

**LINTHOUSE HOUSING ASSOCIATION LIMITED  
MANAGEMENT COMMITTEE MEETING**

**Minute of a meeting held at  
1 Cressy Street, Glasgow and via Zoom on  
Tuesday 25th October 2022 at 6.00pm.**

**PRESENT**

Alec Leishman, AL (Chairperson)  
David McGeoch, DM  
Sheila McGeoch, SM  
Collette Ness, CN  
Mary Ray, MR  
Susan Brown, SB  
Frank Murphy, FM  
Heike Bley, HB  
Graham Gillespie, GG (via Zoom)

**IN ATTENDANCE**

Irene C. McFarlane, IM (Chief Executive Officer - CEO)  
Bryan McMahon, BM (Director of Property Services – DPS – via Zoom)  
Andrea Walker, AW (Director of Housing and Community Empowerment - HCET)  
Colin Jones, CJ (ICT Manager)  
Alison Greig, AG (Corporate Services Manager (CSM) & Minute Taker)  
Emma Shaw, ES (Corporate Services Assistant - CSA)

**Observers:** Funmi Fajemiseye (via Zoom), Paul Phin, Carrie McCafferty, Catherine Rush, William Pritchard

**1. APOLOGIES**

1.1 Marc-Andre Schmitz sends his apologies for this meeting.

**2. WELCOME OBSERVERS**

2.1 AL welcomed the observers and asked them to introduce themselves.

**3. APPOINTMENT OF OFFICE BEARERS**

3.1 AL advised at this point he would step down as Chair and asked IM to oversee the nominations for Chair and Vice-Chair.

3.2 IM invited nominations for Committee Chair. MR proposed AL, seconded by FM. No other nominations were received. AL accepted nomination and was elected as Chair.

3.3 AL proposed DM for Committee Vice-Chair, seconded by CN. No other nominations were received. DM accepted nomination and was elected as Vice-Chair.

**4. DECLARATIONS OF INTEREST**

4.1 All those present at the meeting confirmed that there were no declarations of interest.

## **5. DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS**

- 5.1 All those present at the meeting confirmed that there were no breaches of ethical behaviour that they are aware of.
- 5.2 IM advised there were no new notifiable events.

## **6. APPOINTMENT OF SUBCOMMITTEE MEMBERS**

- 6.1 AL proposed membership of the two Sub-committees on electing MC Members to new subcommittees.

Members of the Audit & Assurance Sub-committee (AASC) would be Susan Brown, Davie McGeoch and Graham Gillespie.

Membership of the Staffing Sub-committee (SSC) would include Mary Ray, Sheila McGeoch, Frank Murphy, Collette Ness and Marc-Andre Schmitz. Heike Bley requested to sit on the SSC instead of the original proposal of the AASC. This was agreed.

- 6.2 AL explained that the Chair of each Sub-committee would be decided at the first meeting of each group.
- 6.3 AL commented on the success of the Cromdale Square (CS) opening and the details of all the grant funding attracted into the Association over the past few year and proposed that members consider awarding staff an additional days holiday in May 2023 in recognition of the efforts and hard work of all staff in all the work carried out in bringing CS to completion. Members concurred with no objections and the additional holiday was **APPROVED**. IM thanked Committee for this kind gesture and recognition of team working at LHA on behalf of all staff.

## **7. APPROVAL OF AGM MINUTES 2020,2021,2022**

- 7.1 AG advised that following conversations with GG and others, it had been agreed to remove this item as it would not be appropriate for Committee to approve the AGM minutes of 2020 and 2021 on behalf of the membership. The 2022 minute would be included in the Agenda of the next AGM for formal approval.

## **8. UNAPPROVED MINUTE OF MEETING HELD 6<sup>TH</sup> SEPTEMBER 2022**

- 8.1 SB highlighted that she had been in attendance at the meeting but her name was not listed against those present.
- 8.1 Subject to this addition, the Minute was **APPROVED** as accurate by CN and seconded by MR.

## **9. MATTERS ARISING, ACTION POINT REGISTER**

- 9.1 AG proposed removal of action 11.4 as the headline ARC figures across the country were showing a similar trend in indicators of concern to LHA.
- 9.2 IM advised action 11.3 could be removed as new bins had now been distributed.

9.3 Removal of action 14.5, Committee Succession Plan, was agreed as current MC capacity was good; to be reconsidered during 2023 if required.

