LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Minutes of a meeting held at
1 Cressy Street, Glasgow and Via Teams
On **Tuesday, 28th April 2026,** at **6.00 pm**

PRESENT	**IN ATTENDANCE**
Paul Phin, PP (via Teams) Collette Ness, CN Heike Bley, HB Frank Murphy, FM Lyle Mitchell, LM Graham Gillespie, GG (via Teams)	Irene McFarlane, IM (Chief Executive Officer) Alison Greig, AG (Corporate Services Manager) (in part) Andrea Walker, AW (Director of Housing & Community Empowerment) Bryan McMahon, BM (Director of Property Services) Emma Shaw, ES (Corporate Services Assistant - Minute Taker) Fettes McDonald, FMD Ltd (in part Via Teams)

Observers: Barbara Wark (BW)
Pat Arthurs (PA)

1. APOLOGIES 1.1 PP welcomed everyone and introduced the meeting observers, BW and PA. PP asked that all present introduce themselves to the observers. 1.2 Apologies were received from Kelly Brown, Ayla-Marie O'Ryan, Susan Brown and Chris McCartan (Observer).	
2. DECLARATIONS OF INTEREST 2.1 None.	
3. DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS 3.1 None.	
4. UNAPPROVED MINUTES OF PREVIOUS MEETING HELD 24 FEBRUARY 2026 4.1 The minute was **APPROVED** by CN and FM.	
5. UNAPPROVED MINUTES OF PREVIOUS MEETING HELD 31 MARCH 2026 5.1 GG noted that as he was not in attendance for the first part of the meeting, apologies please be recorded for him. AG confirmed this amendment would be made. GG advised that he was present for the Business Planning Part of that meeting, of which there was no minute. 5.2 The minute was **APPROVED** by HB and FM.	

6. UNAPPROVED MINUTES OF AASC MEETING HELD 11 FEBRUARY 2026 6.1 The committee noted the minutes of the AASC Meeting.	
7. UNAPPROVED MINUTES OF SSC MEETING HELD 17 MARCH 2026 7.1 The committee noted the minutes of the SSC Meeting.	
8. MATTERS ARISING, ACTION POINT REGISTER **Matters Arising** 8.1 FM noted that the additional public holiday for staff on 15 June had been discussed at the previous SSC meeting and recommended for approval by the Management Committee. Following a brief discussion, the proposal was put to a vote. Four members voted in favour, one member voted against, and one member abstained. Staff will be advised that the additional optional public holiday for the World Cup has been granted.	Action
Action Point Register 8.2 Item 99 – AW explained that the report had been drafted and noted it will be presented at the May Meeting due to the time constraints of the April Meeting. Item 100 – AG explained that she is currently progressing this with members and requested that the item be closed, as it remains ongoing work. 111 – IM explained that they are discussing options and will have an update for the November Committee Meeting as per the APR. 112 – IM requested that the item be closed, noting that NRS does not wish to set a precedent. It was reported that two additional properties have been offered to LHA for acquisition and will be investigated and front-funded. NRS have confirmed by email that they will pay a grant for these 2 units if LHA progress them to a purchase.	
8.3 PP asked AG to schedule training to assist PP and FM while carrying out the Committee Conversations and the CEO appraisal, as this was FM's first time conducting appraisals. AG confirmed that she had been in touch with EVH and is awaiting further response.	Action
8.4 GG queried whether any action points arising from the Business Planning Session held on 31 March would be presented to the Committee. IM advised that she had discussed this with AG and requested that key comments and points be recorded, with a report to be presented at the May Management Committee meeting. GG further enquired whether IM had sourced good practice guidance or the Regulator's guidance for Committee members to have ad hoc independent appraisals. IM confirmed that she had, but she did not include it in her reports tonight due to the volume of other business, and she will ensure it is covered in her May report. GG also asked when the	Action

	Committee would receive a report should LHA decide to appoint an external body to undertake the appraisals. IM responded that this could be presented at the May meeting and noted that the associated fees would be unlikely to require a competitive procurement. BM added that LHA's Procurement Policy permits the Executive Team (ET) to make direct awards of up to [redacted] plus VAT. GG expressed the view that the decision regarding the Governance Professional's participation in Committee discussions should not rest with the ET. IM advised that there was no reason that the Committee could not be involved in selecting a governance support from the limited options available, concluding that options, including associated costs, would be presented to the Committee for consideration. IM also noted that the Standing Orders could be amended to reflect the points raised, should the Committee agree.	
9.	**CEO REPORT**	
9.1	Concern was raised that the CEO Report was not visible to all members in the Board book on the meeting management system (AdminControl) prior to the meeting. It was noted that the document appeared to have been added to the documents folder on 24 April 2026 but had not been included in the Committee meeting pack. The CEO confirmed the report was submitted to the Corporate Services Team on 22 April 2026, and the Corporate Services Assistant confirmed it was in the meeting pack, as she had checked. The Corporate Services Manager advised that members should check the documents folder directly if they encounter accessibility issues with AdminControl, particularly for larger documents, and confirmed that the Corporate Team should be notified promptly when such issues are identified, so that matters can be resolved in advance of meetings. As only three members confirmed they had read the report, the CEO proposed that consideration of Item 9 be deferred to the May meeting to allow all members sufficient time to review it. The Committee discussed the responsibilities of members and staff in communicating issues with meeting papers prior to meetings. Members noted the importance of raising any access issues with staff as early as possible to allow for timely resolution. A member indicated a wish to vary the strategic options presented in the draft Business Plan. The CEO clarified that any decision to vary the strategic options would be a matter for the Committee as a whole, and this was concurred with.	
AG left the meeting at 18:53.		

