

LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Approved Minute of a meeting held at
1 Cressy Street, Glasgow and via Teams
On **Tuesday 25 February 2025** at **6.00 pm**

PRESENT

Paul Phin, PP (Chair)
Susan Brown, SB
Mary Ray, MR
Heike Bley, HB
Frank Murphy, FM

IN ATTENDANCE

Irene McFarlane, IM (CEO)
Bryan McMahon, BM (Director of Property Services)
Andrea Walker, AW (Director of Housing and Community Empowerment)
Alison Greig, AG, (Corporate Services Manager)
Michelle Fegan, MF (Corporate Services Officer)

Consultant: Gordon Birrell, Seven Street Wealth; Fettes McDonald, FMD Financial Services

Observer: Ayla Marie O'Ryan

As everyone was in attendance, PP began the meeting at 17:55.	
1. APOLOGIES	
1.1 PP opened the meeting and thanked everyone for attending.	
1.2 MF advised apologies were received from Graham Gillespie, noted that Funmi Fajemiseye remained on leave of absence, and Bill Pritchard had submitted his resignation, which would be covered under item 13.	
1.3 MF confirmed there had been no response from Chris McIlroy following contact made regarding his attendance at meetings. Advice on the next steps would be covered later in the meeting.	
2. DECLARATIONS OF INTEREST	
2.1 IM confirmed that staff had an interest in items 7, 8 and 17.1 and would be asked to leave the meeting at that point except for herself at items 7 and 8 and MF, who would remain to minute the confidential discussions.	
3. DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS	
3.1 All those at the meeting confirmed they knew of no ethical behaviour breaches.	
3.2 AG confirmed that the notifiable event for the CEO's absence was closed in February following IM's return to work.	

<p>4. UNAPPROVED MINUTES OF PREVIOUS MEETING HELD 25 JANUARY 2025</p> <p>4.1 MR proposed the minute as accurate, seconded by FM. The Committee APPROVED the Minutes of the meeting held on 25 January 2025.</p>	
<p>5. UNAPPROVED MINUTE OF THE AUDIT AND ASSURANCE SUBCOMMITTEE MEETING HELD 11 FEBRUARY 2025</p> <p>5.1 Committee NOTED the minute.</p> <p>GB joined the meeting at 18:00.</p>	
<p>6. MATTERS ARISING AND ACTION POINT REGISTER</p> <p>6.1 Committee NOTED the Action Point Register and updates provided.</p> <p>AG, BM, and AW left the meeting at 18:01.</p>	
<p>7. SALARY SACRIFICE PRESENTATION & Q&A</p> <p>7.1 GB presented the Committee with an overview of offering employee pensions via a salary sacrifice scheme and the savings this would have on the Association, including when the Employer National Insurance Contribution increased in April 2025.</p> <p>7.2 MR asked how the scheme would affect anyone going on maternity leave. GB confirmed that it would have an impact as salary sacrifice payments still have to be made during periods of absence. However, it is not uncommon for people to remove themselves from the scheme before going on maternity leave. The Association would have to be cautious of someone repeatedly entering and leaving the scheme, and review at what point it becomes enough.</p> <p>7.3 IM reminded the Committee that when LHA exited the final salary scheme, the Committee decided to cap the employer contribution at 10%, while other Registered Social Landlords offered 12% and 15%. IM advised that it was her view that offering the salary sacrifice and reinvesting the savings into employee pensions would put LHA on par with other Associations for benefits.</p> <p>7.4 HB raised a concern about whether paying less NI would impact the amount of state pension an employee receives. GB confirmed it would not, as the government moved to a flat-rate state pension rather than contribution-based.</p> <p>7.5 After further discussion of how the scheme worked, PP noted that the decision to offer the salary sacrifice and pass the savings to staff had already been agreed, and tonight's purpose was to confirm how the budget changes would impact LHA.</p>	

7.6	The Committee AGREED to offer the salary sacrifice to staff on pension contributions and that savings made under the Employer NI Contribution would be reinvested into staff pensions. The Committee AGREED to review the scheme in a year with further advice.	
8.	SALARY SACRIFICE REPORT	
8.1	IM moved onto item 8, noting that the only amendment to the policy would be the requirement to review the scheme in one year and to specify who would be responsible for this.	
	GB left the meeting at 18.33.	
8.2	IM then moved on to the learning points on how the subject had been managed. PP noted that he had not followed the approved process at the November meeting and would take on board for improvements.	
8.3	IM also highlighted that it was her role to oversee the implementation of decisions and operational matters on the Committee's behalf, and consultants are brought in for specialist matters. IM proposed that the Committee Members refresh themselves on the information in the Committee Handbook. She added that a session would be held at the March Committee for them to self-assess the effectiveness of meetings, as a matter of good practice.	Action
8.4	Committee APPROVED the confidential minutes contained within the report and NOTED the report's remaining items.	
8.5	MF advised the Committee that the item had been listed as confidential; however, the publication scheme requires that this be reviewed later to promote transparency. MF asked the Committee if they would be comfortable with the matter being classed as open and included in the published minutes. The committee AGREED .	
	Staff and observer AMO joined the meeting at 18:40.	
	PP welcomed AMO, and the members present introduced themselves.	
9.	RENT CONSULTATION 2025/26 – OUTCOME AND DECISION	
9.1	AW presented the report noting that a lower response was received compared with the previous years and that LHA was seeking approval for the 2025/26 increase of 3.3%.	
9.2	CN noted that the feedback she had received from other tenants was that they did not see the point in responding as rent would increase regardless. PP added to this that the IT/Communication Strategy would give more outlets to engage on the topic. AW pointed out that this year, information was sent out digitally by email and by post, and it was one of the lowest return rates LHA had seen for a consultation. AW advised that for next year she would be looking to host consultation events throughout the year to gain feedback from tenants.	

