

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 28th AUGUST 2024 at WSHA OFFICES

Present:

- L Stevenson (Chairperson)
- J Haughey
- C Ennemoser
- D Keaveney
- M Burke
- L Mimmagh
- L Reid McConnell
- E McShane
- E Howat
- G Johnstone
- R Brown
- E Dorrian
- S Conlin

In Attendance:

J Ward	Chief Executive Officer
A Reid	Director of Finance & ICT
S Shone	Director of Housing & Community Services
R Clegg	Interim Director of Property Services
P Latham	Director of Corporate Services
K Szulc	Corporate Services Manager
N Adams	Corporate Services Officer

1. WELCOME

The Chairperson welcomed everyone to the first meeting following the summer recess.

2. CHAIRPERSON’S REMARKS, APOLOGIES & DECLARATIONS OF INTEREST

2.0 The Chairperson shared news with the Committee that Claudia Ennemoser will be stepping down from the Committee, with tonight’s meeting as her last.

The Chairperson thanked Claudia for her service over the years and passed on best wishes on behalf of the Committee.

2.1 Apologies were received from J Simon.

2.2 There were no declarations of interest.

3. MINUTES OF THE PREVIOUS MEETINGS & MATTERS ARISING

3.1 The minutes of the meeting on 5th June 2024 were **APPROVED** by the Committee.
There were no matters arising.

3.2 The minutes of the meeting on 26th June 2024 were **APPROVED** by the Committee.
There were no matters arising.

3.3 The minutes of the AGM on 26th June 2024 were noted.

3.4 The minutes of the meeting on 16th July 2024 were **APPROVED** by Committee.
There were no matters arising.

3.5 There were no matters arising.

4. WSHA MANAGEMENT ACCOUNTS (Q1 - 2024-25)

The Director of Finance and ICT noted report 4.0 - Management Accounts for the period ended 30/06/2024 – contains narrative on any variances.

The main points highlighted include:

- For the quarter ended 30th June 2024, there was a £834k deficit compared to a forecasted deficit of £1.72m.
- Elements will be capitalised at the end of the year and will move to the balance sheet at this point.
- The full expenditure as incurred is shown in the report.
- The underspend in planned major renewals is due to timing – the invoices for Q1 were received after the ledger was closed. The significant underspend will even out as the year goes on.

Committee asked if the overhead for office maintenance is in relation to the office refurbishment. This was confirmed, noting some elements are ongoing with some security elements not previously envisaged. Extra measures have been put in place to restrict access around the building.

Committee **APPROVED** the Management Accounts for Q1 2024-25.

4.1 COVENANT COMPLIANCE

The Director of Finance and ICT highlighted that as at 30th June 2024, WSHA are compliant with the Clydesdale Bank's covenant, as shown through the colour coding within the report.

Committee **NOTED** WSHA's covenant compliance.

4.2 TREASURY MANAGEMENT, LOAN & INVESTMENT

The Director of Finance and ICT confirmed the current outstanding loan value with Virgin Money and noted where current deposits are held. It was noted the 6-month deposit crystallised on 12th July, with £3m received. This has been invested in the Hobbs account and is generating daily interest. Committee noted the current position as advised by the Director of Finance & ICT - awaiting the announcement of new products from Bank of Scotland before determining further investments.

Committee **NOTED** WSHA's Treasury Management, Loan and Investment position.

4.3 FINANCIAL APPROVAL LIMITS: HOMEMASTER

It was noted the new Homemaster system has a different set up from Capita and financial approval limits require to be set and incorporated into the system at configuration stage. This

requires a review of staff financial approval limits and Committee were asked to approve delegation authority to the Executive Team to set these limits. It was confirmed a matrix will be developed as to how WSHA intend to take this forward and relevant policies and financial regulations will be updated. Committee asked if approval limits will be based on seniority, and it was confirmed it depends on the type of approval; configuration is still taking place. It was noted that any significant change to approval limits will be at the lower end of any values.

Committee confirmed **APPROVAL** of delegated authority to advance with setting Homemaster financial approval limits.

4.4 SHAPS FINANCIAL ASSESSMENT 2024

It was noted WSHA remains low risk to The Pension Trust based on the assessment that had been completed.

Committee **NOTED** the SHAPS Financial Assessment for 2024.

