**LINTHOUSE HOUSING ASSOCIATION LIMITED**
**MANAGEMENT COMMITTEE MEETING**
**Approved Minutes** of a meeting held at
1 Cressy Street, Glasgow and Via Teams
On **Tuesday, 24 June 2025,** at **6.00 pm**

| **PRESENT** | **IN ATTENDANCE** |
|---|---|
| Collette Ness, CN (Chair) | Irene McFarlane, IM (CEO) |
| Heike Bley, HB | Bryan McMahon, BM (Director of Property Services) |
| Frank Murphy, FM | Andrea Walker, AW (Director of Housing and Community Empowerment, in part) |
| Graham Gillespie, GG (via Teams) | Colin Jones, CJ (ICT Manager, via Teams and in part) |
| | Alison Greig, AG (Corporate Services Manager, in part) |
| | Michelle Fegan, MF (Corporate Services Officer– Minute Taker) |

| | | |
|---|---|---|
| **1.** | **ITEM 1 - APOLOGIES** | |
| 1.1 | CN welcomed everyone to the meeting and noted apologies from Paul Phin, Mary Ray, Susan Brown, Ayla Marie O'Ryan and Kelly Brown. | |
| 1.2 | CN advised that Funmi Fajemiseye had requested an extension to her leave of absence, which should have been covered at the meeting in May. Committee Retrospectively Approved Leave of Absence. | |
| 1.3 | CN informed attending members that the agenda will be reorganised to allow staff members to depart early. | |
| **2.** | **ITEM 2 - DECLARATIONS OF INTEREST** | |
| 2.1 | There were no declarations of interest expressed by the members attending. | |
| **3.** | **ITEM 3 - DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS** | |
| 3.1 | All those present confirmed they were unaware of ethical behaviour breaches, and LHA had no new notifiable events. | |
| 3.2 | IM confirmed that there were no open notifiable events. | |
| **4.** | **ITEM 4 - UNAPPROVED MINUTES OF THE PREVIOUS MEETING HELD ON 27 May 2025** | |
| 4.1 | No comments were made. FM proposed the minute as accurate, and HB seconded it. | |
| 4.2 | Committee **APPROVED** the minutes of 29 April 2025. | |

| | |
|---|---|
| **5. ITEM 5 - UNAPPROVED AASC MINUTE OF 15 MAY 2025.**<br><br>5.1 CN invited comments on the minute. None were submitted.<br><br>5.2 Committee **NOTED** the AASC Minute of 15 May 2025 | |
| **6. ITEM 11 – DECREE FOR EVICTION**<br><br>6.1 AW presented the report, providing the Committee with an overview of the circumstances and the work undertaken by staff to resolve prior to seeking eviction.<br><br>6.2 Committee **APPROVED** Enforcement of Decree for Eviction.<br><br>AW left the meeting at 18:03. | |
| **7. ITEM 9 – Q4 KPI REPORT**<br><br>7.1 AG presented the report and invited questions from the Committee. No questions were submitted; however, FM wished to express a 'massive well done' to all the staff as almost all targets are being met.<br><br>7.2 Committee **NOTED** the Q4 KPI Report. | |
| **8. ITEM 8 – PROPOSED CHANGES TO POLICY APPROVAL PROCESS**<br><br>8.1 AG presented the report to the Committee advising that approval is being sought to change the Policy Approval Process, which allows all governance/compliance policies to be reviewed by the Audit and Assurance Subcommittee (AASC) rather than convening a Policy Working Group. AG confirmed that more in-depth policies, such as the Allocations Policy, would still require a PWG meeting; however, these will now be on an as-needed basis.<br><br>8.2 GG felt that the move made sense; however, he would prefer if AASC were provided with a list of the policies they would be taking ownership of before approval.<br><br>8.3 Committee **APPROVED** the change in principle, and that a list of the policies is to be provided to **AASC** at the August meeting. | Action |
| **9. ITEM 6 – ACTION POINT REGISTER**<br><br>9.1 Committee **APPROVED** closure of action 75. | |
| **10. ITEM 7 – BUSINESS PLAN**<br><br>10.1 IM presented the Business Plan to the Committee and confirmed that it will be the focus of the next internal audit.<br><br>10.2 IM invited questions; none were submitted.<br><br>10.3 Committee **APPROVED** the 2025-2029 Business Plan | |

