

**LINTHOUSE HOUSING ASSOCIATION LIMITED  
MANAGEMENT COMMITTEE MEETING  
Approved Minute of a meeting held at  
1 Cressy Street, Glasgow on  
Tuesday 30 May 2023 at 6.00pm**

**PRESENT**

Alec Leishman, AL  
Marc-Andre Schmitz, MAS  
David McGeoch, DM  
Sheila McGeoch, SM  
Mary Ray, MR  
Frank Murphy, FM  
Heike Bley, HB  
Susan Brown, SB

**CO-OPTTEES**

Paul Phin, PP  
William Pritchard, WP  
Funmi Fajemiseye, FF

**IN ATTENDANCE**

Irene C. McFarlane, IM (Chief Executive Officer - CEO)  
Bryan McMahon, BM (Director of Property Services – DPS)  
Andrea Walker, AW (Director of Housing and Community Empowerment)  
Sharon Flynn, SF (Housing Manager)  
Alison Greig, AG (Corporate Services Manager (CSM))  
Fettes McDonald, FMD (FMD Financial Services LTD)  
Michelle Fegan, MF (Corporate Services Officer & Minute Taker)  
Emma Shaw, ES (Corporate Services Admin Asst.)

<p><b>1. APOLOGIES</b></p> <p>1.1 AL opened the meeting and thanked the members for accommodating the change of date.</p> <p>1.2 Apologies were noted from Carrie McCarthy, Collette Ness, Catherine Rush and Graham Gillespie.</p>
<p><b>2. DECLARATIONS OF INTEREST</b></p> <p>2.1 No declarations of interest were raised by the attending members.</p>
<p><b>3. DECLARATIONS OF ETHICAL BEHAVIOUR &amp; NOTIFIABLE EVENTS</b></p> <p>3.1 All those present at the meeting confirmed that there were no breaches of ethical behaviour that they were aware of.</p> <p>3.2 IM confirmed that there was one notifiable event which regarding the takeover of LHA's external auditor and it is covered in Agenda Item 11.</p>
<p><b>4. 2023 COMMITTEE CONVERSATIONS</b></p> <p>4.1 AL raised the upcoming Committee Conversations and gave new members a brief explanation of the process.</p> <p>4.2 All members confirmed they were happy to carry out the conversations in person at LHA office and AL advised that his and MAS' conversations would be completed by MR on 13 June 2023.</p> <p>4.3 AL ran through available dates and members agreed to the following</p> <ul style="list-style-type: none"><li>• 08 June 2023 2pm to 5pm – FM, BP and PP</li></ul>

<ul style="list-style-type: none"> <li>• 23 June 2023 2pm to 5pm – FO, SB and HB</li> <li>• 27 June 2023 2pm to 5pm – DM, SM and GG</li> <li>• 05 July 2023 2pm to 5pm – CMcC, CN and CR</li> </ul> <p>4.4 AG confirmed that the pre-questionnaire would be issued the week before the conversations take place and she will be in touch to reconfirm the dates and times.</p>
<p><b>5. MINUTE OF PREVIOUS MEETING ON 28 March 2023</b></p> <p>5.1 SM noted that at 11.5 ‘negation’ needed to be changed to ‘negotiation’ and that ‘Davislea’ is all one word and references to this site will have to be amended.</p> <p>5.2 MR asked about the acquisitions and whether the figure of £500k above market value was correct. FMD confirmed it was correct however it is just an assumption and unlikely to ever be used.</p> <p>5.3 Subject to changes the minute was proposed as accurate by FM and seconded by DM.</p> <p>5.4 Management Committee <b>APPROVED</b> the minute of 28 March 2023</p>
<p><b>6. UNAPPROVED MINUTE OF SSC MEETING HELD 18 APRIL 2023</b></p> <p>6.1 AL asked MR what RAG meant. MR explained it was a traffic light scoring system that will be used to assess staff training requirements.</p> <p>6.2 AL noted that the scheduled SSC meeting of 13 June will be cancelled and rearranged to a later date to accommodate the Policy Working Group.</p> <p>6.3 Management Committee <b>NOTED</b> the Unapproved Minute of SSC meeting held 18 April 2023.</p>
<p><b>7. MATTERS ARISING, ACTION POINT REGISTER</b></p> <p>7.1 AL asked about 8.19 and what the seven day rule was. AG confirmed it is part of the standing orders which is currently being reviewed and changes will be considered at a PWG later in the year.</p> <p>7.2 IM provided a brief explanation of the standing orders for new members and it was agreed the due date would be amended to Oct-23.</p> <p>6.2 Committee <b>NOTED</b> the Action Point Register.</p>
<p><b>8. QUARTERLY MANAGEMENT ACCOUNTS TO 31 MARCH 2023</b></p> <p>8.1 AL asked FMD if there were any points to highlight. FMD confirmed there were none.</p> <p>8.2 AL noted that the report mentioned an update from GG who had submitted apologies last minute. MF confirmed that this was due to committee papers being issued prior to the AASC taking place and GG would have been confirming that the accounts had been reviewed by the AASC and they were recommending</p>