9.4 Committee **NOTED** all other actions.

## **10. AAS FINAL FOR APPROVAL AND SIGNATURE; UPDATE ON ANNUAL LANDLORD REPORT**

10.1 AG outlined for observers what the Annual Assurance Statement was and reminded Committee that the first draft had been presented at the September meeting. She referred to minor changes that had been made to the latest version attached as Appendix 1 to her report. AG asked members to consider approval of this final version and if granted, for AL to sign the AAS on behalf of the Committee.

10.2 Members **APPROVED** the 2022 AAS for signing and submission to the Scottish Housing Regulator before 31<sup>st</sup> October.

10.3 AG advised members that the 2022 Annual Landlord Report was currently being drafted and would be available on LHA's website by 31<sup>st</sup> October deadline. Committee **NOTED** this update.

## **18. ICT REPORT/ DRAFT STRATEGY**

This item was moved forward in the Agenda for timing reasons.

18.1 CJ advised members he was presenting the first draft of LHA's ICT Strategy and supporting budget for consideration and provided an outline of key sections. The next stage would involve consultation with the SLT and the intention is to provide an update of the Strategy to Committee at the March 2023 meeting to secure approval when the budget position for 23/24 is confirmed.

18.2 Veriato – this software had been deployed as a mitigation against ransomware attacks. However, it has been concluded that it does not prevent such attacks taking place. Given the low value for money represented with this software (cost of £8k pa), CJ terminated the contract.

FM asked if an alternative software had been put in Veriato's place; CJ advised that essentially Veriato wasn't functioning and that alternative vendors/products were being considered. IM added that a meeting was taking place on Thursday with CJ and the Executive Team to explore this further and agree appropriate next steps.

CN asked a question on the use of Capita. CJ explained that more effective use of Capita or a replacement as a housing management system will be considered as part of the ICT Strategy.

18.3 Telephone system – CJ advised that, upon appointment, he had been tasked with sourcing a system that would facilitate more efficient agile working. The current system does not have the required functionality. A tender exercise was approved with the aim of procuring a higher spec system. CJ advised that this procurement is now at the appointment of preferred supplier stage, with the

intention of the new system being installed and operational by end December 2022.

18.4 Internet connection – CJ advised that the existing internet connection technology was too slow and no longer fit-for-purpose. He is arranging for LHA to migrate to a new and faster connection provided by City Fibre; this change was also required to support the installation of the new telephone system.

18.5 GG commented on cyber risk and asked if CJ had considered implementation of cyber essentials or cyber essentials plus. CJ replied that this would be the case and that CE+ would be his preference to enable an external, independent audit of systems. He added that other work needs to be done as part of the strategy beforehand to ensure LHA ICT platforms are close to the required standard to achieve the accreditation, however, it would definitely be implemented further down the line.

18.6 GG advised that as part of his job, one of the greatest risks he had come across in auditing clients was the use of out-of-date versions of software or servers; he asked what LHA's position was. CJ answered he had already audited this position and confirmed there are currently no out of date versions of windows or windows server, however, the database server for Capita is near its end of life and will be addressed as part of the ICT Strategy.

18.7 Committee **NOTED** the draft ICT Strategy.

**CJ left the meeting at 18:46pm**

## **11. STOCK CONDITION CONSULTANCY**

11.1 BM reminded members they had previously approved delegated authority to him as DPS to appoint the consultant for Stock Condition Survey Services. Following a comprehensive tender exercise through Quick Quotes, BM appointed Brown and Wallace in line with delegated authority.

11.2 Committee **NOTED** the report.

## **12 CONSULTANCY APPOINTMENT**

12.2 BM outlined the proposal to extend the appointment of HOOS Ltd on a 12 month contract to assist with future projects, as and when required. The contract would be effective from 1<sup>st</sup> November 2022.

12.3 Committee **APPROVED** the recommendation.

## **13 KITCHENS & BATHROOMS PROCUREMENT**

13.2 BM provided an overview of why he was recommending the use of the Procurement for Housing (PFH) Framework for procuring a kitchen and bathroom contractor. BM continued that CCG Scotland, the previous contractor, are ranked number one in the kitchen and bathroom replacement lots and are eligible for a direct award under the terms of the framework. To this end, he was recommending appointment of CCG under the PFH Framework.

