

LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING
Approved Minute of a meeting held at
1 Cressy Street, Glasgow and Via Teams
On **Tuesday 26 November 2024** at **6.00 pm**

PRESENT

Paul Phin, PP (Chair)
William Pritchard, WP
Susan Brown, SB
Collette Ness, CN
Mary Ray, (MR)
Funmi Fajemiseye, FF (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)
Michelle Fegan, MF (Corporate Services Officer)
Emma Shaw, ES, (Corporate Services Admin Asst.)
Fettes McDonald, FMD, (FMD Financial Services) (in part)

1. APOLOGIES	
1.1 PP opened the meeting, thanked everyone for attending.	
1.2 Apologies from Graham Gillespie, Heike Bley, Chris McIlroy and Irene McFarlane.	
2. DECLARATIONS OF INTEREST	
2.1 There were no declarations of interest expressed by the members attending.	
3. DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS	
3.1 All those present at the meeting confirmed that they were aware of no ethical behaviour breaches.	
3.2 MF confirmed that two notifiable events had been lodged since the October meeting, one for the loan with CAF Bank which has been closed and the second for the lease of property to CCG which remains open and will be followed up.	
4. UNAPPROVED MINUTE OF THE PREVIOUS MEETING HELD 29 October 2024	
4.1 Committee APPROVED the Minute of 29 October 2024	
5. UNAPPROVED MINUTE OF THE AUDIT AND ASSURANCE SUBCOMMITTEE MEETING HELD 11 NOVEMBER 2024	
5.1 Committee NOTED the Unapproved Minute of the AASC Subcommittee Meeting held 11 November 2024	

<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. 12 – Review of Rent Setting Policy. Committee noted the update from the previous meeting and that the task is to be removed from the APR 2. 29 – Tenancy Sustainment Policy. AW requested that the target date be moved to March 2025 as this will allow time for the new process implemented by the Tenancy Sustainment Officer to be reviewed and the whole service assessed. 3. 31 – CCTV replacement. Noted targets. 4. 50 – 50th Anniversary planning. The small party working group has been established and first meeting has taken place. Committee agreed to close action and receive regular feedback either through CEO report or AOCB. <p>6.2 Committee NOTED the Action Point Register</p>	
<p>7. CORPORATE SERVICES REPORT</p> <p>7.1 MF presented the report highlighting the three decisions required by the Management Committee.</p> <p>7.2 MR provided her experience of using AdminControl advising other members of how user friendly it was and how much better it was than using SharePoint for document sharing. PP also noted the impact providing hard copies had and how moving to a digital platform such as AdminControl was a step in the right direction for the Association.</p> <p>7.3 Committee APPROVED purchase of AdminControl.</p> <p>7.4 MF then moved onto the Code of Conduct providing a brief overview of the changes that had been made.</p> <p>7.5 Committee APPROVED adopting and implementing the SFHA Code of Conduct 2024.</p> <p>7.6 Committee APPROVED Management Committee Meeting Schedule 2025 and requested the dates are added to everyone's outlook calendar.</p>	Action
<p>8. AUDIT OUTCOME REPORT</p> <p>8.1 MF presented the report advising it was being brought to Management Committee as it relates to the Association governance. MF advised that as a team the staff were proud of the substantial assurance that had been achieved which was echoed by PP.</p> <p>8.2 Committee NOTED the Audit Outcome Report.</p>	
<p>9. Q2 KPI's</p> <p>9.1 BM presented the report and gave a brief overview of the KPI's.</p>	

