

**LINTHOUSE HOUSING ASSOCIATION LIMITED**  
**MANAGEMENT COMMITTEE MEETING**  
**Approved Minute** of a meeting held at  
1 Cressy Street, Glasgow and Via Teams  
On **Tuesday 24 September 2024** at **6.00 pm**

**PRESENT**

Paul Phin, PP (Chair)  
William Pritchard, WP  
Heike Bley, HB  
Susan Brown, SB  
Collette Ness, CN  
Chris McIlroy (CMcl)  
Mary Ray, (MR)  
Graham Gillespie, (GG) (via  
Teams)

**IN ATTENDANCE**

Irene McFarlane, IM (Chief Executive Officer)  
Bryan McMahon, BM (Director of Property  
Services)  
Alison Greig, AG, (Corporate Services Manager)  
Elaine McDermott, EMcD (Housing Manager)  
Michelle Fegan, MF (Corporate Services Officer)

<b>1.</b>	<b>APOLOGIES</b>	
1.1	PP opened the meeting, thanked everyone for attending and welcomed CMcl as the newest member of the Committee.	
1.2	Apologies from Funmi Fajemiseye.	
1.3	IM took over chairing of meeting until Item 5.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
2.1	There were no declarations of interest expressed by the members attending.	
<b>3.</b>	<b>DECLARATIONS OF ETHICAL BEHAVIOUR &amp; NOTIFIABLE EVENTS</b>	
3.1	All those present at the meeting confirmed that they were aware of no ethical behaviour breaches.	
3.2	IM confirmed that there had been no notifiable events since the previous committee meeting.	
<b>4.</b>	<b>ELECTION OF CHAIR AND OTHER OFFICE BEARERS</b>	
4.1	IM invited members present to nominate Chair who will be in place until the next AGM. MR nominated PP and this was seconded by HB. PP accepted the nomination.	
4.2	IM then moved onto the nomination of the Vice Chair. PP nominated CN and this was seconded by SB. CN accepted the nomination.	
4.3	IM was then nominated by the members present as the Company Secretary.	

<p>4.4</p> <p>4.5</p> <p>4.6</p>	<p>IM then moved onto the allocation of members to the subcommittees, reminding that all members are allocated to the Policy Working Group, PWG, and while attendance is not mandatory there is still a requirement to have a quorum of three members.</p> <p>IM noted that following a survey by the Wider Role Team there had been a number of residents expressing interest in joining either the Committee or the Residents Panel. To capitalise on this AG, along with the Community Empowerment Officer will be inviting those who expressed an interest to an information session in early November with the aim of co-opting a few onto the Committee. Also at the AGM a former Committee Member expressed an interest in returning and this will be covered under AOCB.</p> <p>IM also confirmed that following a suggestion from GG, the updated draft of the Standing Orders and Delegated Authority (SODA) had been sensed checked by TC Young and one of the return comments was regarding the ability of the Chair to sit on Audit and Assurance and other Subcommittees. TC Young advised there is no legal requirement preventing this and stopping the Chair from participating results in LHA being too restrictive in Subcommittee membership. Following some discussion on sector practice the Management Committee <b>AGREED</b> to the amendment by TC Young to allow the Chair of the Management Committee to be a member of any Subcommittee of LHA.</p> <p>The Committee <b>AGREED</b> that the make up of the Subcommittees will be as follows:</p> <p>AASC – GG; CMcl; BP; PP and MR SSC – CN; FF; SB; HB and FM (when coopted)</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p><b>UNAPPROVED MINUTE OF THE PREVIOUS MEETING HELD 27 AUGUST 2024</b></p> <p>PP resumed chairing the meeting as Chair and asked if there were any comments on the previous minute. None were submitted.</p> <p>CN proposed the minute as accurate which was seconded by BP. Committee <b>APPROVED</b> the Minute of 27 August 2024.</p>	
<p>6.</p> <p>6.1</p> <p>1.</p> <p>2.</p>	<p><b>MATTERS ARISING AND ACTION POINT REGISTER</b></p> <p>The Committee moved on the to the Action Point Register and received updates on the following</p> <ol style="list-style-type: none"> <li>1. 10 – Review of Standing Orders. IM confirmed the final draft had been checked by TC Young and she was meeting with AG the next day to go over recommendations. Once completed the final version will be circulated to all members.</li> <li>2. 12 – Review of Rent Setting Policy. IM confirmed this had been postponed due to awaiting the outcome of grant application as final costs</li> </ol>	

