

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 5th APRIL 2023 at WSHA OFFICES

Present : L Stevenson (Chairperson)
C Ennemoser
J Haughey
L Mimmagh

In attendance : J Ward Chief Executive
A Reid Director of Finance
J Gordon Director of Property Services
K Szulc Corporate Services Manager
Maureen Observer

1. **APOLOGIES**

J Carmichael, R Hunter, D Keaveney, P Latham, S Shone.

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

None.

3. **DECLARATIONS OF INTEREST**

None.

4. **MINUTES OF THE MEETINGS HELD ON 1st and 22nd MARCH 2023**

The minutes of the meeting on 1st March 2023 were approved by J Haughey and seconded by C Ennemoser. The minutes of the meeting held on 22nd March 2023 were approved by J Haughey and seconded by L Stevenson.

5. **MATTERS ARISING**

Insurance Update – Properties are now insured. Gallacher's carried out a re-assessment on our behalf. Property insurance with IPT went from £391k to £326k by increasing excess to £1k. The Repairs Team went through checks for the owners' part of the policy. Owners will make separate claims, the excess will remain the same, but premium will be split differently. Gallagher's are looking at owners and ours to give fair representation. Thanks were passed to the Director of Finance (DF) and other staff involved to get to this point, as there was a lot of work involved. Excesses have been reviewed and costs will be monitored going forward. A high percentage of claims are due to reinstatement, which WSES can do at a reduced cost to reduce claims.

6. **CHIEF EXECUTIVE OFFICER REPORT**

Net Zero – forthcoming and will be forwarded to Committee in Summer, looking at how the Association gathers info on each property. Action plan will be implemented to meet Committee's expectations.

Business Planning Day – 26th April 2023 – format will be agreed w/c 17th April 2023. 9.45am for 10am start, finishing around 3.30/4pm. Lunch & refreshments will be provided and staff/committee will be mixed. Itinerary will cover Business Plan (aims & objectives), mission statement, team building, community investment, tenancy support fund. Committee approved this.

Committee Recruitment – ongoing, ideally looking for 5-6 new members to give more flexibility.

WCL – consultation ends at the Easter Event and report should be available end April giving an indication of what the community and users want. There is also a consultation with users re room rental rates. WSPM will be relocated to one of the offices and their office will be used as a community shop/pantry. Proposal and plan to follow. New coffee machines – selling price £1 per drink, cost price £0.40 per drink. No plans yet for café area other than a meeting/social space currently.

Committee Meeting Schedule – first Wednesday of month not working proposal will be looked at to change to the last Wednesday of the month, Committee agreed with new schedule to follow.

Community Council – The Chief Executive (CE) attended meeting on 28th March 2023. Good meeting.

Scottish Housing Regulator – we have been contacted about a significant performance failure by SHR who were contacted by a tenant and they requested a lot of information, in relation to the individual heat metering. In investigating further, the tenancies involved have a good new rate and WSHA have done what we could to minimise the impact to tenants, tying them into the new rate for 18 months. The tenant has suggested that they received no communication in relation to the individual heat metering. The SHR has reviewed our response and as no complaint has come directly to WSHA, they have withdrawn the significant performance failure and provided the tenant with our complaints procedure. WSHA will however make contact with the tenant. Sensors are fitted to monitor and support tenants and the information that we have demonstrates that we have acted in their interest. Thanks were passed to the DF and the Director of Property Services (DPS) for the work they have done to demonstrate that we have acted correctly.

7. **HR & CORPORATE SERVICES UPDATE**

[REDACTED]

8. **SHR ENGAGEMENT PLAN 2023-24**

Committee were happy with this and the Chief Executive (CE) thanked everyone involved including Committee.

9. **RESPONSIVE REPAIRS & CYCLICAL MAINTENANCE CONTRACTS**

These contracts are ending and we are tendering for renewal. Costs are high and it is difficult to get people. The existing contracts are being extended for a further twelve months on the same basis. This twelve-month extension would allow time to allow inflation and the sector to settle. It costs £5k-£10k to go through the tendering process with consultants. Committee approved the costs contained in the budget and the CE commented that it was a prudent approach to see if the market stabilises to get value for money in twelve months. A discussion followed and Committee approved the extension of the contracts for twelve months.

10. **SHR UPDATED TECHNICAL GUIDANCE AND FAQs – ANNUAL RETURN**

This is information for Committee to note. The links for the updated info on ARC & FAQ's will be emailed to Committee.

11. **NO ITEMS TO BE COVERED**

12. **ANY OTHER BUSINESS**

H&S SFHA Committee Members – H&S Policy Document – staff training – staff should be given general awareness training. More work to be done through redesign and lone working etc. Law at Work/Worknest – coming to end of contract, looking at what's available. We have started a Damp & Mould formal register to identify areas where it is sporadic/lifestyle/property related. It is however always inspected and specialist damp advice taken. New policy and procedures will be developed with a new way of recording H&S from tenant's perspective. SHR will introduce at some point. In response to a Committee Member's question, the CE said that there had not been an increase in ASB cases, but the length of time it takes to resolve the issues is long. It was also confirmed that near miss catastrophes would be reported to Committee. There was a discussion about ownership of the defibrillator. The Director of Corporate Services should contact Committee Members by email to schedule late Xmas Night.

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

The WSHA Planning Day is scheduled for Wednesday 26th April at 10am.
The next meeting of the Committee will take place on Wednesday 3rd May 2023 at 7pm.