

**LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING**
Approved Minute of a meeting held at 1 Cressy Street, Glasgow
and via Zoom on
Tuesday 02 August 2022 at 6.00pm.

PRESENT

Alec Leishman, AL (Chair)
David McGeoch, DM (Zoom)
Sheila McGeoch, SM (Zoom)
Mary Ray, MR
Alison Guthrie, AG
Collette Ness, CN
Heike Bley, HB
Graham Gillespie, GG (Zoom)

IN ATTENDANCE

Irene C. McFarlane, IM (Chief Executive Officer)
Bryan McMahon, BM (Director of Property Services)
Sharon Flynn, SF (Interim Housing Manager)
Fettes McDonald, FMD, (FMD Financial Services), in part
Michelle Fegan, MF (Corporate Services Officer),
minute taker

1.	APOLOGIES
1.1	AL opened the meeting at 18:00 and thanked everyone for attending.
1.2	Apologies were noted from FM, SB and MAS. JM continues on LOA
2.	DECLARATIONS OF INTEREST
2.1	All those present at the meeting confirmed that there were no declarations of interest.
3.	DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS
3.1	All those present at the meeting confirmed that there were no breaches of ethical behaviour that they were aware of.
3.2	IM confirmed that there were no new notifiable events since the meeting of 28 June 2022
4.	MINUTES of MEETING HELD ON 24 May 2022
4.1	HB proposed as accurate, Seconded by AG.
4.2	Committee APPROVED Minute of 28 June 2022
5.	MATTERS ARISING AND ACTION POINT REGISTER
5.1	AL invited comments on the APR. None were submitted.
5.2	The Committee APPROVED the removal of completed actions and NOTED the remainder of the Action Point Register
6.	TREASURY REPORT

- 6.1 FMD presented that report to the Committee, noting that changes made had been a result of changes in regulation and highlighted the main points for the Committee to discuss.
- 6.2 AL ran through the notable changes and given the amount, asked Committee to make decisions at that point rather than at end. The changes and decisions are as follows;

Section 11.3 Change job title from Head of Customer Services to Director of Housing and Community Empowerment. **APPROVED**

Section 11.8 (v) Change responsibility of Factoring debt recovery from Asset Management to Housing due to change that occurred when restructure of Housing team took place. **APPROVED**

Section 13.4 add in “in accordance with the terms of the Association’s Procurement Policy” **APPROVED**

Section 13.8 Remove “EU Procurement” **APPROVED**

Section 15.5 Change IT Co-ordinator and systems administrator to “ICT Manager”. **APPROVED**

Section 16.6 & Section 16.7 Change made to where keys are located due to purchase and installation of new key safe. **APPROVED**

Section 17.1 Discussion required as to whether we should remove “EU procurement” **APPROVED**

Section 23.2 Change from all donations approved by MC to donations under £250.00 delegated to CEO – discussion required to propose a change to allow DH&CE to also approve donations under £250.00 also. **APPROVED** delegation to CEO and DH&CE for approving donations under £250.00.

Section 24.2 Change of terminology “Section Heads” changed to Executive Team and Senior Leadership Team. **APPROVED**

Section 25.4 Numerous changes made to job titles to bring this into line with LHA structure. **APPROVED**

Section 25.4 (ii) a) CEO & AM are currently approving purchase of property acquisitions under delegated authority and reporting retrospectively to MC via the asset management team reports, discuss and amend shared ownership buy back policy to reflect opportunities for acquisitions and Compulsory purchase order acquisitions. **APPROVED**

Discussion – IM confirmed that Glasgow City Council have offered LHA the chance of a compulsory purchase order on a 4 apartment in the Langlands area and on the back of this are seeking to amend and update the current Buyback Policy to a more general acquisitions policy that will cover acquisitions, buybacks and disposals and will include a delegation procedure if the CEO and AM are not available to carry out certain tasks.

Section 25.4 (ii) c) Add TSM for approval of commitment of spend for Consultant Fees/Works Costs up to £750K **APPROVED**

Discussion – AL queried this as it seemed incompatible with earlier authorisation limit of £250.00 for CEO and DH&CE. BM confirmed that this relates to authorisation of contracts/investment and not community donation requests. The addition brings TSM in line with authorisation levels already in place for CEO, DPS and AM.

