

**LINTHOUSE HOUSING ASSOCIATION LIMITED**  
**MANAGEMENT COMMITTEE MEETING**  
**Approved Minute** of a meeting held at  
1 Cressy Street, Glasgow and Via Teams  
On **Tuesday 27 June 2023 at 6.00pm**

**PRESENT**

David McGeoch, DM (Chair)  
Sheila McGeoch, SM  
Mary Ray, MR  
Frank Murphy, FM  
Susan Brown, SB  
Collette Ness, CN  
Graham Gillespie (Teams)

**IN ATTENDANCE**

Irene C. McFarlane, IM (Chief Executive Officer - CEO)  
Alison Greig, AG (Corporate Services Manager (CSM))  
Derek Rainey, DR (Asset Manager) (Teams)  
Fettes McDonald, FMD (FMD Financial Services LTD) (Teams)  
Emma Shaw, ES (Corporate Services Admin Asst.)

**CO-OPTTEES**

Paul Phin, PP  
William Pritchard, WP  
Funmi Fajemiseye, FF (Teams)  
Carrie McCafferty, CMcC

<p><b>1. APOLOGIES</b></p> <p>1.1 DM opened the meeting, thanking everyone for attending and advising that AL had asked him to Chair in his absence.</p> <p>1.2 Apologies were noted from Catherine Rush, Heike Bley, Alec Leishman and Marc-Andre Schmitz</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 had been no notifiable events since the previous committee meeting.</p>
<p><b>4. MINUTE OF PREVIOUS MEETING ON 30 MAY 2023</b></p> <p>4.1 PP noted a spelling error at 11.1 and that Housemaster will have to be changed to Homemaster.</p> <p>4.2 Subject to change the minute was proposed as accurate by SM and seconded by SB.</p> <p>4.3 Management Committee <b>APPROVED</b> the minute of 30 May 2023.</p>
<p><b>5. UNAPPROVED MINUTE OF AASC MEETING HELD 24 MAY 2023</b></p>

5.1 SB noted that she was down as both proposing and seconding the minute which can't be right. GG confirmed that as mentioned in 4.2, if there are no changes to be made there is no need to propose and second the minute and it was just approved therefore 4.1 could be removed from the minute. No other questions were submitted.

5.2 Committee **NOTED** the AASC minute of 24 May 2023.

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

6.1 MR noted that the information regarding the Window Replacement and Sandstone Repairs had been circulated by BM shortly after the May meeting and 12.3 could therefore be closed.

6.2 Committee **NOTED** the Action Point Register.

## 7. **SCOTTISH HOUSING REGULATOR (SHR) LOAN RETURN**

7.1 FMD presented the cover report and provided a brief overview of the information that had been added to the SHR template.

7.2 DM opened for questions. None were submitted.

7.3 Committee **APPROVED** the SHR Loan Return.

FMD left meeting at 18:06

## 8. **PROPERTY SERVICES UPDATE REPORT**

8.1 DR presented the report noting that the Annual Procurement Report is due to be submitted by end of August and while LHA procurement for 22/23 is below the limit for submission it is likely that Scottish Government will ask for one on account of last year's submission and therefore it is following good practice to submit one this year.

8.2 MR asked about the EICR procurement and if it should be an unregulated procurement given that it is on the £50k limit and if we go above what we have estimated it could fall into the regulated category. DR confirmed that the limit is £50k plus VAT. DR confirmed it is all planned based on the estimate at the time of procurement and if at that time it was clear it would be regulated, we would complete the procurement differently. MR noted this and advised that her concern was if more work is done to push up the cost could Scottish Government "pull" LHA up on this. DR confirmed it would be unlikely.

8.3 PP asked about the costs listed for the pre-1919 tenements and whether the acquisitions and costs were for the whole close or just the Vital Spark. DR confirmed it would be for the Vital Spark only. MR asked if the work on the close would be carried out at the same time the Vital Spark was being retrofitted. IM thought that close fell into phase 4. DR confirmed the close was in a later phase due to the substantial costs involved with the commercial units however if LHA acquires more stock in the close there will be potential to review this and move it into an earlier phase.

8.4 Committee **APPROVED** submission of the Annual Procurement Report.

8.5 DR moved onto the negotiations for the purchase of Vital Spark. Committee **APPROVED** the acquisition of the Vital Spark premises based on the information provided and planning consent being approved by GCC by the September milestone.

