

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 28th FEBRUARY 2024 at WSHA OFFICES

Present: L Stevenson (Chairperson)
C Ennemoser
J Carmichael
M Burke
J Haughey
L Mimmagh (via Zoom)

In Attendance: J Ward Chief Executive
A Reid Director of Finance & ICT
P Latham Director of Corporate Services
S Shone Director of Housing & Community Services
C Beckley RDGP LLP (via Zoom)

2. **APOLOGIES**

Apologies were received in advance from G Johnston, R Hunter, D Keaveney, L Reid McConnell & J Gordon.

3. **CHAIRPERSON'S REMARKS/COMMITTEE – STAFF NEWS**

The Chair welcomed ██████████ back to the Committee meetings following her leave of absence.

Congratulations were passed to ██████ whose milestone birthday will be celebrated in March.

4. **DECLARATIONS OF INTEREST**

None.

5. **MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the meeting on 31st January 2024 were **APPROVED** by J Haughey and **seconded** by M Burke.

6. **MATTERS ARISING**

None

7. **GDPR PRESENTATION**

C Beckley from RGDP LLP, the Association's GDPR consultants gave Committee an overview of GDPR responsibilities in terms of legal requirements, security, security breaches, data subject rights and how WSHA had a plan in place in order to comply with the foregoing. Committee felt assured that the subject was being dealt with satisfactorily.

A Committee member raised the issue of whether our insurers would pay out in the event of a security breach and the Director of Finance and IT stated that he would investigate and report back to Committee.

Committee thanked C Beckley for her presentation and assurance.

8. **VOID MANAGEMENT POLICY**

The CEO gave a report on the new Voids Management Policy on behalf of the Property Services Department and explained the rationale behind how properties can become void and the priorities for the Association when a void occurs. The policy was **APPROVED** by C Ennemoser and **SECONDED**

by **L Mimmagh**

9. **EQUALITY AND DIVERSITY POLICY**

The Director of Corporate Services explained that the Equality and Diversity Policy was due for review. The Association had a long-standing commitment to this topic and it was recommended that the EVH model policy be re-adopted albeit with the inclusion of a requirement to include Equality Impact Statements with each new or renewed policy across the Association going forward. The policy was **APPROVED** by **C Ennemoser** and **SECONDED** by **Maureen Burke**.

10. **OPTIONS APPRAISAL VOID AND REACTIVE REPAIRS**

The CEO presented a report on the options appraisal regarding the procurement of Reactive and Void Repairs Contractors. The CEO explained that the Association wished to use a hybrid system when employing contractors by using a mix of small and larger businesses in order to promote local inclusion. It was the Association's preference to move towards a fixed price per void model and to employ a consultant to oversee the procurement process. Full approval of the successful contractor(s) would be sought from Committee but at the moment the Association was seeking delegated authority for the CEO to appoint consultants to support the procurement (subject to a limit of £10k) and also permission to move forward on a Lots basis. **APPROVED** by **J Haughey** and **seconded** by **C Ennemoser**.

11. **CORPORATE SERVICES REPORT**

An update on HR matters was provided by the Director of Corporate Services and this was **NOTED** by Committee

12. **HOUSING MANAGEMENT MATTERS FOR APPROVAL**

The Director of Housing Services sought permission from Committee to deal with one eviction and two Transfers which fell outwith our normal policies.

CASE 457 (EVICTION) was **APPROVED** by **J Haughey** and **SECONDED** by **J Carmichael**

CASE 458 (TRANSFER) was **APPROVED** by **J Haughey** and **SECONDED** by **C Ennemoser**

CASE 459 (TRANSFER) was **APPROVED** by **J Haughey** and **SECONDED** BY **J Carmichael**

13. **CHIEF EXECUTIVE'S REPORT**

The CEO gave a summary of matters included in his report and also advised that there had been 16 expressions of interest from individuals wishing to join the Management Committee. This which was **NOTED** by Committee.

14. **ANY OTHER BUSINESS**

A confidential HR issue was raised by the CEO with delegated authority being passed to the CEO to bring to a resolution. It was agreed that the outcome would be reported to the Committee in March 2024.

APPROVED by **J Haughey** and **seconded** by **C Ennemoser**.

15. **DATE AND TIME OF NEXT MEETING**

WSHA Committee Meeting: **27th March 2024**.

Audit & Risk Subcommittee Meeting: **20th March 2024**

Staffing, Health & Safety: **20th March 2024**