<p>of the project will have an impact on rent. In addition to this Glasgow City Council (GCC) have also amended their acquisitions policy which will also have to be reflected in rent setting.</p> <ol style="list-style-type: none"> <li>3. 29 – Tenancy Sustainment Policy. IM confirmed that AW is scheduling a report for this in January 2025.</li> <li>4. 31 – CCTV replacement. Committee agreed to the rescheduled date.</li> <li>5. 40 – Homologation of Vital Sparks Contract. Confirmed as complete and can be removed from register.</li> <li>6. 41 – EVH and SFHA Reps. MF reconfirmed that commitment is minimal. Reps will receive news updates to share with the Committee and are able to attend their AGM on LHA’s behalf which will include voting rights. CMcl volunteered to be SFHA rep and SB will be EVH rep.</li> <li>7. 46 – EESSH figures. BM confirmed that the figures for 21/22 were a result of the not valid EICRs in the period and that due to work of team this is now up to date. Committee AGREED for action to be marked as complete and removed from register.</li> </ol> <p>6.2 Committee <b>NOTED</b> the Action Point Register</p>	
<p><b>7. PROPERTY SERVICES UPDATE REPORT</b></p> <ol style="list-style-type: none"> <li>7.1 BM presented the report beginning with the Asset Management Strategy. BM confirmed that a full review of the strategy will be carried out in 2025 and invited questions.</li> <li>7.2 MR asked about the SDFP section and the differences between what had been requested against acquired and whether this will slow down projects such as Davislea. BM confirmed that GCC has committed to the projects and it will not slow down progress as LHA has until 31 March to carry out the plans. PP enquired about the other plots of land at Davislea and how progress was on acquiring these. BM confirmed that he was still in negotiation with HSCP and it is looking positive.</li> <li>7.3 MR asked about the funds received for Vital Spark and if this was what LHA expected to receive. BM confirmed that GCC have committed to the project and there is possibility of drawing in funding from other sources such as for adaptations.</li> <li>7.4 BM then moved onto the update on recent acquisitions. BM confirmed that acquisitions on properties within the Ibrox area were progressing through previous delegated authority for the 100% grant, although one of the properties is going through a Compulsory Purchase Order (CPO) and due to the property being derelict, there will be more work to be done than normal.</li> <li>7.5 MR asked about the derelict property and how much it would cost to bring up to standard. BM explained until the team are able to access the property the cost is unknown however it will still attract the 50% grant for works and LHA’s contribution will not exceed the estimated value of the asset once complete.</li> </ol>	

7.6	Committee <b>APPROVED</b> delegated authority to DPS to front fund the initial aspects of purchasing the properties at Ibrox Terrace.	
7.7	BM then moved onto update from NRS that acquisition funding will now be at 75% of property value. Committee <b>APPROVED</b> continuation of acquisition programme at 75% NRS funding.	
7.8	BM then sought decision on appointing H2O Cost Reduction Services for legionella testing contract. MR asked how the 60/40 quality/price testing is achieved when all companies will have to meet certain standards. BM explained that quality is also based on certificates achieved, customer interaction and how they deliver the service. Committee <b>APPROVED</b> appointment of H2O Cost Reduction Services.	
7.9	BM advised the Committee that LHA has now received the draft grant letter for the SHNZHF Funding although the grant sum is not listed on it and this has still to be confirmed. BM confirmed in the last couple of weeks there has been changes to planning requirements in conservation areas which has removed the type of material used from the requirements. This will allow LHA to change future orders of the previous timber windows to PVC which will save about £1 million on the project.	
7.10	IM advised the Committee that work is still progressing to borrow £ [REDACTED] for the project and reminded Committee of the grant commitment to explore alternative heating sources. BM advised Committee that he had been exploring options on this and had recently attended an event where an opportunity for a pilot became available. BM advised that he was exploring the use of heated wallpaper which is placed on a room ceiling and radiates heat throughout the room. BM has identified a potential studio apartment which is currently void that would be suitable for the pilot and will include wall beading and possibly an immersion pump for hot water in the sinks.	
	This item is confidential as it is commercially sensitive, and publication would harm commercial interests.	
7.11	CN asked how energy efficient the alternative method is. BM advised that while it is advertised as energy efficient there will be need to carry out real life testing which is the reason for doing the pilot. The testing will be carried out over the winter months into the spring to get comparable data and the current system will be left in place, although capped under the floor boards, in the event the pilot is not successful and the need to revert back.	
7.12	BP asked about the ability to decorate if the product has a life span of 30 years. BM confirmed that the product can be painted over similar to a normal ceiling.	
7.13	MR asked about the wall beading as there had previously been negative stories about this product and what level the property was on. BM confirmed that it was a first level property, that brushes would be installed at skirting boards to ensure no dropping of the product and	

<p>looking at findings of other installations there is no evidence of negative impact i.e. no increase in condensation or mould.</p> <p>7.14 SB asked whether the property above would benefit from any residual heat and if so it may be worth while to monitor that as well.</p> <p>7.15 Committee <b>APPROVED</b> pilot project for alternative heating</p>	
<p><b>8. AOCB</b></p> <p>8.1 1. Committee Member Interest Committee were advised under Item 4 that a former Committee Member had shown interest in returning and it was confirmed as Frank Murphy. Committee <b>APPROVED</b> co-option of FM onto the Committee.</p> <p>2. Membership Application Committee <b>APPROVED</b> membership of [REDACTED] and noted his interest in joining the Committee which will be followed up by the Corporate Services Team.</p> <p>This item contains personal information and has been redacted in compliance with GDPR legislation.</p> <p>3. LHA 50th Birthday Celebrations The members present were asked to think about potential events to host in celebration of the milestone and bring ideas back to the next meetings. It was also noted that it coincided with the 50<sup>th</sup> anniversary of SFHA and Glasgow's 850<sup>th</sup> anniversary.</p> <p>4. GEL meeting on 9<sup>th</sup> October IM reminded the Committee about the work carried out in partnership to research the potential regeneration of Govan housing market and that a meeting to launch the report to the three housing associations will take place on 9<sup>th</sup> October 2024. This led onto wider community issues such as ways to support the use of Elder Park, funding available to the community for improvement and IM suggested that it may be better when agendas are lighter to include a community discussion for local issues.</p>	

**Meeting closed at 19:25.**  
**Chair – Paul Phin**