

**LINTHOUSE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING**
Minute of a meeting held at 1 Cressy Street, Glasgow
and via Zoom on
Tuesday 06 September 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
Frank Murphy, FM
Marc-Andre Schmitz, MAS
Susan Brown, SB
Graham Gillespie, GG (Zoom)

IN ATTENDANCE

Irene C. McFarlane, IM (Chief Executive Officer)
Bryan McMahon, BM (Director of Property Services),
Zoom and in part
Alison Greig, AGr (Corporate Services Manager)
Sean O'Sullivan, SO, (FMD Financial Services), Zoom
and in part

<p>1. APOLOGIES</p> <p>1.1 AL opened the meeting at 18:00 and thanked everyone for attending.</p> <p>1.2 Apologies were noted from JM who remains on LOA</p>
<p>2. DECLARATIONS OF INTEREST</p> <p>2.1 All those present at the meeting confirmed that there were no declarations of interest.</p> <p>2.2 AL noted that SO would have interest in item 18 but will have left the meeting by that point.</p>
<p>3. DECLARATIONS OF ETHICAL BEHAVIOUR & NOTIFIABLE EVENTS</p> <p>3.1 All those present at the meeting confirmed that there were no breaches of ethical behaviour of which they were aware.</p> <p>3.2 IM confirmed that there were no new notifiable events since the meeting of 02 August 2022</p>
<p>4. MINUTES of MEETING HELD ON 02 AUGUST 2022</p> <p>4.1 SB proposed as accurate, Seconded by CN.</p> <p>4.2 Committee APPROVED Minute of 02 August 2022</p>
<p>5. MINUTE OF AUDIT AND ASSURANCE SUB COMMITTEE (AASC) MEETING OF 16 AUGUST 2022</p> <p>5.1 GG raised a point that page 2 item 7 'private discussion with the auditor' should just be noted as a private discussion and should not be included in the minute. No issue with it being in this one as no issues were raised by the auditor but for</p>

	future minutes should just be noted as a 'private discussion' and staff should not be present to minute the discussion
5.2	SO noted 8.2 should state a 'deficit' of £6k rather than a 'surplus'.
5.3	Committee NOTED the minute of 16 August and that it will be for AASC to approve subject to the corrections raised.
6.	MATTERS ARISING AND ACTION POINT REGISTER
6.1	AL invited comments on the APR.
6.2	IM noted that 8.1.9 – Standing Orders review date would need to be changed to as she did not have time to work on them due to other pressing priorities.
6.3	13.4 – Update on Refugee support, can be marked as complete as update was provided in August and pilot project approved.
6.4	8.9 to be taken to next PWG.
6.5	AL raised an issue about the frequency of the PWG and asked how many times it is required to meet in a 12-month period. AGr advised that no set requirement for meeting and it is just as policies come up for review. After some discussion on frequency of meetings and merit of having all policies scrutinised by PWG it was agreed that the PWG would meet quarterly, and the next meeting would take place in January 2023.
6.6	The Committee APPROVED the removal of completed actions and NOTED the remainder of the Action Point Register
7.	REVIEW OF STATUTORY ACCOUNTS
7.1	AL passed to SO to present report noting that the statutory accounts had been scrutinised at the ASSC meeting of 16 August and that no issues were raised and French Duncan gave a clean audit.
7.2	SO ran through the action points of the management letter advising that there were no adjusted errors, and while two accruals had been missed on the draft accounts this was the only amendment and that AASC had recommended the signing of the accounts.
7.3	AL opened for questions. None were submitted.
7.4	Committee APPROVED the Statutory Accounts to be signed.
8.	Quarterly Management Accounts to 30 June 2022
8.1	SO confirmed that the quarterly management accounts also went to the AASC meeting and the covering report from FMD was included which highlighted the main points.
6.2	MR asked if the cyclical works were still going ahead as this seems to be the main area in which we have an actual surplus when compared to budgeted. BM confirmed cyclical works were still going ahead however there was a timing issue both in terms of receiving invoices and the actual delivery of the contract.

Expectation is that the next quarter of accounts will show this surplus starting to reduce.

8.3 Committee **APPROVED** the quarterly accounts to 30 June 2022.

SO left meeting at 18:23

9. DESIGN OF COMMERCIAL BOILER REPLACEMENT SYSTEM

9.1 AL passed to BM, asking for any decisions required to be flagged at the time and not held until the end of the paper.

