

**LINTHOUSE HOUSING ASSOCIATION LIMITED**  
**MANAGEMENT COMMITTEE MEETING**  
**Approved Minute** of a meeting held at  
1 Cressy Street, Glasgow and Via Teams  
On **Tuesday 29 October 2024** at **6.00 pm**

**PRESENT**

Paul Phin, PP (Chair)  
William Pritchard, WP  
Heike Bley, HB  
Susan Brown, SB  
Collette Ness, CN  
Chris McIlroy CMcl  
Mary Ray, MR  
Frank Murphy, FM (Co-optee)  
Graham Gillespie, GG (via Teams)

**IN ATTENDANCE**

Irene McFarlane, IM (Chief Executive Officer)  
Bryan McMahon, BM (Director of Property Services)  
Alison Greig, AG, (Corporate Services Manager)  
Elaine McDermott, EMcD (Housing Manager)  
Michelle Fegan, MF (Corporate Services Officer)

<b>1. APOLOGIES</b>	
1.1 PP opened the meeting, thanked everyone for attending.	
1.2 Apologies from Funmi Fajemiseye.	
<b>2. DECLARATIONS OF INTEREST</b>	
2.1 There were no declarations of interest expressed by the members attending.	
<b>3. DECLARATIONS OF ETHICAL BEHAVIOUR &amp; NOTIFIABLE EVENTS</b>	
3.1 All those present at the meeting confirmed that they were aware of no ethical behaviour breaches.	
3.2 IM confirmed that there are two notifiable events to be registered with the Scottish Housing Regulator, one for the loan with CAF Bank and another for the lease of property to CCG. IM confirmed that these are straightforward events and she expects that they will be closed quickly.	
<b>4. UNAPPROVED MINUTE OF THE PREVIOUS MEETING HELD 24 SEPTEMBER 2024</b>	
4.1 Committee <b>APPROVED</b> the Minute of 24 September 2024	
<b>5. UNAPPROVED MINUTE OF THE STAFFING SUBCOMMITTEE MEETING HELD 08 OCTOBER 2024</b>	
5.1 PP asked the members if there were any questions for the SSC Chair on the minute. None were raised.	
5.3 Committee <b>NOTED</b> the Unapproved Minute of the Staffing Subcommittee Meeting held 08 October 2024	

<p><b>6. MATTERS ARISING AND ACTION POINT REGISTER</b></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"> <li>1. 10 – Review of Standing Orders. Committee noted that this policy was due for approval under Item 11 and could be closed.</li> <li>2. 12 – Review of Rent Setting Policy. IM confirmed that due to having to consult with tenants on the matter proposing to change the target date to November 2025 with the view of bringing the policy into effect in time for April 2026. PP felt that this was too long but committee agreed to close the action on APR on the understanding that it was an ongoing strategic task.</li> <li>3. 29 – Tenancy Sustainment Policy. Noted targets</li> <li>4. 31 – CCTV replacement. Noted targets.</li> <li>5. 41 – EVH and SFHA Reps. MF confirmed that details of the volunteer reps had been provided to EVH and SFHA and the members should begin to receive information from them. Committee AGREED to close action.</li> </ol> <p>6.2 Committee <b>NOTED</b> the Action Point Register</p>	
<p><b>7. APPROVAL OF ANNUAL ASSURANCE STATEMENT</b></p> <p>7.1 AG presented the draft Annual Assurance Statement, advising that BM required to make changes. BM provided the committee with verbal confirmation of the changes he wished to make and AG confirmed that as soon as those changes were made the final draft would be signed by the Chair and uploaded to the portal.</p> <p>7.2 Committee <b>APPROVED</b> the Annual Assurance Statement subject to the agreed changes.</p>	
<p><b>8. CEO REPORT</b></p> <p>8.1 IM presented the report to Committee highlighting the key areas of the report particularly the changes required to the rent policy in order to cover the new funding levels granted by Glasgow City Council's (GCC) for acquisitions and the current position of the CAF Bank loan.</p> <p>8.2 CN asked about the acquisitions funding and how much this would be. IM confirmed that the current funding of £1.5 million will be spent before the end of the financial year and requests for top ups will be based on figures from 23/24.</p> <p>8.3 Committee <b>APPROVED</b> the amendments to the rent policy.</p> <p>8.4 Staff left meeting at 18:39 to allow private discussion of 3.2 of report. Staff returned to meeting at 18:49.</p> <p>8.5 IM then moved on the 50<sup>th</sup> anniversary celebrations for LHA in 2025. After some discussion it was agreed that a working group would be set up with CMcl chairing and members to forward suggestions by email to</p>	Action

<p>CMcl. An update will then be brought back to November Committee meeting.</p> <p>8.6 Committee NOTED the remainder of the report.</p>	
<p><b>9. Q2 WRITE OFF REPORT</b></p> <p>9.1 EM invited questions on the report. None were submitted.</p> <p>9.2 Committee APPROVED the Q2 Write Offs</p>	
<p><b>10. PROPERTY SERVICES REPORT</b></p> <p>10.1 BM presented the report and invited questions from the Committee. CMcl noted that issues had been experienced with HSCP on the Davislea site and asked about clarification on these and the lessons learned. BM confirmed that the main issues were a result of HSCP not willing to take part in the negotiations but when he was finally able to discuss matters with them the issues they had were viewed as minor and easily resolved.</p> <p>10.2 Committee were then provided with an update on the final costs of stonework repair works following the approval of the SHNZHF grant. CMcl asked about costs for the conservation areas and whether this was because PVC doors being used. BM confirmed the doors will be timber fire doors as other materials do not comply with regulations.</p> <p>10.3 Committee NOTED the report</p>	
<p><b>11. POLICIES FOR APPROVAL</b></p> <p>11.1 Committee APPROVED the following policies</p> <ul style="list-style-type: none"> <li>• Alcohol and Substance Misuse</li> <li>• Staff Appraisal</li> <li>• Staff Development</li> <li>• Settlement Agreement</li> <li>• Donations and Sponsorship</li> <li>• MC Induction</li> <li>• Procurement</li> <li>• Aids and Adaptations</li> <li>• Customer Service Policy</li> <li>• Standing Orders &amp; Scheme of Delegated Authority</li> </ul>	
<p><b>8. AOCB</b></p> <p>8.1 1. Membership Application Committee <b>APPROVED</b> membership of [REDACTED].</p> <p>This item contains personal information and has been redacted in compliance with GDPR legislation.</p>	

2. Allocation of lease

EM covered the report requesting allocation of lease of [REDACTED]  
[REDACTED] to CCG. Committee APPROVED allocation to CCG.

This item contains personal information and has been redacted in compliance with GDPR legislation.

3. AG asked the Committee whether they would like to have a Christmas lunch arranged on their behalf at House for an Art Lover. Committee AGREED.

4. BM provided the Committee with an update on the pilot project for electric wallpaper and confirmed that due to costs and time period it is no longer considered value for money and would not be taken forward at this time.

5. MF advised the Committee that a request had been received to move the Audit and Assurance meeting from 12 November to 11 November. Attending AASC members AGREED to change the meeting date.

**Meeting closed at 19:21**  
**Chair – Paul Phin**