Section 25.4 (iii) a) Staff appointments – Management Committee, clarify that this is for new roles only as detailed in the Scheme of delegated authority **APPROVED**

Section 25.4 (iv) a-f) New approval amounts requested for all Asset Management staff. Also added in (per singular job) to title as 1 invoice can be for numerous jobs. **APPROVED**

Section 25.4 (v) Add IT Costs to title and section b) add ICT Manager to allow approval costs up to £3000. **APPROVED**

Financial Regulations Appendix 1 – BACS Payments Change “Authorised by” job titles as per LHA Structure. **APPROVED**

Financial Regulations Appendix 1 – Cheque Payments Change “Authorised by” to CEO, DPS, DH&CE & A Leishman. Removal of T McMahon & DCEO. To allow this to occur we invite the Committee to discuss the change of Bank Signatories to Irene Campbell (McFarlane), Alec Leishman, Andrea Walker & Bryan McMahon. Paperwork has been included should this be agreed (see Appendix 2 for completion) **APPROVED**

Financial Regulations Appendix 2 – Budget Holders Chief Executive Add Consultancy Costs, Core Corporate Services and Development. **APPROVED**

Financial Regulations Appendix 2 – Budget Holders DPS Move Factoring Bad Debts to DH&CE. Add Consultancy Costs core PS. **APPROVED**

Financial Regulations Appendix 2 – Budget Holders DH&CE Add Consultancy Cost core, HMCE. **APPROVED**

Financial Regulations Appendix 2 – Budget Holders CSM Move Officer Repairs to DPS, move Loan Payments to CEO. **APPROVED**

- 6.3 MR asked whether there would be opportunity to update other sections of the Regulations as she had some queries not included in the report.
- 6.4 MR noted that a previous meeting approved the DH&CE to write off bad debts up to £100.00 and this should be reflected in the policy.
- 6.5 MR noted that the finance team are listed as keeping the Register of Title deeds but later under responsibilities it lists Chief Executive. IM advised that it is currently the Asset Manager who is responsible for additions and deletions to our housing stock. MR asked if section could be revised to reflect the reality of the process.

6.6 Section 16.3 states, 'a formal password policy should be in place...' MR asked whether, now that the ICT Manager was in place, this should now be updated to 'a formal password policy is in place...' IM confirmed that password changes are automated and can update policy to reflect this.

6.7 Subject to the additional changes highlighted by MR, Committee **APPROVED** the Finance Regulations and authorised AL to sign Appendix 2 on Committee behalf.

FMD left meeting at 18:32

7. HOUSING AND COMMUNITY EMPOWERMENT TEAM REPORT

7.1 SF introduced herself as the new Interim Housing Manager and presented the report to the Committee, noting it focuses on the Lettings Plan and a request from GCC regarding Section 5 (S5) referral targets.

7.2 AL opened discussion on the S5 referral target request.

7.3 CN advised she did not agree with increasing the referral target to 60% as we have a very large waiting list which people have been on for years waiting for homes.

IM advised that it is very difficult to get appropriate lets as well as matching people to the right communities. It will therefore be necessary to word any response carefully as GCC is a key stakeholder for LHA.

7.4 DM felt it would be difficult to match the 60% target with a guarantee that GCC would have sufficient resources to support S5 referrals and help sustain the tenancy. IM confirmed that the 60% target would include any properties let to Ukrainian refugees, as S5 also responsible for this area and is aware that GCC is working hard on the support aspect to avoid 'revolving door' situations. In addition to this LHA is leading on a partnership grant funding application for Housing Support Officers which should help maintain tenancies.

7.5 IM also confirmed that some RSL's have contributed to having a homelessness post on the Glasgow West and South Forum to help represent views and SF will be making the case that the allocation target should be variable and depend on an HA's turnover as opposed to an across-the-board approach.

