

LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Approved Minute of a meeting held at
1 Cressy Street, Glasgow and Via Teams
On **Tuesday 28 January 2025** at **6.00 pm**

PRESENT

Paul Phin, PP (Chair)
Susan Brown, SB
Mary Ray, (MR)
Heike Bley
Graham Gillespie (via Teams)
Frank Murphy, FM (Co-optee)

IN ATTENDANCE

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)

<p>PP began the meeting thanking the Executive Team for making the right decision to close the office during the Red Weather Warning and thanked the staff for adapting quickly and keeping services available from home.</p> <p>1. APOLOGIES</p> <p>1.1 PP opened the meeting, thanked everyone for attending.</p> <p>1.2 Apologies from Irene McFarlane, Collette Ness and Bill Pritchard.</p> <p>1.3 PP advised the Committee that Funmi Fajemiseye had requested a leave of absence and covered the reasons given. Committee Approved LOA until end of April 2025.</p>	
<p>2. DECLARATIONS OF INTEREST</p> <p>2.1 There were no declarations of interest expressed by the members attending.</p>	
<p>3. DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS</p> <p>3.1 All those present at the meeting confirmed that they were aware of no ethical behaviour breaches.</p> <p>3.2 AG confirmed that the notifiable event for the CCG welfare apartment was closed in December and there is currently an open NE for the absence of the CEO.</p>	
<p>4. UNAPPROVED CONFIDENTIAL MINUTE OF PREVIOUS MEETING HELD 26 NOVEMBER 2024</p> <p>4.1 Staff left the meeting at 18:08 to allow confidential discussion of the minute and returned at 18:20. AG remained in meeting to take a note of the discussion.</p>	

<p>5. UNAPPROVED MINUTE OF PREVIOUS MEETING HELD 26 NOVEMBER 2024</p> <p>5.1 MR proposed the minute as accurate and this was seconded by FM. Committee APPROVED the Minute of Meeting held 26 November 2024</p>	
<p>6. MATTERS ARISING AND ACTION POINT REGISTER</p> <p>6.1 The Committee moved on the to the Action Point Register and received updates on the following</p> <ol style="list-style-type: none"> 1. 29 – Tenancy Sustainment Policy. AW advised that the first update would likely be brought in quarter one with final policy at the end of the year. 2. 31 – CCTV replacement. AG advised that aiming for a report to be brought to the February Committee meeting as CJ has had to approach another contractor due to MP Group not attending to assess the work. 3. 54 – Salary sacrifice discussion to be added to agenda of next SSC. Action closed. <p>6.2 Committee NOTED the Action Point Register</p>	
<p>7. PROPOSED DATES FOR SSC AND PWG MEETINGS</p> <p>7.1 AG presented the proposed dates to Committee advising that the first Staffing Subcommittee is being proposed for 18 March 2025 and the Policy Working Group for 15 April 2025, with future dates agreed at the meetings or as business need requires.</p> <p>7.2 PP asked for the new dates to be added to the Management Committee Meeting Schedule, for this to be circulated to Committee members and for everyone's calendars to be updated.</p> <p>7.3 Committee AGREED to proposed dates for SSC and PWG.</p>	
<p>8. TENANT SATISFACTION CONTRACT AWARD & Q3 RESULTS</p> <p>8.1 AG presented the report advising that the decision to award the contract to Research Resource was taken by the Executive Team in line with the new procurement rules. AG also gave a brief overview of the quarter 3 customer satisfaction results.</p> <p>8.2 HB asked how the tenants are selected. AG confirmed that the company are provided with all tenant information and each quarter they take a sample selection across all housing stock.</p> <p>8.3 Both SB and MR commented on how good the results were and MR asked if there was any correlation between these returns and what is provided in the ARC. BM responded that currently there is not much distance between the two figures.</p> <p>8.4 Committee NOTED the report</p>	

