

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 3rd MAY 2023 at WSHA OFFICES

Present : L Stevenson (Chairperson)
C Ennemoser
L Mimmagh
J Carmichael
R Hunter
D Keaveney

In attendance : J Ward Chief Executive
A Reid Director of Finance
J Gordon Director of Property Services
K Szulc Corporate Services Manager
P Latham Director of Corporate Services
N Adams Corporate Services Officer
L Irving Housing & Communities Manager

1. **APOLOGIES**

J Haughey, S Shone.

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

Welcome to N Adams, Corporate Services Officer. Condolences were passed to [REDACTED] on his Father's passing.

3. **DECLARATIONS OF INTEREST**

C Ennemoser - EVH.

4. **MINUTES OF THE MEETINGS HELD ON 5TH APRIL 2023**

The minutes of the meeting on 5th April 2023 were approved by J Carmichael and seconded by C Ennemoser.

5. **MATTERS ARISING**

[REDACTED] support of Committee.

Committee Xmas Event – meal was scheduled for [REDACTED]
[REDACTED] Committee will be emailed details.

H&S – Social Housing Safety Network – network which looks at tenant safety, they use a standardised KPI scorecard and review policies for members. They currently have 30-40 members and membership details will be circulated to Committee. Most HA's will join.

WCL – first of 2 focus group meetings taken place – good, bad, indifferent feedback from high to no expectations Full report will be provided at end may. 162 replies to survey. Summary to Committee to follow.

WCA – meeting with WCA on how to support [REDACTED]

Easter Event – well attended with three Councillors in attendance.

6. **MANAGEMENT ACCOUNTS**

The Management Accounts to 31/3/23 show the position against target at year-end. Deficit of £1.5m against £2.9m. Significant slippage due to CCG delivery of the KBR programme. Underspend of £1.3m, not far from full variance. Within the £1.8m planned major renewals

expenditure it is anticipated that the KBR and retention on lifts capitalisation will be in the region of £1.4m-£1.5m. The Director of Finance (DF) was comfortable with the capitalisation value. The new depreciation figures for 2022-2023 have still to be confirmed and the deferred HA grant amortisation needs recalculated. The Auditors are in on Friday for walking tests, questions etc. and audit sub-committee meeting is scheduled for 30th May 2023. In relation to no spend in factoring 2021-2022, the DF explained that it had been recharged to common repairs so there was no spend last year and insurances were paid in advance spend. The common repairs figure was £50k. Common repairs needs to be reviewed in terms of coding and recharging. The Management Accounts to 31/3/23 were approved by L Stevenson and seconded by R Hunter. There is £6m in bank and there are no concerns of debtor/creditor position. Treasury Management £1.2m loan balance, £3m in deposit in 32 day account. There was a discussion where other options for higher interest accounts were being reviewed. Both covenants were compliant and both will be checked by RSM Auditors as well.

7. **MEMBERSHIP APPLICATIONS FOR WSHA**

Two applications – [REDACTED] Applications have been completed and £1 paid. If applications were approved, they would attend Committee Meetings as observers until the AGM at which point they would become Committee Members. Committee approved and accepted the two applications.

8. **FUNDING FOR ACQUISITION OF PROPERTIES 2023/24**

At the end of the financial year, GCC NRS fund opens for open market properties. Our bid on application at year-end is provided with a push of emphasis moving from new build. There are 10 properties on the open market and grant funding available for 50% of refurbishment costs. We also have Primrose/Northinch sheltered communal areas which could be viable tenanted properties and we have asked for funding to convert both properties – 100% cost of converting – a wheelchair unit, 1 bed and 2 bed flat. It was explained by the Director of Property Services (DPS) that the funding is limited to tenement stock pre-1919. There was a further discussion around this and the Chief Executive (CE) explained that Maryhill Housing Association had piloted full funding to purchase off market properties and 75% made it a viable option. The hope would be to get full funding; any lower then proposal would go to Committee. Committee approved the funding application

9. **SECTION 5 HOMELESSNESS TARGETS 2023/24**

GCC are asking for 60% with recommendation of setting target of 45% section 5 and 35% transfers. In relation to Ukrainian Refugees, there had been a lot of applications, but SG are not allowing these to be included in Section 5 figures unless they naturally become homeless. Those allocated from the boat they were homed in don't count as Section 5. The CE said that referrals don't come with a lot of info and many refusals are because they are not ready to be housed. 60% is unachievable. Committee approved proposed targets.