9.2 BM advised that Item 9 is seeking committee approval for appointment of contractor for design of the commercial boiler system. BM provided the committee with an overview of the tender exercise that took place and advised that of the two tenders returned Hawthorne Boyle came out on top in both quality and price.

9.3 AL opened for questions. GG asked why the pricing from both returns is so different. BM speculated that some contractors submit tenders with a cost in the hope that they can get it through, this is a common practice however when the original assessment was carried out assumption was for a cost between £8k-£10k.

9.4 GG then asked if four companies were invited to tender, why did only two returns, BM advised that one company stated resourcing issues and the other did not respond.

9.5 Committee **APPROVED** appointment of Hawthorne Boyle as design contractor for the commercial boiler replacement system.

10. PROVISION OF EPC CERTIFICATES 2022-2025 PROCUREMENT EXERCISE

10.1 BM provided the committee with an overview of the quick quotes procedure used and the returns that had been received. BM advised that Argon Technical came out on top in the scoring and recommendation was for them to be awarded the contract.

10.2 MR asked if the expectation was for the contractor to complete 510 surveys in a year. BM explained that there was some catching up to do as some EPCs were out of date and as Argon already covered our gas audit survey's he was confident they would be able to meet the target set.

10.3 IM asked if the out-of-date EPCs were a result of the contractor not being able to access the properties. BM confirmed that there were access issues and that a strategy was in place to ensure that out of date EPCs were completed during planned works or voids.

10.4 Committee **APPROVED** appointment of Argon Technical as contractor for provision of EPC certificates 2022-2025

11. PROCUREMENT CONSULTANCY SERVICES

11.1 BM advised committee that he felt it would be prudent to have a list of pre-approved consultants should we require assistance on future procurement

exercises at times of high inhouse work pressures as a backup to our internal expertise. He is therefore looking for approval to create such a list. A contract would not be awarded to anyone on the list, therefore there would be no obligation to use them, but they would be available if needed.

11.2 BM confirmed that four companies responded to the advert on the SFHA portal, and he has worked with three of them previously. BM explained that is unlikely that they would ever use Shaw consultancy as their area of expertise is IT and the costs quite excessive when compared to the others, however as they are an IT specialist it may be worth having them on the list for this purpose.

11.3 After some discussion it was agreed, by majority, that Shaw would not be included on this list and if need arose for an IT procurement consultant, we would tender for such.

11.4 Committee **APPROVED** creation of a procurement consultancy list to include, Brown & Wallace LLP, Atkinson Partnership Ltd and Gold Consultancy Ltd.

12. GENERAL PROCUREMENT & CONTRACTS

12.1 BM advised committee that an update report on this item had been sent which included a third procurement exercise, all of which are due to return by 16 September and are low value. BM advised looking for approval of delegated authority to appoint contracts for stock condition surveys, new phone system and term electrical contractor.

12.2 MR asked what was meant by low value. BM advised phone system is between £10k-£11k, stock condition surveys are £20k in the first year due to set up costs then will reduce and term electrical contract is a rolling annual contract which will fluctuate depending on amount completed. In contract terms these are low value and low risk but a high priority for the Association.

12.3 Committee **APPROVED** delegated authority for

- Director of Property Services (DPS) and Asset Manager to conclude appointment of a new stock condition survey consultancy
- DPS to conclude appointment of a new telephone system provider
- DPS to conclude appointment of a new term electrical contractor

13. ESTATE CARETAKER

13.1 BM provided committee with an overview of the current set up for bulk removals, advising paying £500 for one day for a contractor to carry out four bulk uplifts. To achieve value for money it is proposed to bring in an Estate Caretaker on a temporary basis to carry out this role. If the estate caretaker is not approved, then the bulk service would have to be procured through a tender exercise.

13.2 MAS asked if an estate caretaker is recruited can we make it someone local. BM advised that we could not guarantee a local person but could certainly target the local area through advertising to increase the possibility of obtaining someone local. BM also informed the committee that recruitment across the sector is difficult and, if there is no interest in the position, we may have to go back to the drawing board.