9.3	The Committee APPROVED the rent increase of 3.3%.	
10.	CEO REPORT	
10.1	IM presented the report, advising that much of the information was for noting and invited questions.	
10.2	MR asked about the acquisitions programme and whether the focus was still on large family homes. IM confirmed that it was not, as pre-1919 tenement properties had also been acquired. IM provided AMO with an overview of the acquisition programme.	
10.3	IM highlighted the current issues with Committee Membership and that Bill Pritchard's resignation results in a casual vacancy on the Committee that can be filled by FM. The committee approved FM filling the casual vacancy. IM advised that if Chris McIlroy does not return to the Committee, this would create a casual vacancy which AMO could fill if she chooses to join the Committee. IM confirmed that MF would contact Chris to advise him on the position with his attendance.	
10.4	IM moved on to the Glasgow West of Scotland Forum (GWSF) 50 th Anniversary and sought two Committee members to attend the celebrations. MF confirmed that ES would seek interest by email following the meeting.	Action
10.5	IM highlighted the upcoming Business Planning Day. MF will check Committee availability by email following the meeting to secure a date when most of the Committee can attend.	Action
10.6	IM then advised the Committee that Glasgow City Council (GCC) is offering a new opportunity for Housing Associations to submit interest in participating in GCC's plan to increase the city centre's residential population. IM explained that if LHA became part of the programme, it could involve LHA owning/managing stock in the city centre.	
10.7	After some discussion, which highlighted concerns about overstretching the Association, the workload of current projects being impacted, and staff availability, the Committee AGREED that the CEO would seek further information on the offer and report back. If appropriate, it would be discussed further at the Business Planning Day.	Action
11.	PROPERTY SERVICES UPDATE	
11.1	BM presented the report highlighting the first item for decision as the appointment of the reactive repairs' contractors. BM advised that following a competitive tender, he sought to appoint Bell Group as the number one contractor and MP Group as the number two.	
11.2	Committee APPROVED the appointment of Bell Group as number one and MP Group as number two contractors for the reactive repairs contract.	
11.3	BM then moved on to the vacant position of the Grade 5 Maintenance Assistant. He advised that the decision had been made to bring in a temporary Grade 7 officer to support the team and was seeking homologation	

<p>of that decision. BM advised that to support upcoming projects, the Property Services Team will advertise a 1-year Grade 7 post. IM advised that the Grade 5 post would remain on the staffing structure while the teams needs are reviewed.</p> <p>11.4 Committee HOMOLOGATED the appointment of a temporary Grade 7 Officer.</p> <p>11.5 BM invited the Committee to a site visit offered by the Davislea design team, to take place on 05 March at one of their sites in Easterhouse. MF confirmed that an email would be issued following the meeting to identify Committee members interested in attending.</p>	Action
<p>12. LHA 50TH ANNIVERSARY</p> <p>12.1 AW presented the report advising that it was for information only and invited questions.</p> <p>12.2 FM asked whether the budget allocated would be enough. AW advised there was an underspend from 2024/25 that can be used and the team would also look at utilising other sources such as grants and community benefits.</p> <p>12.3 Committee NOTED the report.</p>	
<p>13. CORPORATE SERVICES UPDATE</p> <p>13.1 AG presented the report highlighting the decision sought on the Internal Auditor contract extension. AG confirmed that this had been discussed at the recent AASC meeting and that it had been agreed to recommend extending the contract to the end of the 2027 financial year.</p> <p>13.2 The Committee APPROVED the two-year extension of the TIAA contract for internal audit and NOTED the remainder of the report.</p>	
<p>14. Q3 FULL KPI REPORT</p> <p>14.1 Committee NOTED the Q3 KPI Report. There were no questions.</p>	
<p>15. QUARTERLY MANAGEMENT ACCOUNTS TO 31 DECEMBER 2024</p> <p>15.1 FMD presented the report, providing a brief overview of the information highlighted to AASC at its recent meeting. FMD also addressed the question raised at AASC regarding the additional finance service costs and how it had been split between in-house staff cover and consultants' costs. FMD confirmed that of the £22,000 above budgeted costs, £15.5k related to cover for the absence of the Finance Officer, and the remaining costs were for additional consultancy work on grant funding applications and loan facility.</p> <p>15.2 No questions were raised on the Q3 Management Accounts.</p> <p>15.3 Committee APPROVED the Quarterly Management Accounts to 31 December 2024.</p>	

<p>16. Draft Budget 2025/26</p> <p>16.1 FMD presented the report highlighting the figures contained within the report and that a meeting was taking place with senior staff the following day to review any required changes. FMD noted a projected deficit of £557,000, higher than the 30-year projections.</p> <p>16.2 PP asked FMD if he was comfortable with the projected figures. FMD confirmed he was as comfortable as he could be with the budget. No other questions were submitted.</p> <p>16.3 Committee NOTED the Draft Budget.</p> <p>Staff left the meeting at 19:54 except for MF, who remained to minute the confidential discussion at item 17.</p>	
<p>17. AOCB</p> <p>17.1 EVH 2025 Pay Ballot MF presented the Committee with the proposed EVH pay ballot, explaining that it was a three-year offer, and how the ceiling and floor levels would work depending on inflation.</p> <p>Committee APPROVED to accept the EVH pay offer proposed for 2025-2027.</p>	

Meeting closed at 20:00
Chair – Paul Phin