5. DEVELOPMENT UPDATE: WHITEINCH BURGH HALLS

5.1 WHITEINCH BURGH HALLS FEASIBILITY STUDY

The CEO advised the Committee of the ongoing feasibility study of Whiteinch Burgh Halls, noting the building has been empty for 25 years and is derelict beyond disrepair.

The commencement of the feasibility study (2023) was delayed due to lack of access to the building, but has now been completed and a report received in June 2024 with 4 options outlined:

- Retain the building
- Retain the 2 façades of the building
- Retain 1 façade of the building
- Complete demolition & new build

Key points were noted including:

- £1m investment needed to bring the roof up to standard.
- Dangerous sandstone removed but left outside rendering it unsalvageable for reuse.
- Appointment of Heritage Consultant needed to complete the process.
- Heritage Consultant deemed building beyond saving.
- Costs for each option range from £275k per unit for a development of up to 26 units (family accommodation) to upwards of £400k per unit for retention/rebuild encompassing 12-13 smaller units (2-3 persons).
- There is no Scottish Government funding available for this year or next, and it is uncertain as to the funding position beyond.

The CEO noted WSHA would not be looking to develop the site at present and discussion ensued over next steps.

Committee noted community interest in the façade of the building and reputational risks associated with acquiring the site and demolishing it, alongside absorbing the risks of health and safety and security costs, in addition to the lack of funding available.

Committee confirmed **APPROVAL** of the recommendation to **NOT PROGRESS** in the development

of the Whiteinch Burgh Halls beyond feasibility study stage; it is not viable due to the economic environment.

Committee confirmed their decision to **NOT PROGRESS** discussions as to acquiring the site and navigating conditions of purchase / use for future.

Committee confirmed their approval for the CEO to **PROGRESS** conversations with Glasgow City Council in relation to acquiring the ground floor unit of the site next door.

6. **WSHA DRAFT BUSINESS PLAN (2024-29)**

The CEO noted the draft business plan provides an overview and outline of WSHA's six key priorities and deliverables over the next five years. The strategic priorities are linked to strategic and operational delivery plans and social value reporting.

It was highlighted that there has been a move beyond organisational mission, vision and values to statements on WSHA's social purpose, way and impact which link back to why WSHA exists: WSHA is an organisation for social good, that provides homes and creates good communities.

It was noted strategic options are included as part of an annual review of the business plan. This removes the need for a strategic options appraisal as it is incorporated into the business planning process.

Social entrepreneurship is embedded into the business plan as a key element, and social value will become part of the annual reporting.

The business plan will be shared with the community council and staff to gain feedback before being finalised. It is hoped the business plan will be brought back to Committee in November for final approval before being launched in January 2025.

Committee noted the business plan is visually appealing. It was discussed as to whether there is an engagement strategy for the consultation process. It was confirmed the CEO will action this.

Committee discussed accessibility of the business plan and offered some suggestions such as having a plain text version, including a glossary, checking sentence length and use of plain English. This will be considered as part of the consultation and feedback process before the document is finalised.

Committee **APPROVED** moving to consultation stage with the business plan.

7. **WHITEINCH CENTRE LIMITED**

The CEO updated the Committee with regards to the Whiteinch Centre Limited, noting:

- The Whiteinch Centre Limited's financial accounts have been completed and submitted to OSCR.
- The Directors have confirmed their intention to resign.
- There will be a name change from The Whiteinch Centre Limited to The Whiteinch Centre (TWC).
- The Memo & Articles are being reviewed by TC Young due to the referencing of WCA (which is no longer in existence). The Memo & Articles will be brought back to Committee to formally approve once the update is complete.

- A new TWC Business Plan has been created.

It was highlighted that a governance review of all WSHA's subsidiaries will take place in September to consider whether to keep 3 or return to 2; keeping TWC and looking at the option of WSES & WSPM becoming one entity. The governance review provides reassurance to the Regulator that due diligence is being carried out and answers questions about how we move forward.

Committee **CONFIRMED** acceptance of the resignation of the two Directors and **CONFIRMED** appointment of new Directors.

Committee **APPROVED** the process as outlined in Report 7.0, including proceeding with notifying and updating information on Companies House, SHR, and accepting transfer of the building.

7.1 WHITEINCH CENTRE LIMITED FINANCIAL ACCOUNTS 2023-24

Committee **NOTED** the Whiteinch Centre Limited Financial Accounts 2023-24.

