

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN  
HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 29<sup>th</sup> NOVEMBER 2023 at WSHA OFFICES

---

Present: L Stevenson (Chairperson)  
C Ennemoser  
D Keaveney  
G Johnston  
M Burke  
L Mimmagh  
L McConnell Reid

In Attendance: J Ward Chief Executive  
A Reid Director of Finance & ICT  
P Latham Director of Corporate Services  
K Szulc Corporate Services Manager  
L Irving Housing & Community Services Manager

---

2. **APOLOGIES**

Apologies were received in advance from J Haughey, R Hunter, J Gordon & S Shone. J Carmichael is on leave of absence till February 2024.

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

Congratulations were passed to [REDACTED] and to [REDACTED]  
[REDACTED] Condolences were passed to [REDACTED]

4. **DECLARATIONS OF INTEREST**

None.

5. **MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the meeting on 25<sup>th</sup> October 2023 were **APPROVED** by **G Johnston** and seconded by **L Mimmagh**.

6. **MATTERS ARISING**

None

7. **CEO REPORT**

Share Membership/Learning Portal – A short video was shown of Share's new learning & development portal which can provide training for the Housing Sector. It comes with a change to the membership structure and benefits appear to be value for money. It provides access to courses and the use of the system would support Corporate Services in creating pathways for inductions, learning and staff development. There are short sessions, 15 mins bite size and it would allow staff/committee to build knowledge and confidence and would provide staff with CPD learning recognition. We can create our own sessions through the portal and it tracks progress, allowing us to monitor training. Training on the portal would take place early February.

SHR – not great deal changing.

WCA – all completed just waiting for the transfer of building. If the acceptance is approved, we will

take control of building. Committee **approved** the transfer of building.

Burgh Halls – The Chief Executive (CE) has access to building on 5/12/23 but has been advised it is not possible to retain the building, therefore would be on the basis of looking to redevelop for flats and it may not be possible to keep the façade of the building either. The site may need to be cleared completely. There is potential for 30 units for rent and more information should be available Jan/Feb 2024.

Janitor's House, St. Paul's – was put on the market, but we were not informed, however we have now expressed interest. Had meeting with GCC last week as they should have come to us first but there was some miscommunication with property company. There are 2 other notes of interest, and the closing date is end of Jan 2024. They have been asked to remove the property from the market. It would be a fully funded purchase and are keen to buy. One option would be to keep the property as is with 50% funded refurbishment costs. The other option would be to redevelop the property to either 2 semi-detached properties or a 4 in a block. A discussion is ongoing about the path to the school.

Northinch Court feasibility study – 17+ units – is almost finished. The sheltered accommodated could be removed and 3 blocks of flats built in their place with additional sheltered type accommodation for those already there. Plans will be available at the January meeting.

Christmas Event – Saturday 2<sup>nd</sup> December 2023 – in the centre for 12pm – 3pm. All welcome.

Whiteinch Centre – information night took place for a Community Advisory Panel to see what the community want the centre to be. 12 attended.

Community Projects Fund – An Advisory Group is being created, their main tasks being how do they want the funding spent each year. Decision event is on 16/3/24. The stands at the event will be Young Persons and Community Services. The money has already been approved by Committee.

Pantry – opening 2<sup>nd</sup> week in February as WSPM will be moving into the main building. As there will be a change of use, planning permission is underway. The pantry will have a membership scheme to deter people from out with the area. £2.50 per shop, to keep local buyers.

Director of Property Services – [REDACTED]

Christmas Lunch – £30/head as contribution to meal was **APPROVED** by **L Stevenson** and **L Mimmagh**.

## 8. **MANAGEMENT INFORMATION SYSTEM**

The contract discussion is almost complete with 95% of amendments accepted. At the January 2024 meeting the full cost of software and hardware upgrades will be provided. A lot of work has been put into the selection and research of the package by all departments. In general, other HA's using the software are happy with it, but it's how it's used that's important. There will be a structured integration, and overall, the opinion is good. We have had reassurance from other HA's from a finance perspective. WSHA/WSPM have visited a few other HA's who use to get feedback. Delegated authority for the CE to sign the DSL/Homemaster contract agreement was **APPROVED** by **G Johnston** and **seconded** by **L McConnell Reid**.

## 9. **RENT CONSULATION**

There has not been a great return. There is awareness of the current climate and those who responded have been referred to appropriate services such as welfare rights. There has been a £100 prize draw to encourage increased return rate. Text messages have been sent and a consultation corner has been set up in the reception area with very little uptake. The recommended increase is 5.5%. If our inhouse welfare rights can't support, tenants are directed to money matters or the citizens advice bureau. Welfare rights are taking a holistic approach, but overall, even just things like housing benefit helps. The income generated to tenants is good. A Committee Member suggested that scotgov.org has some good info for all benefits. There are a number of campaigns to contact those who we think need support in terms of age etc and they are offering surgeries, phone and face to face appointments. The proposed 5.5% increase is based on the need to operate the business with its current services. The Director of Finance & IT (DF) said that this is based on the business plan which considers CPI/RPI. There were 2 years of rent freeze with sufficient reserves, and this was on the premise that increases might be higher going forward. A Committee Member said that 5.5% was on the lower end of the spectrum and the CE said he would ensure that this information was shared with tenants. Data was shared via GWSF and SFHA and our decision was based on facts. It is a high increase, but in relation to the marketplace it is on the lower end. The proposed rent increase of 5.5% for 2024/25 was **APPROVED** by **C Ennemoser** and **seconded** by **G Johnston**.

10. **CORPORATE SERVICES UPDATE**

Committee noted report.

11. **POLICIES FOR APPROVAL**

The Corporate Services Manager (CSM) referred to the Attendance & Absence Management Policy and confirmed that the incentive for good attendance of 1 extra day's annual leave for a qualifying year was based on a staff member either having 1 absence of less than a week, or if the absence is more than 1 week, 95% attendance and would be merited on April – March each year. There was a discussion about the positive benefits of good attendance and how staff who experience higher absences would be supported. The Attendance & Absence Management policy was **APPROVED** by **D Keaveney** and **seconded** by **M Burke**. The Disciplinary Policy was **APPROVED** by **C Ennemoser** and **seconded** by **L Mimmagh**.

12. **WHITEINCH CENTRE – DRAFT BUSINESS PLAN**

2 versions of plan – one that contains financial information, the other showing content and impact etc. 600 people have passed through the centre using the vaccination centre which has been extended to April 2024. Interviews for café operator take place 11/12/23.

13. **GCC SHIP 2024-2029**

Noted by Committee.

14. **SHR'S FORMAL CONSULTATION ON IT'S REGULATORY FRAMEWORK**

Noted by Committee.

15. **ANY OTHER BUSINESS**

Audit Sub-Committee – 6<sup>th</sup> December 2023.

Committee Xmas Dinner – date to be agreed.

Bus stop at Janitor's house is very slippery in the ice and L McConnell Reid will raise it with the Council too.

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

WSHA Committee Meeting: **31<sup>st</sup> January 2024**

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

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