

**LINTHOUSE HOUSING ASSOCIATION LIMITED  
MANAGEMENT COMMITTEE MEETING**

**Minutes** of a meeting held at  
1 Cressy Street, Glasgow and Via Teams  
On **Tuesday, 25 November 2025**, at **6.00 pm**

**PRESENT**

Paul Phin, PP (via Teams)  
Heike Bley, HB  
Kelly Brown, KB  
Susan Brown, SB  
Lyle Mitchell, LM

**IN ATTENDANCE**

Irene McFarlane, CEO, (Chief Executive Officer)  
Andrea Walker, AW (Director of Housing and  
Community Empowerment)  
Bryan McMahon, BM (Director of Property  
Services)  
Emma Shaw, ES (Corporate Services Assistant -  
Minute Taker)  
Fettes McDonald, FMD (In part via Teams)

PP opened the meeting and welcomed Lyle Mitchell. PP introduced himself and invited others present to do the same. IM and PP informed members of Funmi Fajemiseye's resignation and explained this would result in a casual vacancy that LM could fill if he was interested. PP proposed, and HB seconded **APPROVAL** of LM's membership on the Management Committee. LM agreed to fill the casual vacancy.

<b>1. APOLOGIES</b>	
1.1 Apologies were received from Graham Gillespie, Frank Murphy, Collette Ness, Ayla O’Ryan and Alison Greig.	
<b>2. DECLARATIONS OF INTEREST</b>	
2.1 None.	
<b>3. DECLARATIONS OF ETHICAL BEHAVIOUR &amp; NOTIFIABLE EVENTS</b>	
3.1 IM referred to the notifiable event regarding recruitment of the External Auditor, and notified members present that the report was being presented to Committee at the meeting for consideration.	
<b>4. UNAPPROVED MINUTES OF PREVIOUS MEETING HELD 28 OCTOBER 2025</b>	
4.1 The minute was <b>APPROVED</b> by HB.	
<b>5. MATTERS ARISING, ACTION POINT REGISTER</b>	
5.1 Item 87 – IM acknowledged that the Standing Orders and SoDA were under review.	
5.2 Item 89 – ES highlighted that this item was complete. PP asked HB if she found the Employment Rights Bill session helpful. HB agreed it was beneficial for her to keep up-to-date with the changes.	

5.3	Item 90 – ES advised that AG was still working on adding members to the SHARE e-Learning portal, and that Committee would be updated when this is complete.	
6.	<b>PRESENTATION ON MC CODE OF CONDUCT</b>	
6.1	IM requested that this item be moved to the next meeting due to the low number of members at the meeting.	
7.	<b>EXTERNAL AUDITOR PROCUREMENT - AASC RECOMMENDATION &amp; DECISION</b>	
7.1	BM presented the report on behalf of FMD. He explained that the AASC had given the report full consideration at its recent meeting, and members agreed to recommend that ██████████ be appointed as the External Auditor for LHA. PP asked BM to explain the procurement process for LM and KB as new Committee members. BM provided an overview of the process and advised Committee that there would now follow a 10-day standstill period before the contract is awarded, which is likely to be mid-December 2025.	
7.2	The Committee <b>APPROVED</b> ██████████ as the new External Auditor.	
8.	<b>PST REPORT</b>	
8.1	<i>Utilities Suppliers</i> BM reminded members that, at the October meeting, delegated authority was to him at the October MC to re-procure Gas and Electricity suppliers. BM sought homologation to appoint ██████████ to deliver the gas supply and ██████████ to provide the electricity, both for a period of 12 months. Members <b>HOMOLOGATED</b> the proposal to appoint ██████████ and ██████████.	
8.2	<i>Gutter Cleaning Contract</i> BM referred to the delegated authority given to him at the last MC to re-procure a new supplier for the Gutter Cleaning contract. BM sought homologation to appoint ██████████ Ltd on a 3-year contract with an option to extend for a further two years. BM invited questions.  PP asked if the ██████████ had explained why its tender was submitted incorrectly. BM clarified that Public Contracts Scotland (PCS) had allocated the submission to the wrong department within the ██████████. The ██████████ had apologised for the error not being identified sooner.  PP sought clarification on whether the variation in costs shown in the report was based on how the contractor would complete the work. BM advised that this was indeed the case and that negotiations were underway with ██████████ to try and reduce its costs further. Members <b>HOMOLOGATED</b> the proposal to appoint ██████████.	

8.2 *GasSure Extension*

BM sought approval to extend the [REDACTED] contract for a further 12 months, with a full re-procurement exercise taking place to appoint a new supplier at the end of the contract period. BM advised that [REDACTED] is seeking a [REDACTED] and noted that similar increases have been reflected in previous agreements.

The Committee **APPROVED** the extension of the [REDACTED] contract for a further 12 months.

8.3 *Landscape Contract*

BM advised that he intends to seek Committee approval to extend the current landscaping contract with [REDACTED] for 12 months to allow the team sufficient time to develop a robust plan within Estate Management and landscaping. BM noted that the team intends to meet with a Landscaping Consultant to help design a modern, cost-effective programme that aligns with the Association's long-term vision for its estates.