them to the Committee for Approval. DM confirmed this was correct as a member of AASC.

8.3 AL invited members to ask questions. None were submitted.

8.4 Committee **APPROVED** the Quarterly Management Accounts to 31 March 2023.

**9. PRESENTATION OF 5 and 30 YEAR PROJECTIONS**

9.1 FMD presented the long-term projections to the committee members highlighting a number of changes from the figures presented last year and noting these were as a result of a below CPI rent increase, assumptions on increase in costs, available grant funding for acquisitions and inflation and interest rates pushing up costs. FMD also covered the current operating environment and the external factors that are having an impact on this.

9.2 [REDACTED]

9.3 [REDACTED]

9.4 BM advised the committee that further detail on the phase 4 costs are covered in his report and highlighted that while phase 7 had been originally planned for completion within the 5 year plan however with recent costs it is likely this phase will fall out of the 5 year period. IM reminded members that the decision tonight is for the 5 year projections with options on the phase 4 windows being considered at a later date.

9.5 [REDACTED]

9.6 [REDACTED]

This item is confidential as it is commercially sensitive, and publication would harm commercial interests.

9.7 Management Committee **APPROVED** the 5 year projections.

SM left meeting at 18:56

**10. AUDIT PLANNING REPORT**

10.1 FMD presented the report to the Committee advising it had been reviewed by AASC and they are recommending it for Approval.

10.2 No questions were asked. Committee **APPROVED** the Audit Plan.

## 11. CEO REPORT

11.1 IM presented the report to committee, first covering the three emergency decisions that had been taken are required to be homologated. Committee **APPROVED** homologation of

- novation of the gutter cleaning contract from Advanced Height Services to Apex Orion Rope Access.
- the ICT Manager and his cross team working party to replace Capita with Homemaster. To allow the decision to be implemented immediately the ICT Manager requested that the SSC refer the matter to the Chairperson and the CEO for an emergency powers decision
- allow a member of the SSC to attend the AASC meeting with full voting right.

11.2 IM then moved on to the nomination for the Scottish Homes Awards and the opportunity for Linthouse HA to purchase a table of 12.

SM returned to meeting 19:01

11.3 After some discussion on how the tables would be split between staff and the Committee, Committee **APPROVED** the purchase of one table of 12 at the Scottish Homes Awards.

11.4 IM then updated committee on a collaboration research project for a local housing strategy in Govan and advising that all partners are seeking to contribute circa £12,000 to the costs of the research.

11.5 DM asked which of the partners is putting together the research format. IM confirmed that the project is made up of the CEO's from the three local RSLs, representatives from Glasgow City Council Housing Strategy, Central Govan Action Plan (CGAP) and the group is procuring the expertise of Professor Ken Gibb to carry out the research. The group has provided Professor Gibb with the initial scope of the project and once the budget is agreed will identify what can be achieved with the money available.

11.6 DM raised concern whether GCC is driving the project for their own needs. IM confirmed that there is something that GCC wants to get out of the project which is a universal housing strategy that can be applied across the city, however it is IMs view that LHA being involved in the project is of greater benefit as it helps put us at the front of the queue for pilots and funding.