<p>13.3 HB also raised an issue regarding the cleaning of the communal closes, particularly in her area. AL agreed to revert to this under AOCB.</p> <p>13.4 Committee APPROVED recruitment of temporary estate caretaker.</p>
<p>14. ASSET MANAGEMENT STRATEGY</p> <p>14.1 BM introduced the updated Asset Management Strategy, advising little had changed since the last time committee had reviewed the draft only some of the sections on staffing, terminology and updated data.</p> <p>14.2 AL opened for questions, none submitted.</p> <p>14.3 Committee APPROVED the Asset Management Strategy.</p>
<p>15. PROPERTY SERVICES: ITEMS FOR HOMOLOGATION</p> <p>15.1 BM provided the committee with an overview of the decisions that had been taken under emergency powers, these are</p> <ul style="list-style-type: none"> • Submission of the procurement report to Scottish Government • Reviewing options for current energy supply <p>15.2 AL opened for questions. GG thought it would be more prudent to plan better for these scenarios to ensure the Procurement Strategy comes to the committee before submission. BM advised that it is unlikely we would have to do another procurement report as it is only required for combined procurement activities within a financial year that exceeds spend of £5 million. The financial year in question, spend was result of the development at Cromdale Square, but BM takes comment on board for future planning.</p> <p>15.3 Committee APPROVED homologation of submission of the procurement report and the review of the current energy supply.</p>
<p>16. Q1 ORGANISATIONAL PERFORMANCE REPORT</p> <p>16.1 AGr provided the committee with an overview of the performance report.</p> <p>16.2 AL opened for questions. MR asked if sections 7 and 12 of the report were the sections obtained via an external service and if the intention was to now bring in internally and 'mark our own homework'. BM explained that there is a specific question within the ARC and that the Continuous Monitoring researcher does not have the background information needed to ask a more focused question on repairs, therefore returns are broader and related to quality and the perception of the property rather than satisfaction with a recent repair. Bringing this inhouse would allow staff to survey repair satisfaction closer to the job completion date and ask focused questions. IM confirmed we would still include the question within the external consultant surveys to help compare data against the inhouse results and further review would be carried out on what information would be submitted for ARC reporting purposes.</p> <p>16.3 HB asked when the last newsletter was produced. AGr confirmed that a tenant newsletter has been issued in last couple of months however there is a separate owner's newsletter which is due in October.</p>

16.4 AL returned to HBs earlier question to allow BM to leave the meeting. Agreed that BM would contact HB directly to discuss issue in her area. CN also noted that there is an issue with grass cutting up at Luma Gardens which BM will also investigate. AL noted that comments such as these can be raised with the staff at any point and do not require to wait until a committee meeting.

16.5 Committee **NOTED** the report

BM left the meeting at 19.30.

17. ANNUAL GOVERNANCE REPORT

17.1 AGr provided the committee with an overview of the reporting, highlighting that signing of the committee minutes will be completed via DocuSign, reviewed the resignations required for the AGM and an update on the Annual Assurance Statement.

17.2 IM advised that since the last AASC meeting on 16 August a further email has been received from SFHA advising that the SHR want figures on how many outstanding and complete EICRs in paragraph 4, in relation to elements 11 and 45 within SHQS.

17.3 Committee **NOTED** the draft Annual Assurance Statement and report. A definitive version of the AAS will be presented at the October MC meeting for approval and signing.

18. FMD SERVICES CONTRACT

18.1 IM provided an overview of the report, advising that she is looking to extend the FMD contract for a further year until October 2023 and carry out a full procurement exercise for a 3–5-year term.

18.2 AL noted that last year the decision went to SSC and asked MR, as chair, if SSC were content with this request. MR advised that there were not issues aware of and were content with the one-year extension.

18.3 Committee **APPROVED** one year extension of FMD contract noting that draft tender process would be considered in 6 months' time.

19. NEW MEMBER APPLICATIONS

19.1 AGr confirmed that three new membership applications had been received

[REDACTED]

19.2 Committee **APPROVED** all new membership applications.

20. AOCB

20.1 AL advised that all committee conversations had been completed and a report would be available at the committee meeting in October.

- 20.2 AL raised the decisions of AG and JM to resign as committee members this year and not to stand for re-election. Thanked both for their commitment and dedication. AL noted that JM was stepping down as Vice Chair with immediate effect and would like to nominate DM as the vice chair. MAS seconded the nomination and DM accepted.
- 20.3 IM encouraged all members to attend the opening of Cromdale Square on 16 September.

DATES OF NEXT MEETINGS:

- **Staffing Sub-committee** – TBC at 6pm
- **Policy Working Group** – To be arranged for Jan 2023
- **Management Committee meeting** – Tuesday 25 October 2022 at 6pm
- **Audit & Assurance Sub-committee** – Tuesday 22 November 2022 at 6pm

Meeting closed at 20.00.

Alec Leishman
CHAIRPERSON