicators that will be included in this year's Annual Return on the Charter (ARC) relating to damp and mould and Electrical Installation Condition Report (EICR) compliance. She opened for questions. No questions were submitted.</p> <p>15.2 Those present NOTED the Q1 report.</p>	
<p>16. HCET REPORT INCLUDING Q1 WRITE-OFFS</p> <p>16.1 AW presented the HCET report and advised members that the Health and Social Care Partnership (HSCP) had requested that the Association allocate [REDACTED] of properties to homeless families through the section 5 referral route. AW outlined the Annual Letting Plan process and reminded Committee of last year's position. AW proposed that [REDACTED] and will advise the HSCP of the Committee's decision.</p> <p>16.2 Following a short discussion, Committee APPROVED the Annual Letting Plan 25/26.</p> <p>CJ joined the meeting at 19.19.</p> <p>16.3 AW presented the Q1 write-off requests for consideration. PP opened for questions or comments. CN and PP commented that the arrears are looking better than the last financial year.</p> <p>16.4 Committee APPROVED the Q1 Write-Offs and NOTED all other content in the report.</p>	
<p>17. PST REPORT</p> <p>17.1 IM presented the report on behalf of BM. She referred to item 2, Davislea works. She outlined BM's proposed procurement route for the construction element through Scotland Excel, and the design element via the Hub West Scotland framework account. The latter would require a top-up of the account totalling [REDACTED], and would appoint [REDACTED] for the multi-disciplinary services required for stages 4-7.</p>	

17.2	Those present APPROVED the proposed tender route on Scotland Excel and the top-up of the Hub West Scotland account to appoint [REDACTED]	Action
17.3	IM advised that, following a review of LHA's Procurement Policy by TC Young, some changes are being proposed to the policy that will allow greater flexibility for LHA. PP commented that it wasn't clear where changes had been made, and agreed with IM's suggestion that BM provide a tracked changes version for the next meeting.	
17.4	IM then went on to present item 4, the Phase 4b window and door contract, and advised that significant structural stonework repairs have been identified during the ongoing works. BM is recommending extending both the [REDACTED] and design team contracts to accommodate the additional stonework repairs rather than undertake a further procurement exercise. PP opened for questions. MR asked for clarity regarding the additional stonework repairs, and IM clarified the position.	
17.5	Those present APPROVED the extension of the Phase 4b contractor and design team to accommodate the additional stonework repairs.	
17.6	IM referred to item 5, the Elderhouse Heating Tender via the Quick Quote route, and outlined the tender process and result. BM was recommending the appointment of [REDACTED] to carry out the upgrade works for the Elderhouse heating system. PP invited questions, but none were submitted. Those present APPROVED the appointment of [REDACTED] for the upgrade works to Elderhouse.	
17.7	IM referred members to the remaining items in the BM's report on the Annual Procurement Report and Property Services team staffing updates.	
17.8	Committee NOTED all other content within the report.	
18.	UPDATE ON DARKTRACE ALTERNATIVE	
18.1	CJ presented his report and outlined the alternative cyber security software Huntress, one of the programmes he had identified as an alternative to Darktrace. He advised that he had carried out a trial of it, and whilst it did not have all the features of Darktrace, it still provided an appropriate level of security for LHA. CJ opened for questions.	
18.2	PP asked CJ to provide an example of what type of cyber threats are happening across the RSL sector, to which CJ responded. GG commented that it was not clear from his report what version CJ was proposing. CJ clarified it was Huntress. GG then asked how Huntress compared to the Microsoft anti-virus software he referred to in his report. CJ explained that as Microsoft continuously update software, configuration changes would also need to be carried out at local level.	
18.3	Those present APPROVED the additional annual costs proposed for implementing Huntress for IT Security.	

19. AOCB	
19.1 As this would be MR's last meeting, PP thanked her on behalf of Committee members for her time and support for LHA over the years, and wished her well for the future.	

Meeting closed at 19.55
Chair – Paul Phin