

MINUTES OF THE **VIRTUAL** MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN HOUSING ASSOCIATION LTD HELD AT 6.30PM ON WEDNESDAY 13th OCTOBER 2021

Present : C Watson (Chairperson)
L Stevenson
J Carmichael
J Haughey

In attendance : I Morrison Chief Executive
K Szulc HR & Support Services Officer (Minutes)
A Reid Financial Services Manager
S Shone Director of Housing Services

1. **APOLOGIES**

C Ennemoser, D Keaveney, R Carrigan, L Mimmagh, J Gordon (WSHA), S Leighton (leave of absence) & R Hunter (leave of absence).

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

R McNeil, Energy Advice Officer, who was employed via The Wise Group has retired and John McConnell has now joined the organisation.

3. **DECLARATIONS OF INTEREST**

None

4. **MINUTES OF THE MEETINGS 1ST SEPTEMBER 2021 AND 22ND SEPTEMBER 2021**

The minutes of the meeting on 1st September 2021 were approved by L Stevenson and seconded by C Watson. The minutes of the meeting on 22nd September 2021 were approved by C Watson and seconded by L Stevenson.

5. **MATTERS ARISING**

The Chief Executive (CE) referred to item 5 of the minutes of 1st September 2021 to remind Committee that the Temporary Director of Corporate Services should be in place by now. Although an appointee had started their induction, they then withdrew from the post for personal reasons. EVH exhausted their list of potential candidates so a commercial recruitment agency has since been approached. Of CVs submitted, three are potentially suitable and the Chief Executive will be exploring this further with reference to the Chairperson of the Staffing Subcommittee. It was noted that one candidate is suggesting taking the role as a secondment to help broaden their own experience. Committee approved this being followed up. The CE said the same process would be followed as before and that he would liaise with the Staffing Sub-Committee.

6. **MINUTES OF THE AUDIT SUB-COMMITTEE MEETING 22ND SEPTEMBER 2021.**

These minutes were noted.

7. **ANNUAL ASSURANCE STATEMENT 2021**

The CE explained that the Scottish Housing Regulator (SHR) required every HA to provide a statement that Committee were satisfied that the HA was meeting all governance requirements and good practice rules and that we conform to the Regulatory Standards. The last review, verified by the external auditor, was two years ago and while it would have been preferred to carry out another exercise, due to Covid regulations, SHR has relaxed

on this. Whilst there are outstanding internal audit items, nothing materially affects the organisation. Committee were asked to note additional wording to address the new equality monitoring standards which will be developed between now and the start of the next financial year. Committee would be required to attend Equal Opportunities Monitoring training with regard to this. There is currently very little guidance on an expected Human Rights statement and, with it being quite vague, wording is incorporated to reflect that the Association will address this when it is developed. On that basis, the statement is same as last year with these two additions and again taking Covid into account. Committee approved the Annual Assurance Statement for 2021 and noted the CE would arrange it's signing, with an unsigned copy on our website for public view.

8. **SECRETARY'S BUSINESS**

The CE apologised for the lateness of this report due to there being a ransom attack on VOIP provider, and this caused IT issues including connectivity and email services. It has been ongoing intermittently since August and many organisations are affected.

The report recorded that the Committee meeting held following the AGM elected C Watson as Chairperson, J Carmichael as Staffing Sub-Committee Chair and C Ennemoser as Audit Sub-Committee Chair. There is also the option of having Vice Chairperson, although the Rules do not specify other roles – only Secretary and Chairperson. The CE asked if anyone wanted to be Vice Chairperson. J Carmichael proposed L Stevenson and J Haughey seconded this proposal. L Stevenson accepted and Committee agreed to her taking the role of Vice Chairperson. The CE also explained that Committee members were also either part of the Staffing Sub-Committee or the Audit Sub-Committee. The suggestion was that J Haughey should join the Audit Sub-Committee and with A Bruce having left the Committee, this keeps five members on each Sub-Committee, with one member of each Sub-Committee being on a leave of absence. New Committee Members normally joined the Audit Sub-Committee initially to gain experience and understand the organisation better. Once more external members are recruited, experiences and skill sets can be considered more closely and members can be moved about as necessary. As so few Members were able to attend this Meeting, it was noted that this could be discussed further if those absent wished to suggest alternative memberships and the CE would advise them of this.

9. **POLICY ON RECHARGEABLE REPAIRS**

The covering situations where repair costs would be recharged to tenants was presented for review with only minor changes. There were no questions and Committee approved the reviewed Policy.

10. **POLICY REVIEW ON RIGHT TO REPAIR**

Right to Repair is a legal entitlement. These repairs generally have a health & safety implication and the tenant is entitled to compensation if they are not carried out within certain timescales. The policy review has no changes and has been in place for a number of years. Committee were happy to approve this policy review.

11. **REVIEW OF CONTRACTORS APPROVED LIST**

This is a list of preferred contractors that the HA would use, showing those currently on list, those removed or proposed for removal and those it was recommended be added. It was noted that for bigger or specialised projects, Committee might be asked for approval for other contractors. The list is used in line with the Procurement Policy, for tenders, quotes etc. Committee agreed the list.

12. **ARREARS AND SPECIAL CASES – CASE 452 UPDATED**

The eviction discussed at the last meeting took place last week; the property had already

been vacated, empty except for a fridge. The eviction took place in the technical sense, but the tenant had already gone away.

13. **ANY OTHER BUSINESS**

The Director of Housing Services (DHS) informed Committee that an offer was ready to be made to a Committee Member's family member (noting that the Member in question was absent from the Meeting, therefore no declaration of interest was required on this occasion). The offer would be made with the normal process, in line with the Policy, but this needs to be shared with Committee. The offer will be noted in the register but anonymised. If anyone ever raised concern about Committee Member's relative being offered a tenancy, then we can show that Committee were made aware and that it was done in accordance with Policy. The CE said that they would be offered generally if they met the criteria, and objecting to it would be contrary to Policy but it has to be recorded the correct way.

The Financial Services Manager (FSM) said that some staff members took part in the Kiltwalk and raised funds for Cash for Kids of around £2253. The Committee agreed to top the amount raised up to £2,500. Although not running last year, due to Covid, it was noted that this was a charity which benefitted many families within the Association's stock. Committee agreed to this and thanked the staff members who took part. As at 21/10/21, amount raised is £3,064 (before Committee's donation).

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

The next meeting was scheduled for 6.30pm on Wednesday 3rd November 2021.