10. **REVISED EVH TERMS & CONDITIONS 2023/24**

Annual update from EVH, minor changes highlighted. Mainly cover enhanced shared parental pay and mental health first aider. R Hunter approved the changes and L Stevenson seconded them.

11. **TENANCY MATTERS FOR APPROVAL**

Decree for eviction, we have tried everything. Tenant is not engaging or following their promises. They have chosen not to pay and this led to court action. A Committee Member commented that HM had done everything they could do. A discussion followed that for general non-engagement cases, the Exec Team should have delegated authority to

enforce. The CE said he would look into it. Committee approved the enforcement of the decree.

12. **WSHA POLICIES FOR APPROVAL**

GDPR Consultant has reviewed these policies. CCTV – how we deal with, capture, store and retain images to ensure compliance with the law. Clear Desk/Screen – revision update to include screen locked. Committee approved these updated policies.

13. **AMENDMENT TO FORMER TENANT ARREARS**

Write off decree tenant appeal and recalculated decree. Committee noted content and adjustment. Revision of arrears write-off of £10,502. J Carmichael approved the amendment and R Hunter seconded.

14. **HR & CORPORATE SERVICES UPDATE**

N Adams, Corporate Services Officer commenced employment on 1/5/23. Recently recruited Housing Officer commences employment on 22/5/23.

15. **PLANNED INVESTMENT UPDATE**

Properties in phase 1/2 completed to satisfaction levels. Claim has come in from CCG in relation to rising costs. Cost Consultant is querying as not sure where costs are from. Holding phase 3 until resolved. Ongoing and detailed forensic cost analysis is being carried out and what has caused the cost change. This will be reported back to Committee. The Director of Property Services (DPS) said that there were issues with the contractor in the initial tender regarding their costing, it is an ongoing discussion. The claim is unreasonable and out of kilter, not all inflationary. The CE said that they had already put a 3 & 6% increase on initial costs. £50-£60k would be reasonable, but this claim is way in excess of that. The DF said that there is a liability in the books prior to year-end. The DPS has taken advice on strict tender costs. At arbitration, CCG would not be on strong grounding. Any legal costs etc. would be back charged to CCG.

16. **TENANT H&S REPORT 2022/23**

The DPS introduced year-end update 12 months ago. It looks at H&S compliance and involves a third party assessment of policies. It has been highlighted that one heat detector was missed at initial installation. This has been arranged for Friday and is a ten-minute job, but could be a forced access. EICR's ARC reporting – rules have changed and those not done before five year anniversary to be classed as failure. GWSF have intervened and whilst they have backtracked, they want to know about five year similar to gas safety. WSHA are compliant and are in a good position with a certificate for every property.

17. **ANY OTHER BUSINESS**

The CE thanked all who attended the Business Planning Day. Summary will be provided going forward. Meeting dates are provided in agenda scheduled to end March 2024. From August 2023 meeting, this will be the last Wednesday of every month.

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

WSHA ARC and Accounts Approval: **Wednesday 24th May 2023 @ 7pm**

WSHA Committee Meeting: **Wednesday 7th June 2023 @ 7pm**

WSHA AGM: **TBC (28th June 2023)**

WSHA Committee Meeting: **30th August 2023**

WSHA Committee Meeting: **27th September 2023**

WSHA Committee Meeting: **25th October 2023**

WSHA Committee Meeting: **29th November 2023**

WSHA Committee Meeting: **31st January 2024**

WSHA Committee Meeting: **28th February 2024**

WSHA Committee Meeting **27th March 2024**

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