9.2	MR noted that the figures to date were a large step change when compared to last year and it was a great credit to the staff for this achievement.	
9.3	PP asked about the KPI's and how they are viewed i.e. are they distributed fairly across the teams, are there too many/not enough, are they achievable or set too low. AW advised that KPI's are set against the ARC requirements and staff are always reviewing data for cleansing.	
9.4	MR then asked whether Homemaster allowed for more accurate information. AW advised that while it has it's benefits there are still issues with data recording being flagged which is to be expected in the first year of use.	
9.5	Committee NOTED the Q2 KPI Report.	
10.	PROPERTY SERVICES REPORT	
10.1	<p>BM presented the report advising that after it had been issued there had been changes to the NRS funding and provided an update on this. BM confirmed that the expectation had been for LHA to front fund the full planning application for Davislea and recoup the money in 2025 however, NRS has found additional funding for this year and it will reduce LHA's requirement to front fund to £67,000.00.</p> <p>In addition to the NRS has also reviewed additional claims for Cromdale Square development and will be reimbursing £160,000 of absorption costs which can be used for the Davislea planning phase. £250,000 has also been allocated for Vital Spark and £650,000 for Davislea development.</p> <p>FMD joined at 18:33</p>	
10.2	MR asked if all costs for Cromdale Sq had been covered or were there any still outstanding. BM confirmed that all costs had been covered.	
10.3	BM asked for delegated authority to use the funding being received for Cromdale Sq costs to cover the cost of taking Davislea through planning stages. Committee APPROVED delegated authority.	
10.4	BM then moved onto the appointment of the Davislea design team and advised the Committee that he is looking to appoint Hoos Development Consultant to take the project through the planning stage and then will return to Committee for decisions on stages 4-7. BM advised that in order to do this he would also require approval to top up the Hub West fund.	
10.5	Committee APPROVED appointment of Hoos Development Consultants for the Davislea development planning and APPROVED delegated authority for BM to top up the Hub West fund.	
11.	ANNUAL RENT REVIEW	

11.1	AW presented the report advising that after the papers had been issued FMD provided advice on consulting at 3.3% rather than 3% and it was the 3.3% the Association would be seeking approval to consult on. Committee were provided with an updated appendix 2 to support the new figure.	
11.2	CN noted that tenant's may be more likely to accept this increase given the difference it is to the larger increase in 2023. AW reminded CN that the 2023 increase had been impacted by trying to keep costs low during the pandemic. This prompted MR to ask, if costs continue to rise why LHA wouldn't seek a slightly higher increase this year to try to spread any impact across the years. FMD advised that a financial plan has been set for LHA and it would be best to stick to that plan and AW reminded Committee that intention is to carry out a rent review in 2025 with tenant consultation on rents.	
11.3	PP asked whether private landlord costs were considered when assessing the increase. AW confirmed a comparison is carried out however private rents are not an accurate reflection of value. BM also confirmed that the proposal is comparative with what is being seen across the sector.	
11.4	Committee APPROVED consultation on a rent increase for 25/26 of 3.3%.	
12.	REVISED BUDGET	
12.1	FMD presented the revised budget giving a brief overview of what had been discussed at Audit and Assurance Subcommittee (AASC) and that AASC had given recommendation to approve the revised budget.	
12.2	Committee APPROVED the Revised Budget.	
13.	Q2 MANAGEMENT ACCOUNTS TO 30 SEPTEMBER 2024	
13.1	FMD presented the Q2 Management Accounts giving a brief overview of what had been discussed at AASC and that AASC had given recommendation to approve the Q2 Management Accounts.	
13.2	Committee APPROVED the Management Accounts to 30 September 2024.	
14.	TREASURY REPORT	
14.1	FMD presented the treasury management report giving a brief overview of what had been discussed at AASC and that AASC had given recommendation to approve the Treasury Report.	
14.2	Committee APPROVED the Treasury Report.	

<p>15. 30 YEAR PROJECTIONS</p> <p>15.1 FMD presented the 30 year projections giving a brief overview of what had been discussed at AASC and that AASC had given recommendation to approve the 30 year projections.</p> <p>15.2 Committee APPROVED the 30 Year Projections</p>	
<p>16. AOCB</p> <p>1. 50th Anniversary feedback AW provided Committee with an update on the first meeting of the 50th Anniversary Working Group, advising that the next steps will be to create a terms of reference for the group, for the Executive Team to identify an appropriate budget and arrange follow up meeting.</p> <p>PP gave an overview of the ideas he had put forward which will lead to a wider discussion with the ITC Manager on what is possible to achieve.</p> <p>2. Linthouse Murals Project PP provided the Committee with an update on the murals project, advising a meeting had taken place with SWG3 and selecting a finalist will take place with the murals expected to be completed early 2025.</p> <p>SB left at 19:40</p> <p>3. Residents Panel Activity Update Committee NOTED the update</p> <p>4. Membership Application Committee APPROVED application 25 Burghead Place, Flat 0/1</p> <p>5. Confidential Discussion Staff left meeting at 19:45 to allow for confidential discussion. Staff returned at 19:54 and PP requested that a review of the salary sacrifice scheme is added to the next Staffing Subcommittee agenda.</p>	Action

Meeting closed at 19:56
Chair – Paul Phin