13.3 Committee **APPROVED** the recommendation.

#### **14 EICR PROCUREMENT**

14.2 BM referred to the September MC meeting where delegated authority was approved for the Senior Leadership Team to appoint a specialised contractor to deliver the Electrical Installation Condition Reports (EICR) certification.

14.3 BM referred members to the detail of submissions scored in the report and continued that the tender recommended for approval was from the Valley Group.

14.4 Committee **APPROVED** the recommendation.

#### **15 INTERNAL AUDIT PROCUREMENT**

15.1 BM updated members on the procurement for internal audit services 2022-2025. He advised three tenders had been received and following a robust scoring, the recommendation is to appoint TIAA Ltd.

15.2 Committee **APPROVED** the recommendation.

**GG left meeting at 18:51pm**

#### **16 CEO REPORT**

16.2 IM presented her report. She advised that the Govan Energy Advice Service has been awarded £200k to be used by end March 2023, for the three Govan Housing Associations. Elderpark HA are leading on a joint funding bid to extend the project for a further 2 years; outcome should be known by February 2023.

16.3 Local MP Chris Stephens had connected LHA with *Good Food for Scotland* to explore set-up of a pop-up food bank in LHA's yard for local people struggling with increased cost of food. Volunteers are currently being sought. IM continued that LHA are also looking to act as a stopping point for a mobile food larder that will be going around the Glasgow area. Derek Rainey has been asked to confirm if LHA will receive an estimated £1000 in community benefits from the CCG window contract, which will go towards the cost of food purchase. The proposal is for LHA to match the CCG donation with a £1000 from our community budget.

IM added that the two Welfare Rights staff have been looking into Christmas initiatives including a local toy bank, and housing staff are supporting applications to Cash for Kids and raising awareness of the Scottish Child payment to encourage uptake.

IM outlined other initiatives and wider role events currently in the planning.

AL invited members to consider the £1k match for the pop-up food bank. All members **APPROVED**.

16.4 IM outlined the work taking place around budgeting, investment work plans and securing grant funding for LHA and our owners in terms of the current cost of living crisis, inflation, and potential rent freeze implications.

16.4 IM asked members to **NOTE** the proposal for a Housing Strategy for the Govan area and what this may mean for LHA.

DM congratulated the staff of the Association on the additional income being brought into the area. SM added the links referred to with Govan Health Centre that our Community Empowerment Officer is leading on was very positive for LHA and local tenants and residents.

16.5 Central Govan Action Plan Funding – IM outlined the work of CGAP and the investment of over £96 million in the central Govan area. CGAP have a funding bid in with the Scottish Heritage Fund that will include the Linthouse area. IM asked members to approve the drafting of a letter of support for CGAP for their funding bid and to work with them on local heritage initiatives in Linthouse area. Members **APPROVED**.

16.6 IM provided an update on GRID (Glasgow Riverside Innovation District) and her recent meeting with Uzma Khan, principal lead from Glasgow University, and Sarah Shaw Head of planning from Glasgow City Council. IM advised that she is awaiting an update from Ms Khan on a number of questions needed to look into before providing the answer. The outcome of the meeting was that planning agree to put a condition on the consent that a traffic assessment is carried out before the Kadden's building is occupied.

16.7 Members **NOTED** all other content of the CEO report.

**BM left the meeting at 19:03pm**

## **17. POLICIES FOR APPROVAL**

17.1 AG provided an overview of her cover report and advised members that all new and revised policies had been thoroughly scrutinised at the Policy Working Group meeting held in August.

17.2 Committee were asked to approve the three new policies as recommended by the PWG:

- Grievance
- Lift Safety
- Electrical Safety

17.3 Committee **APPROVED** all policies presented.

## **19. ANY OTHER COMPETENT BUSINESS**

19.1 AL asked members for homologation of the decision taken using emergency powers, to allow an additional days leave on Monday 18th September following the death of Queen Elizabeth II. Members **APPROVED**.

19.2 AL addressed the five observers at the meeting and asked them if they would like to formally join the MC as co-opted members. All five observers agreed they would like to formally join the MC. AG advised an induction would be arranged for the new co-optees as soon as practical.

AL allocated each co-optee member to a Sub-committee as follows:

- AASC – BP, PP, FF and CR
- SSC – CM

Meeting closed 19.35pm.

**ALEC LEISHMAN**  
**CHAIRPERSON**