7.6 DM also noted that supply and demand plays a large part and HA's need to develop new homes to be able to tackle the issue. IM confirmed that a proposal will be brought to a future Committee meeting regarding the possibility of building 14-16 new homes in the Langlands estate and that LHA will be making a counter proposal to GCC that may allow for an increased number of properties.

7.7 AL noted all the comments and the plans for the future and reiterated that fact that while the committee is always compassionate to homelessness we can only do what is within our resources to do and the response to GCC has been carefully worded to reflect this.

7.8 Committee **APPROVED** the proposed response to GCC request.

- 7.9 AL moved onto the lettings plan and confirmed he would speak to the Committee on this as it involved an emergency decision by the Chair on the Ukrainian Families Letting Pilot.
- 7.10 AL advised that he, along with the CEO, made the decision to allocate 2 properties to this pilot. AL advised he measured the request for these properties against what we are already doing for our tenants, as well as our work with the section 5 referrals, and felt it was the right decision to take.
- 7.11 Committee **NOTED** the decision and **HOMOLOGATED** the emergency decision to allocate 2 properties to the pilot.
- 7.12 Committee **APPROVED** increasing the allotted properties to the Ukrainian Refugee Pilot to 5 properties.
- 7.13 SM raised a point that, while compassionate to those fleeing war, it's necessary to ensure that such decisions are not creating indirect discrimination against other refugees fleeing war zones. IM noted the point and advised that the referrals are coming through S5 who handle rehoming referrals for all refugees that come to Scotland and decisions on refugee status are still with central government.
- 7.14 AL noted that it is a good point but there is a difference between a refugee and an asylum seeker. SF to go back to S5 to ask how the Equalities Impact Assessment has been carried out on this pilot.

9. LEGIONELLA PROCUREMENT EXERCISE

- 9.1 BM presented the report advising that two completed returns had been received and the current contractor, H2O Cost Reduction Services, came out on top in both quality and price.
- 9.2 Committee **APPROVED** appointment of H2O Cost Reduction Services.

10. AOCB

- 10.1 New Membership Application.

Committee **APPROVED** membership application of [REDACTED] at [REDACTED].

- 10.2 MR provided Committee with an update of decisions taken at the Staffing Subcommittee meeting on 26 July 2022 and relate to the restructure of the Property Services Team (formerly Asset Management Team). MR confirmed that SSC were recommending
- Delegated authority to the DPS to proceed with filling the vacancy of the apprentice caretaker.
 - Formation of the new role of Property Services Apprentice.
 - Changing the name of Asset Management Department, to Property Services Department in line with service requirements.

10.2.1 AL invited questions on the recommendations. None submitted. Committee **APPROVED** the recommendations with no objections.

10.3 AL noted that the AGM is approaching and some members have advised they will be stepping down. It will therefore be necessary to push recruitment of new members and all current members are invited to apply to friends, family and neighbours for anyone who may be interested in joining the committee.

10.4 AL then moved onto bulk uplift discussion.

10.4.1 SF confirmed that GCC are carrying out a Greater Govan Deep Cleaning Project which is being carried out in a number of phases and will include gully clearing, drain unblocking and graffiti removal. BM advised that while labelling it as a project sounds great, it should be noted that the work being done in this project is the responsibility of GCC.

AL asked if there is a local body arguing for the council to keep this work up. BM confirmed that LHA are making the case that the actions should be part of the more regular services provided to the area.

CN asked whether car parking causes an issue with things like gully cleaning being done on a regular basis. BM advised that GCC should consultation with residents should always form part of this work.

10.5 AL ran through dates of next meeting. Committee **AGREED** to remove date for SSC on 13 September and rearrange for later date.

DATES OF NEXT MEETINGS:

- **Staffing Sub-committee** – TBC at 6pm
- **Policy Working Group** – Tuesday 30 August 2022 at 6pm
- **Management Committee meeting** – Tuesday 06 September 2022 at 6pm
- **Audit & Assurance Sub-committee** – Tuesday 22 November 2022 at 6pm
- **AGM** – Wednesday 14 September 2022 at 6.45pm

Meeting closed at 19:25

Alec Leishman
CHAIRPERSON