PP invited questions. SB commented on her experience with finding good landscaping contractors and the challenges that go with it. Following a brief discussion Committee **NOTED** the update, and BM will seek formal approval at a future meeting, subject to negotiations with [REDACTED].

8.4 *Empty Homes G41*

BM explained that Glasgow City Council had approached the Association regarding the purchase of a property in the G41 postcode area.

FMD joined at 18.30.

BM explained that the property is subject to a Compulsory Purchase Order (CPO) and confirmed that discussions had taken place with the Council's Neighbourhoods, Regeneration and Sustainability Department (NRS) to ensure that funding for future acquisitions would be available and feasible.

PP opened the matter for discussion. IM and BM provided a comprehensive overview to members on how the Association can benefit from such acquisitions. PP proposed that approval be given for LHA leadership to consider acquisitions in any G postcode area. Following consideration, the Committee **AGREED** that management could consider other G postcode areas, where it makes business sense.

**9. Q2 MANAGEMENT ACCOUNTS**

9.1 FMD presented the report, noting that it had already been submitted to AASC for scrutiny. He highlighted the key financial figures, reporting a budgeted deficit of [REDACTED]. At the end of September, the actual deficit stood at [REDACTED], representing a positive variance of [REDACTED] compared with the June budget position. He added that the variance was attributed to lower estates

<p>and maintenance costs [REDACTED] and reduced interest charges [REDACTED]; the latter resulting from the earlier assumption that the additional loan drawdown would occur in full rather than be phased throughout the financial year.</p> <p>The organisation's cash position remains strong at [REDACTED], and FMD confirmed that he had no concerns to raise. PP invited questions from the committee; none were submitted.</p> <p>9.2 The committee <b>APPROVED</b> the Q2 Management Accounts.</p> <p>FMD left the meeting at 18.49.</p>	
<p><b>10. ANNUAL RENT INCREASE</b></p> <p>10.1 AW presented the report and confirmed close collaboration with IM and FMD. She advised that the Rent Setting Policy remained under review. AW explained that the annual rent increase is calculated based on the [REDACTED].</p> <p>[REDACTED]</p> <p>[REDACTED] On this basis, AW proposed issuing a consultation on a 6.2% rent increase. She also noted that the Scottish Government is conducting an affordability study, led by Professor Ken Gibb, and further feedback is awaited.</p> <p>10.2 The Committee <b>APPROVED</b> to proceed with the Annual Rent consultation at 6.2%.</p>	
<p><b>11. DECREE REPORTS</b></p> <p>11.1 AW reported that [REDACTED] was being withdrawn following the tenant's request for a 'minute of recall'. AW explained the process for members and noted that the association is optimistic that eviction may be avoided if a satisfactory payment arrangement can be established.</p> <p>11.2 AW then addressed [REDACTED], confirming that the tenant had initiated a payment arrangement. It was noted that the rent arrears balance was expected to fall below [REDACTED] after a November payment. AW advised that permission to proceed with eviction would still be required as a contingency should payments cease, although this would remain a last resort.</p> <p>11.3 The committee <b>APPROVED</b> permission to proceed with eviction for case reference E05, should it be required.</p>	
<p><b>12. Q2 KEY PERFORMANCE INDICATORS (KPIs)</b></p> <p>12.1 IM presented the Quarter 2 KPI results, noting that the organisation had 71 KPI targets, with 83% showing no cause for concern. IM highlighted</p>	

<p>the seven indicators flagged as amber and provided brief explanations for each.</p> <p>Members were directed to Appendix 2 of the report, where IM explained that when a customer expresses dissatisfaction and consents to contact, the association takes appropriate steps to identify and address the underlying issues raised.</p> <p>IM acknowledged that some percentages have declined but commended staff for maintaining performance above the national average, despite these changes. PP concurred and thanked staff teams across LHA for their hard work.</p> <p>12.2 Committee <b>NOTED</b> the Q2 KPIs.</p>	
<p><b>13. AOCB</b></p> <p>13.1 BM sought approval to add a further [REDACTED] to the [REDACTED] Framework; in addition to the [REDACTED] top-up approved previously by Committee [August 2025 meeting]. BM explained that the costs for the design team had increased, which means the percentage fees would have to change accordingly to reflect the new costs. Members <b>APPROVED</b> the additional [REDACTED] top-up.</p> <p>13.2 BM explained that the [REDACTED] design team fees for Davislea brought to MC previously were based on estimated project costs of [REDACTED]. However, the latest estimations for Davislea are now [REDACTED]. BM added that as a result of increased project costs, the design fees will reduce from [REDACTED] to [REDACTED]. Committee <b>APPROVED</b> the revised design fees.</p> <p>13.3 BM presented an opportunity for the committee to propose a street name at the Davislea site, as a new road will be created. The Committee agreed it would be good to consider the names of individuals who held a special place in the area. Following a short discussion, Mary Barbour and Agnes Cormack (former LHA Chair) were put forward.</p>	

**Meeting closed at 19.26**  
**Chair – Paul Phin**