9.	PROCUREMENT REPORT	
9.1	BM presented the report focusing on the sections that required approval or were of interest to the committee for noting.	
9.2	BM noted the proposed changes to the Procurement Policy which were APPROVED by Committee.	
9.3	BM then moved onto the current position of Davislea, advising tenders for site investigation had now been completed and was looking to appoint Mason Evans as the contractor. Committee APPROVED appointment of Mason Evans for Davislea site clearance.	
9.4	BM then provided an update on Vital Spark renovations advising that the strip out had uncovered some structural issues and that while delays have been lengthy, there is potential for the next phase of tenders to be concluded prior to next Committee meeting; he was therefore asking for delegated authority to appoint the next set of contractors. BM advised if delays run onto the next Committee meeting the decision will be brought to the meeting as part of a tender report. Committee APPROVED delegated authority for the phase 2 tender.	
9.5	Committee NOTED the remainder of the report.	
10.	PROPERTY SERVICES REPORT	
10.1	BM presented the report advising that he was seeking approval to join Social Housing Safety Network Scotland (SHSNS). PP asked who LHA had used for Health and Safety in the past. BM confirmed that EVH and ACS were the main providers, and this would continue as their focus is on employer H&S as well as tenant however, joining SHSNS would bring more focus on tenant H&S and help drive best practice in the sector.	
10.2	FM asked whether other housing associations were part of the network and what their feedback had been. BM confirmed that other HA's are part of it and the ones he had spoken with had been extremely positive about it.	
10.3	Committee APPROVED LHA joining SHSNS.	
10.4	BM moved onto the subject of Estate Caretakers contract extensions and advised that due to delays in Glasgow City Council (GCC) confirming their services, the team has been unable to complete a review of the in-house services provided by LHA. BM advised he is seeking approval to extend the contracts up to a maximum of 1 year to 31 March 2026, although the one year extension may not be offered right away, it may be offered in stages.	
10.5	HB asked at what point the ECs could demand a permanent contract based on the length of time they have worked for us. BM confirmed that advice had been sought from EVH throughout the process to make sure that the offer is compliant and allows LHA to remain flexible for the service changes.	
10.6	FM asked if there was any reason not to move them onto a permanent contract now. BM confirmed that the staff concerned receive the same terms and conditions and other benefits as permanent staff, the only difference is	

<p>the rolling contract and until it is known what the service is going to look like in the next 12 months it would be unwise to commit to a permanent team.</p> <p>10.7 PP noted that the Service Charge review has been a topic of discussion for over year now and it is important to get this finished and whether staffing budgets needed to be looked at to free up resource to focus on this. AW advised that it is not just about staff time, there is also legal consultation required as introducing service charges will have legal requirements and that after a recent meeting with GCC she is confident on where they are heading.</p> <p>10.8 After a lengthy discussion on what GCC are and are not doing the Committee APPROVED the extension of the three Estate Caretaker contracts for a maximum of one year.</p>	
<p>11. UPDATE ON TEAM OPERATIONAL PLANS</p> <p>11.1 AG presented the report, noting that of the 145 actions listed, 91 had been completed, 46 are ongoing or carried forward to 2025/26, 5 have not started and 3 are no longer a priority at this point.</p> <p>11.2 MR asked about the Glasgow University Campus actions that were both actions for Property Services and Corporate Services now listed as not a priority. BM advised that while the actions still sit in the background in case any opportunities do arise, LHA are currently not party to main conversations around the campus. AW confirmed that the CEO is still very much involved in a number of groups so LHA is still aware of the information around the campus but not part of any decision making.</p> <p>11.3 Committee NOTED the Team Operational Plans</p>	
<p>12. AOCB</p> <p>1. 50th Anniversary feedback AW presented the proposed 50th anniversary logos to the Committee, advising it will be an interim logo and it will be used on events and other items during 2025. Committee discussed the logos and APPROVED the logo in the top right corner of the selections but requested that the Listen Hear Act is removed.</p>	

Meeting closed at 19:19
Chair – Paul Phin