The CEO further advised that the approved budget for 2026/27 aligns with one of the strategic options, reflecting a continuation of the current strategic approach, and that this remains subject to Committee review. The CEO confirmed that five strategic options are set out in the report for the Committee's consideration, and that the Committee would, on receiving the report, discuss and agree the option best suited to serve LHA tenants. The CEO confirmed that her role is to take direction from the Committee collectively. The Committee agreed that, as only three members had read the report, it would not be productive to discuss it at this meeting. [redacted] A short recess was called [redacted] The meeting was paused at 18:57 and resumed at 19:05. On resuming, the Committee confirmed that Item 9 would be deferred to the May meeting. [redacted] [redacted] The Committee's and staff's responsibilities for participants' well-being at meetings, as governed by the respective Codes of Conduct, were acknowledged. [redacted] [redacted] 9.2 The Committee **AGREED** to defer consideration of Item 9 (CEO Report) to the May meeting.	[redacted]
10. Q4 WRITE-OFFS 10.1 AW presented the report, providing a detailed explanation and background for the observers in attendance, in accordance with relevant policies and procedures.	

	AW said that these reports are presented quarterly, and that the Committee would receive an annual summary detailing the total value written off during the financial year. AW sought approval for the Q4 Write-Offs.	
10.2	The Committee **APPROVED** the Q4 Write Offs.	
11.	**POLICIES FOR APPROVAL FROM SSC**	
11.1	PP presented the report and advised that the policies had been considered by the SSC, which subsequently recommended them for approval. PP also noted that the incorrect version of the Smoke Free Policy had been circulated. ES noted PP comments and confirmed that the feedback would be passed to AG for review and for a report back to the Committee.	
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11.2	The Committee **APPROVED** the four policies presented, subject to AG reporting back on any issue with the Smoke Free being the correct version.	
12.	**PROPERTY SERVICES REPORT** **Insurance Homologation**	
12.1	BM presented the report and highlighted item 2, noting that quotes received through Howden Broker indicated a saving of [redacted] compared to the previous year's policies. BM sought approval for the insurance premiums for the year ahead.	
12.1.1	The Committee **APPROVED** the new insurance premiums for the forthcoming year. **Annual Procurement Register**	
12.1.2	BM presented the Procurement Register for 2026/27 and asked members to consider and approve its contents for the current year. FM queried whether the contracts were determined on an individual basis. BM advised that decisions would be made following the team's relevant procurement exercises. HB asked about asbestos testing, including the actions taken when asbestos is identified and whether testing is conducted annually. BM explained that a range of inspections and testing is undertaken to identify the presence of asbestos within properties. Where asbestos is identified, it is recorded within the asbestos register to ensure that appropriate safety measures are taken by anyone entering the property.	
12.2.1	The Committee **APPROVED** the Procurement Register for 2026/27. **Garages & Lockups – Mallaig and Meldon**	
12.3	BM presented item 4 of the report and outlined the current position regarding the garages and lockups at Mallaig and Meldon. BM also	

detailed the potential future options and requested that members consider the options appraisal to determine the preferred course of action. 12.3.1 The Committee **APPROVED** the options appraisal approach. FMD joined the meeting at 19.20.	
13. 5-YEAR PROJECTIONS TO SHR 13.1 FMD presented the report and outlined the key figures contained within it. He said projected losses over the next three years were considered comfortable, with an overall surplus of £[redacted] forecast. FMD also noted that cash balances remained healthy over the five-year period and confirmed there were no issues with loan covenants. FMD invited members to ask questions; however, none were raised. 13.2 The Committee **APPROVED** the 5 Year Projections for submission to SHR.	
14. AOCB 14.1 Membership Application – Committee **APPROVED** the membership application for [redacted]. 14.2 IM asked both observers if they would like to become Co-Optees for the Committee, and both agreed, and the Committee approved this. IM stated that AG would be in touch to arrange their Inductions. ES stated she would call them and arrange a date.	Action

Meeting closed at 19.33.
Chair – Paul Phin