| | |
|---|---|
| AG left the meeting at 18:17 | |
| **11. ITEM 12 – PROPERTY SERVICES REPORT**<br><br>11.1 BM presented the report, beginning with the Damp and Mould Policy. BM confirmed that, as per the Committee's request, the policy had been reviewed by TC Young, and they were happy with the compliance and legality of the policy. The only issue raised by TC Young was a section that advised tenants on how to prevent Mould. BM confirmed that the decision had been taken to keep this section in and reword parts to ensure it was clear that it was advisory and not a requirement.<br><br>11.2 BM then moved on to acquisitions, explaining that LHA had already spent its budget for the year and was seeking an increase from NRS as four properties had been identified for acquisition. BM explained that increasing funding from NRS would require LHA to increase its contribution to the acquisition budget by £305,000.<br><br>11.3 IM confirmed that the figures had been checked by FMD Financial Services, and at the amount being sought, there would be no need for additional borrowing.<br><br>11.4 BM provided the Committee with an update on the Strategic Development Funding Programme (SDFP). BM confirmed that LHA had been approached, in confidence, about a potential site on [redacted] as part of the possibility of moving into the City Centre. BM advised the Committee that talks are taking place with NRS about a potential feasibility study.<br><br>This item is commercially sensitive, and publication would harm commercial interests<br><br>CJ joined meeting at 18:32.<br><br>11.15 CN asked where the money for the feasibility study would come from. IM confirmed that as part of the SDFP, funds have been sought to explore potential expansion into the City Centre, and it would not impact funding on other projects. FM then asked about the price being offered and if it was a reflection of how eager the company is to offload the site. BM explained it is a multi-billion-dollar organisation that is not interested in a site that will only net a small sum, as far as they are concerned.<br><br>11.16 Committee **APPROVED** the Damp and Mould Policy, **APPROVED** increasing acquisition contribution by £305,000 and **NOTED** the updates on SDFP and Annual Procurement Report. | |
| **12. ITEM 10 – DARK TRACE UPDATE**<br><br>12.1 CJ presented the report and provided examples of how Dark Trace software would work and support the Association. | |

| | | |
|---|---|---|
| 12.2 | CN asked whether the £20k quoted was for the full three-year contract or an annual cost. CJ confirmed that it is an annual cost and the full contract price would be £60k including VAT; however, that cost could be shared by inviting one or more smaller housing associations to utilise the licences LHA are unable to use. | |
| 12.3 | FM asked if another HA used the licences, would the AI learning be shared across the organisations? CJ advised that it would to a certain extent, but the AI learning is specific to how the Association works, and another HA may not work in the same pattern as LHA staff. | |
| 12.4 | CN invited GG to ask his questions. GG noted that it was a large expense for the product and asked how far along discussions with potential partners were. CJ confirmed he had not yet approached other housing associations about sharing the product. GG noted he would be more comfortable if partner options had been explored before seeking approval of the product. GG then asked if there were other options on the procurement list that could be considered. CJ confirmed it was a difficult product to compare, as while some might do similar things, they do not do everything, and one company might do one thing and another company does something else, but there is no company offering the same level of cover as Dark Trace. | |
| 12.5 | GG also asked about the procurement policy and whether approving the product in this way was appropriate. BM confirmed that the cost of the product falls within the non-regulated amount and would fall under the speciality/non-comparability category for awards. | |
| 12.6 | After some further discussion on the level of cost and the quorum of the Committee, the Committee **AGREED** that CJ would approach potential partner HA's about sharing the cost and bring a report back to the August Committee meeting for a decision. | Action |
| 12.7 | GG asked about the trial period and what would happen if the product is not approved by the end of this. CJ advised that the decision will be up to Dark Trace, who may choose to continue the trial until August or pause/delete the trial. If it is the latter, information gathered during the trial and any learning from the AI could be lost. | |
| CJ left meeting at 19:20 | | |
| **13.** | **AOCB** | |
| 13.1 | Membership Application – Committee **APPROVED** the membership application for [redacted].<br>This item contains personal information and has been redacted in compliance with GDPR legislation. | |

**Meeting closed at 19:22**
**Chair – Collette Ness**