

**LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING**

Minute of a meeting held at
1 Cressy Street, Glasgow and Via Teams
On **Tuesday 25 June 2024** at **6.00pm**

PRESENT

Paul Phin, PP (Chair)
Mary Ray, MR
William Pritchard, WP
Heike Bley, HB
Susan Brown, SB
David McGeoch, DM
Collette Ness, CN
Graham Gillespie, GG (Via Teams)

IN ATTENDANCE

Irene McFarlane, IM (Chief Executive Officer - CEO)
Andrea Walker, AW (Director of Housing and Community Empowerment)
Michelle Fegan, MF (Corporate Services Officer) – Minute
Robbie Carnegie, RC (Admincontrol; in part)

<p>1. APOLOGIES</p> <p>1.1 PP opened the meeting and thanked everyone for attending.</p> <p>1.2 Apologies from Funmi Fajemiseye.</p> <p>1.3 PP advised the Committee that he had received notification from Barbara Wark that she had chosen not to continue with the Committee.</p>	
<p>2. PRESENTATION FROM ADMINCONTROL SOFTWARE</p> <p>2.1 PP introduced RC, a representative from AdminControl Software, who presented a user overview of the software for board paper management. RC also confirmed that members of Scottish Housing Network (SHN) receive the first 6 months free and normal costs are £1,000 per 10 users.</p> <p>2.2 PP thanked RC for the presentation and confirmed will give the use some thought.</p> <p>RC left meeting at 18:21</p>	
<p>3. DECLARATIONS OF INTEREST</p> <p>3.1 There were no declarations of interest expressed from the members attending.</p>	
<p>4. DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS</p> <p>4.1 All those present at the meeting confirmed that there were no breaches of ethical behaviour of which they were aware.</p> <p>4.2 IM confirmed that there had been no notifiable events since the previous committee meeting.</p>	

<p>5. ITEM 5 - UNAPPROVED MINUTE OF PREVIOUS MEETINGS HELD 28 MAY 2024</p> <p>4.1 Committee APPROVED the minute of meeting held 28 May 2024</p>	
<p>6. UNAPPROVED MINUTE OF AASC MEETING HELD 22 MAY 2024</p> <p>6.1 GG provided an overview of what had been discussed at the AASC meeting and how impressed the Subcommittee had been with the Data Protection and Freedom of Information internal audit review.</p> <p>6.2 Committee NOTED the minute.</p>	
<p>7. ITEM 7 - MATTERS ARISING, ACTION POINT REGISTER</p> <p>7.1 Committee confirmed there were no matters arising from the previous minute.</p> <p>7.2 Committee then considered the Action Point Register NOTING the following</p> <ul style="list-style-type: none"> • Item 10 – was on the agenda for discussion at tonight’s meeting. • Item 12 – will be a long process which has began but the targets will be determined by the outcome of the current grant funding application. • Item 29 – this will be put on hold until the service has been bedded in and the KPI’s set as part of the service review. • Item 30 – Can be closed as PP met with AW to discuss the process. • Item 31 – CJ is having trouble getting costs from the contract and will continue to chase this with support of the TSM. • Item 32 – Suggested changes from the Committee are being considered by the Executive Team to ensure the tone of the document is not altered and will aim to be concluded in July. 	
<p>8. ITEM 8 - 2024-25 TEAM OPERATIONAL PLANS</p> <p>8.1 IM presented the plans, providing the Committee with an overview of how the plans are used on an operational basis and help with the identification and management of risks, such as the recent issue with the window replacement at Hutton Drive.</p> <p>8.2 MR raised the ICT report at the previous Staffing Subcommittee (SSC) and noted how Homemaster had created savings both in money and staff time and would like to see how that is reflected in the plan. IM confirmed that there will be some work with the ICT Manager and the teams around quantifying the benefits of the switch. AW also confirmed that there were plans to obtain staff views on Homemaster and its use within their role.</p> <p>8.3 PP asked about the issue at Hutton Drive and whether stock condition surveys should have picked this up or are the surveys more superficial. IM advised the problem with Hutton Drive is a risk when you begin pulling out parts of the building like the windows and until it actually happens it is difficult to know if something such as a lintel will move/fall.</p>	

8.4	Committee APPROVED the 2024-25 Team Operational Plans	
9.	ITEM 9 – REVIEW OF STRATEGIC RISK REGISTER	
9.1	IM presented the report advising Committee that the purpose of the report is to ascertain whether the risk appetite for each risk had been assessed correctly. IM ran through each risk, the assigned appetite and provided the committee with an explanation how the appetite level had been reached.	
9.2	PP asked how the appetite level had been assessed. IM confirmed the assessment was based on the strategic objectives set out in the basis plan and how far something would bring the association to involvement of the regulator.	
9.3	Committee NOTED the Strategic Risk Register.	
10.	ITEM 10 – POLICIES FOR APPROVAL	
10.1	Standing Orders and Scheme of Delegated Authority - The Committee discussed the notes that remained on the policy and agreed that it should be tidied up and circulated to them by email for approval.	Action
10.2	The Committee APPROVED <ul style="list-style-type: none"> • Management Committee Succession Plan • Committee Expenses • Flexible Working Policy • Flex & TOIL Policy, subject to the suggested changes of the SSC 	
11.	ITEM 11 – DONATION REQUEST	
11.1	Committee APPROVED £500 donation to Glasgow Barons	
12.	ITEM 12 – DECREE FOR EVICTION	
12.1	AW presented the report. HB asked if this tenant had been through the process before. AW confirmed that they had and while they had cleared the debt previously, they have fallen back into arrears and are not maintaining the repayment arrangements. AW confirmed the process that would be followed by the Housing Team before the decree is enforced and all advise would be given to tenant in the event of eviction.	
12.2	Committee APPROVED Enforcement of Decree for Eviction.	
AOCB		
1.	IM raised an item for BM requesting delegated authority to move forward with works on Vital Spark. BM is looking for delegated authority to appoint a contractor for 1. The strip out of the unit and 2. The refit. BM has invited four preferred contractors via quick quotes, with the appointment date happening before the next Committee meeting.	Action

<p>Committee APPROVED delegated authority to appoint contractors for Vital Spark works.</p> <p>2. Committee moved on to discuss selection of SFHA and EVH reps. IM expressed concerns about Committee fatigue and whether additional commitment would split focus.</p> <p>Committee AGREED that MF would seek further information on what would be required of a representative and review at a later date.</p> <p>3. HB asked about the 2023 awayday where a company presented energy saving measures including wall insulation. HB asked whether this was going ahead as was hearing in the news about damp issues from such works. IM confirmed that the decision had been taken not to proceed with these measures at this time as it was not 100% certain these were the right measures for the tenements.</p> <p>4. PP noted how well the Community Shop opening went on Friday and thanked the staff and members who took part.</p>	Action
<p>Dates of next meetings:</p> <ul style="list-style-type: none"> • Audit & Assurance Sub-committee – Wednesday 13 August 2024 at 6pm • Management Committee meeting – Tuesday 27 August 2024 at 6pm • AGM – Wednesday 11 September 2024 • Staffing Sub-committee – TBC • Policy Working Group – TBC 	

**Meeting closed at 19:47pm.
Chair – Paul Phin**