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

DR left meeting at 18:15

## 9. CEO REPORT

9.1 IM presented the report to Committee advising that while most of the report is for noting, the Risk Register is for Approval. IM covered each of the strategic risks, the scoring levels and reasons for the risk appetite applied.

9.2 Committee **APPROVED** the Risk Register Appetites.

9.3 IM then moved on the potential of the site at [REDACTED] and the discussions that have been taking place between herself, the developer and Glasgow City Council (GCC). MR asked whether there was potential to know by August if LHA would be able to build on the site. IM confirmed that she is pushing GCC to get the feasibility funding now as there is another party interested in the site.

9.4 MR also asked about modular construction which is on GCCs agenda for building. IM advised that this is something LHA will have to consider as it may be likely we will get better value from not doing modular homes.

9.5 SB asked about Ogilvie's interest and whether it was to partner with LHA or just to provide the site. IM confirmed that their interest is in a partnership for the [REDACTED] and that the Davislea site has still to go to procurement. IM reminded committee that the Hardgate Road site is still just a discussion at this point.

9.6 This led on to a discussion about potential for district heating and IM noted the committee's support in the innovative ideas that LHA are trying to progress for the area. SB noted the importance of getting ideas from a wider range such as those in the community and PP thought that with the Community Larder going into the shop it would be beneficial to have staff and/or committee members in there on a regular basis to promote informal chats with tenants. IM agreed with this and advised that this is the intention of the road shows she is preparing to host over the summer.

9.7 CN asked about the Davislea site and potential start date. IM confirmed that have only recently received the go ahead for this and Hoos will be carrying out the feasibility study. Should everything be ok purchase is likely to be made in the 2024/25 financial year.

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

## 10. DECREE FOR EVICTION REPORT

10.1 IM presented the report to the Committee noting that all the detail for action had been included in the appendix.

10.2	Committee <b>APPROVED</b> Decree for Eviction
<b>11.</b>	<b>POLICIES FOR APPROVAL</b>
11.1	AG presented the report to Committee advising that the policies being considered tonight had been reviewed by the Policy Working Group at their meeting on 13 June and that three of the policies had been reviewed by TC Young Solicitors.
11.2	DM opened for questions. PP asked about the Bad Debts Write Off as he thought it had been agreed to look at the £100 limit again and report back to the Committee however, he cannot see this mentioned in the report. AG confirmed that the agreement was to monitor the bad debt write offs and report back in the bi-annual reports at which point the £100 limit will be reviewed.
11.3	Committee <b>APPROVED</b> the <ul style="list-style-type: none"> <li>• Write-Off Policy</li> <li>• Anti-Bribery Policy</li> <li>• Anti-Fraud Policy</li> <li>• Whistleblowing Policy</li> </ul>
<b>12.</b>	<b>COMPLAINTS REPORT</b>
12.1	AG presented the complaints report to Committee confirming that following the Q3 performance report a review of the complaints spreadsheet had been carried out and an error found with the reporting of complaints closed as Resolved. This error has been corrected on all the records and staff updated on the correct process.
12.2	Committee <b>NOTED</b> the report, and the revised Q1-Q4 complaints figures within.
<b>13.</b>	<b>AOCB</b>
13.1	IM raised issue to be discussed as confidential item.
13.2	AG confirmed that the Committee conversations are ongoing and that she is progressing the joint training with Elder Park Housing Association and SHARE, and will soon be sending round the schedule for training sessions. She added that a Health & Safety for Management Committee had been arranged for August to which it would be important that all MC attend. The session will be delivered by Prof. Roger Willey of ACS Risk Ltd. FM commented that the joint training that had been carried out prior to Covid had been very positive not just for training but also for networking with other committees.
<b>DATES OF NEXT MEETINGS:</b>	
<ul style="list-style-type: none"> <li>• <b>Audit &amp; Assurance Sub-committee</b> – Tuesday 15 August 2023 at 6pm</li> <li>• <b>Staff Sub-Committee meeting</b> – TBC</li> <li>• <b>Policy Working Group</b> – Tuesday 2023 at 6pm</li> <li>• <b>Management Committee meeting</b> – Tuesday 01 August 2023 at 6pm</li> </ul>	

Meeting closed 19:15pm.

**David McGeoch**  
**CHAIRPERSON**