

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 24<sup>th</sup> APRIL 2024 at WSHA OFFICES

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Present: L Stevenson (Chairperson)  
C Ennemoser  
D Keaveney  
M Burke  
L Reid McConnell  
J Haughey  
R Hunter  
L Mimmagh  
G Johnstone  
J Carmichael

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  
R Clegg Interim Director of Property Services

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3. **APOLOGIES**

There were no apologies

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

The Chairperson welcomed [REDACTED] [REDACTED] as observers to the meeting and prospective Committee members. Congratulations were passed to [REDACTED] on his forthcoming milestone birthday whilst Committee sent their condolences to [REDACTED] [REDACTED]

5. **DECLARATIONS OF INTEREST**

None.

6. **MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the meeting on 27<sup>th</sup> March 2024 were approved by Committee.

7. **MATTERS ARISING**

There were no matters arising.

8. **LOCAL LETTINGS PLAN RESPONSE**

The Director of Housing & Community Services detailed a letter that had been received from Glasgow City Council requesting that WSHA agree to awarding 67% Section 5 referrals. Whilst expressing that WSHA are keen to assist with bringing down levels of homelessness we do not wish to over-commit and under deliver. Committee approved the Director's recommendation to provide 45% of its homes to Section 5 referrals, 35% to general needs and 20% to transfer cases.

## 9. POLICIES FOR APPROVAL

### 9.1 HOUSING MANAGEMENT POLICY

A draft version of this policy was previously presented to Committee at its February meeting. This has now been out for wider consultation. The policy explains how WSHA staff will deal with the following areas:- Abandonments, Assignations, Business Use, Mutual Exchange, Parking, Sublets and lodgers, Succession. Committee approved the final version of the policy.

### 9.2 FLEXIBLE WORKING POLICY

The Director of Corporate Services explained that the policy was being presented largely unchanged from the previous version, albeit amended to reflect the Flexible Working (Amendment) Regulations 2023 which gives staff the right to request flexible working from day one of their employment. Committee approved the policy.

### 9.3 RISK MANAGEMENT STRATEGY POLICY

This policy outlines the Association's approach to identifying and managing risk to support the achievement of corporate business objectives, to protect staff and business assets and to ensure financial sustainability. The policy has been updated to reflect the move from storing the Association's Risk Register on an Excel document to Decision Time, the secure online software. Committee approved the policy.

## 10. CEO UPDATE REPORT

The Chief Executive gave a summary of the papers that he had issued to Committee.

10.3 He was pleased to advise that WSHA's Regulatory Status for 2024-25 is Compliant and attached a copy of the SHR Engagement Plan for that period.

10.4 The CEO advised that WSHA has been selected as one of 13 RSL's that will undergo a SHR Annual Assurance Assessment Visit which is scheduled for 29<sup>th</sup> May 2024. This is designed to assist the Regulator understand how landlords have assured themselves about compliance with regulatory requirements before submitting the Annual Assurance Statement.

10.5 The CEO informed Committee that work was underway in preparing information for the Annual Return on the Charter (ARC which will require to be approved and submitted on or before 31 May 2024.

10.8 A community consultation survey on the operation of the café within the Whiteinch Centre has been issued on 16.4.24 and will be open for responses until 30.4.24.

10.9 An increase of 6% on all salary points will be applied to salaries effective from 1 April 2024. With regards the EVH ballot:-

- 92% of full members voted in the ballot
- Of those that voted 93% voted on favour of the deal
- 7% voted against the deal.

10.10 An update to the SFHA Assurance Toolkit is now available.

The Chief Executive's Report was noted by Committee

11. **CORPORATE SERVICES REPORT**

The Director of Corporate Services provided an HR update and also advised of a nil return for FOI and EIR quarterly statistics. The DCS also advised of a low level data breach on 5<sup>th</sup> April 2024. Nobody was identifiable by the breach and it was deemed unnecessary to report it to the ICO Committee noted the report.

12. **AOCB**

The Director of Finance and IT had previously issued the Annual Audit Plan by RSM, which had been approved by the Audit and Risk Sub-Committee earlier in the day. Committee confirmed that they too approved the Plan.

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

WSHA Committee Meeting: **28<sup>th</sup> February 2024**

WSHA Committee Meeting: **27<sup>th</sup> March 2024.**

Audit & Risk Subcommittee Meeting: **20<sup>th</sup> March 2024**

Staffing, Health & Safety: **20<sup>th</sup> March 2024**