7.2 WHITEINCH CENTRE LIMITED: MANAGEMENT ACCOUNTS (01.04.24 - 30.06.24)

Committee **NOTED** the Whiteinch Centre Limited: Management Accounts (01.04.24 - 30.06.24).

7.3 THE WHITEINCH CENTRE BUSINESS PLAN 2024-27

Committee **NOTED** The Whiteinch Centre Business Plan 2024-27.

8. SCOTTISH HOUSING REGULATOR

8.1 SHR FEEDBACK - ANNUAL ASSURANCE VISIT TO WSHA (MAY 2024)

The CEO gave an overview of the feedback received from SHR following their Annual Assurance Visit in May, which highlighted positive practice in place at WSHA. Areas identified for review such as policies for tenant and resident safety have been reviewed by Social Housing Network Safety Scotland. Feedback received in relation to the presentation of the financial reports was rebutted citing the Management Committee are happy with the status quo for financial reporting and do not require re-profiling anytime there is an underspend in the Management Accounts.

8.2 SHR THEMATIC REPORT (AAA VISITS 2024)

Committee **NOTED** the SHR Thematic Report (AAA Visits 2024).

9. CORPORATE SERVICES UPDATE (RECRUITMENT, RETIREMENT AND LEARNING DEVELOPMENT)

The Director of Corporate Services gave a summary of Report 9.0, noting staff news (new starts and leavers) and a nil return for the quarterly statistics. It was noted there are several policies presented for approval due to delays stemming from Covid. It was noted a full policy review paper will be reported to Management Committee in September.

9.1 WSHA SHARE REGISTER

It was noted there is an annual review of the share register following the AGM, and Committee approval was sought for the cancellation of shares in line with the Rules.

Committee **APPROVED** the cancellation of nine shares.

9.2 COMMITTEE MEMBERS ASSESSMENT POLICY

Committee **APPROVED** the Committee Members Assessment Policy.

9.3 GENERAL AND COMMITTEE MEMBERSHIP POLICY

Committee **APPROVED** the General and Committee Membership Policy.

9.4 ROLE DESCRIPTION FOR COMMITTEE MEMBERS 2024

Committee **APPROVED** the Role Description for Committee Members 2024.

9.5 RECRUITMENT POLICY

Committee **APPROVED** the Recruitment Policy.

9.6 LONE WORKING POLICY

Committee **APPROVED** the Lone Working Policy.

9.7 WHISTLEBLOWING POLICY

Committee **APPROVED** the Whistleblowing Policy.

9.8 STAFF TERMS AND CONDITIONS

Committee **APPROVED** the updates to the Staff EVH Terms and Conditions.

10. AOCB

10.1 LIFE INSURANCE COVER

It was noted that life insurance is currently provided as part of the pension scheme at 4 times an employee's annual salary. Revised premiums were received as part of the renewal process and it is proposed that cover is extended for each member of staff to provide cover of 5 times an employee's annual salary. It was stated benefits of increasing the cover include increased attraction in recruitment and retention and positive impacts on staff affected by the cost of living, plus encouraging staff to not opt-out of the pension scheme.

It was highlighted the difference in cost is an additional £2,600 for the whole WSHA staff team (WSHA). It was noted the Premium for WSES / WSPM staff will go to their respective Boards for consideration.

Committee **APPROVED** the proposal to increase cover for WSHA staff members to 5 times the staff member's annual salary.

10.2 WSHA MEETING CALENDAR 2024-25

Committee **NOTED** the WSHA Meeting Calendar for the year.

10.3 SUBSIDIARY BOARD DIRECTORS

Committee were asked to consider the appointment of staff to the subsidiary Boards, resulting in current Committee members on a subsidiary Board standing down, and staff being appointed. It was confirmed the Memo and Articles allow for the principal shareholder to appoint who is on the Board and that this need not be a Committee Member. It was noted this is intended as a development opportunity for staff, with reports being presented to Management Committee.

Committee **CONFIRMED** their **APPROVAL** of this approach.

10.4 AUDIT & RISK SUB-COMMITTEE VACANCY

It was noted there is a vacancy on the Audit & Risk Sub-Committee due to Claudia Ennemoser standing down.

10.5 The CEO presented Claudia Ennemoser with flowers as a thank you for all her hard work and for being an outstanding member of the Committee.

11. DATE AND TIME OF NEXT MEETING

WSHA Committee Meeting: **25th September 2024 @ 7pm**