11.7 Committee **APPROVED** funding of £12,000 for the Glasgow Housing Strategy and **NOTED** the remainder of the report.

## 12. PROPERTY SERVICES UPDATE REPORT

12.1 BM presented the report noting that an amendment was required to section 3.0 as the request should be to approve renegotiation rather than grant delegated authority.

12.2 Committee **APPROVED** renegotiation of the offer to purchase [REDACTED].

This item is confidential as it is commercially sensitive, and publication would harm commercial interests.

12.3 BM advised that the remainder of the report was for noting and invited any questions on these items. PP asked about the windows and sandstone project and asked if there was any background information on this as he was coming into it halfway through. BM confirmed that he would share the information on phases 1 to 3 with all of the committee by email.

12.4 Committee **NOTED** the remainder of the report.

### **13. PROCUREMENT REPORT**

13.1 BM presented the report advising that only one item required for approval and this was for delegated authority to BM to appoint contract for feasibility study.

13.2 Committee **APPROVED** delegated authority to appoint HOOS to develop a feasibility study to support our ambitions of developing Davislea.

### **14. HOUSING AND COMMUNITY EMPOWERMENT (HCE) UPDATE REPORT**

14.1 AW presented the report and highlighted the decisions required from Committee.

14.2 Committee **APPROVED** withdrawing from the factoring service provided to the Ridgeway area.

14.3 Committee **APPROVED** the lease 1133 Govan Road to GFS on a nil rent for at least 2 years.

14.4 Committee **APPROVED** the temporary use of the Crisis Support Officer budget for a temporary Energy Advisor.

14.5 Committee **APPROVED** the Annual Letting Plan for 2023/24 and for the DHCE to reply to GCC, HSCP that LHA will aim to achieve a referral rate of up to 45%.

### **15. ARC PRESENTATION**

15.1 AG began the presentation of the ARC providing newer members with a brief explanation of the process and highlight the indicators for staff and customer satisfaction.

15.2 AG then passed to BM who covered the figures for repairs and maintenance. BM confirmed that internal figures had been used for the repairs satisfaction as this was a more directed question and SHR confirmed it would be more accurate.

15.3 SF then took over covering the figures for housing and rents and explained the impact Cromdale Square had on the figures.

15.4 AL opened for questions. DM asked if the figures for Anti-Social Behaviour were similar to what was being seen across the sector. SF confirmed it was. SM also noted the increase in graffiti in the last few months.

15.5 AL asked whether there was a common theme in what was being reported and whether there is a need for a strategy given that the figures have doubled in a year. AW confirmed that the issues reported were a combination of things and that the majority are classed as low level issues. Committee **AGREED** that they

would like a report on Anti-Social Behaviour brought to a future meeting to determine whether there is a need for a strategy.

15.6 FM commended the staff on the hard work carried out over the year.

15.7 AL asked BM if the current investment work was uncovering more repairs than had been originally expected. BM confirmed that there is some truth in the adage that the more you do the more that will need to be done however any repairs carried out now during planned maintenance should reduce the reactive repairs at a later date.

15.8 Committee **APPROVED** the ARC submission.

#### **16. AOCB**

16.1 AL reminded members to send their expressions of interest for attending the upcoming awards dinner to ES.

16.2 AL thanked members for being flexible in arranging the conversation dates.

16.3 AL informed members that SFHA had previously asked him to take part in a film about volunteering in the housing sector and he spent a day with them wandering around Linthouse. The film will be shown at the upcoming SFHA conference.

#### **DATES OF NEXT MEETINGS:**

- **Audit & Assurance Sub-committee** – Tuesday 15 August 2023 at 6pm
- **Staff Sub-Committee meeting** – TBC
- **Policy Working Group** – Tuesday 13 June 2023 at 6pm
- **Management Committee meeting** – Tuesday 27 June 2023 at 6pm

Meeting closed 20:04pm.

**Alec Leishman**  
**CHAIRPERSON**