

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN
HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 25th OCTOBER 2023 at WSHA OFFICES

Present: L Stevenson (Chairperson)
C Ennemoser
D Keaveney
G Johnston
M Burke
J Haughey
L Mimmagh
R Hunter

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

2. **APOLOGIES**

Apologies were received in advance from J Gordon & L McConnell Reid. J Carmichael is on leave of absence till February 2024.

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

Congratulations were passed for recent milestone birthdays [REDACTED]. [REDACTED] returned from maternity leave.

4. **DECLARATIONS OF INTEREST**

None.

5. **MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the meeting on 27th September 2023 were **APPROVED** by **C Ennemoser** and seconded by **M Burke**.

6. **MATTERS ARISING**

None

7. **ASSURANCE STATEMENT**

The Chief Executive (CE) referred to the SFHA toolkit matrix 100+ pages covering policies, procedures, finance, compliance, and governance.

The Annual Assurance Statement must provide re-assurance to the Committee that WSHA are complying with all statutory and regulatory requirements. WSHA have use the SFHA Assurance toolkit as the framework for our assurance process, the matrix is populated with WSHA's supporting evidence and has been reviewed by senior staff and externally validated by our auditor, Quinns and detailed feedback has been provided in the form of an audit document.

There are no areas of any significance or non-compliance that have been highlighted by the auditor in the document, all recommendations relate to housekeeping and will be incorporated into a workplan that will be reported onto Committee and completed by March 2024. This workplan will

also be monitored by the audit sub- committee and will become standing item at Exec Team meetings.

SHR consultation on regulatory framework runs until 15/12/23, no significant changes expected. Draft will be provided to Committee before then. **Committee APPROVED draft assurance statement.**

8. **MANAGEMENT ACCOUNTS JULY – SEPTEMBER 2023**

The Director of Finance & IT (DF) referred to the Balance Sheet, Income & Expenditure, and narrative variances. It was noted that Balance Sheet was dated 31/7/23 in error.

- Staff cost savings - it was noted that there was some recruitment still to be carried out, but generally a monetary value is included to cover maternity/sick leave etc – current positive variance, which could change.
- It was noted that recruitment is difficult, two recruitment campaigns have been unsuccessful recently.
- Pest Control within reactive repair costs have been broken down from aggregate reactive repairs cost and listed separately and will be more comparable in future.
- £3m will be moved to other account once interest rate stabilise in line with bank advice.
- Planned Maintenance & Reactive Repair costs should be the same by year end.
- Reduction in Void Expenditure correlated back to reduction in loss of rental income and is dependent on state of void, therefore difficult to predict.
- Major works – projecting £1m on KBR against budget of £2m.

Management Accounts Jul – Sep were **APPROVED** by **J Haughey** and **seconded** by **L Stevenson**. £1.2m loan balance and covenant compliant.

The Loan Balance and Covenant Compliance were **APPROVED** by **J Haughey** and **seconded** by **C Ennemoser**.

9. **PLANNED INVESTMENT**

The contract had not started as there had been some contractual issues in the form of a claim for £310k, which had been accrued into last year's accounts and reported as a deficit.

CCG couldn't substantiate the claim which has been ongoing for 7/8 months and this matter has now been drawn to a conclusion and the accrual will be reversed by Finance in due course.

Several invoices in relation to phases 1 and 2 have now been submitted for works completed but not previously invoiced and these phases and valuations have now been closed off.

Property Services confirmed the start of the next phase of the contract will be October 2023. Phase 3 prestart meeting has taken place, along with surveys and demo of kitchens (JTC).

The Director of Property Services has reprofiled cost of £550k extra over the remaining three phases, mostly due to market factors.

It will be difficult to fulfil our budgeted spend on investment this financial year due to the late start of Phase 3. £500k spend is expected to be realised on this contract before the year end on 31.03.24. Any works not completed will be incorporated into the programme for 2024/25 with any underspend rolled over to next year.

Costs are within original budget of £10.25m.

It was noted that the Stock Condition survey has been brought forward and a draft of the survey will be available in December and reported back to Committee in January 2024.

Although costs are within original budget of £10.25m approved previously by the Committee when awarded, it has been brought back for further approval due to the change in costs attached to the remaining phases.

Committee approved £5,571,616 cost for delivery of the remaining phase of this planned investment contract.

10. **HYBRID WORKING**

Hybrid Working Model has been in place in current form since Jan 2023, proving popular as seen from survey results.

It is a benefit for future recruitment campaigns with no impact on service delivery. The main proposed changes for next calendar year surround exceptions for staff.

Policy will be developed to compliment the model, as opposed to being incorporated into terms & conditions. Staff cannot build up toil/flexi whilst working from home. The environmental impact will be measured eventually.

The Hybrid Working Model continuation was **APPROVED** by **J Haughey** and **seconded** by **R Hunter**.

11. **POLICIES FOR APPROVAL**

WSHA's external consultant produced these policies, our responsibilities detailed. The Environmental Information Regulations (EIR) Policy and the Freedom of Information Policy were **APPROVED** by **J Haughey** and **seconded** by **R Hunter**.

12. **CORPORATE SERVICES UPDATE**

Changed to Corporate Services Update. One Freedom of Information request, responded to on time and these will be advised quarterly going forward. Committee noted the report.

13. **TENANT HEALTH & SAFETY UPDATE**

The CE provided main areas of compliance updates. On track with energy. 16 cases of damp & mould, 13 visited, 3 outstanding and register up to date, proactively contacting those affected. Issues highlighted through tenant satisfaction survey being followed up.

SFHA has funded £30k to be issued as cash payment to eligible tenants – eligibility - working, single household with no access other benefits, with £10k being ringfenced for issue by Welfare Rights to eligible tenants of £100 each. Anything left would be issued by Welfare Rights for energy debt.

14. **RENT CONSULTATION UPDATE**

Rent consultation has been brought forward to gain more feedback. Low response to date. Feedback isn't always positive, but we need more engagement on the subject. We are being honest, we can't freeze rents, some other RSL's are looking at 7% increase. We have been able to keep the rise below CPI for the last 4 years. The message to tenants is affordable and maintaining

delivery. We are trying to support those who will be impacted the most, a lot of tenants do get benefits. A reason for the early consultation was due to feedback last year which said there was not enough notice to budget for the increase. It was noted that two rent freezes have had an impact on future rent levels. The prediction next year is 6.3% CPI [REDACTED], higher than proposed rent increase levels.

15. **ANY OTHER BUSINESS**

SHR Consultation – link to be sent to Committee

SFHA Funding/Community Pantry £10k

Community Consultation indicated community wanted Café in Centre, incentives to make the idea as attractive as possible to those interested include 12 months rent free, facility fee for years 2 & 3, placement activities for local people.

Committee approved G Johnston joining Audit Sub Committee & M Burke joining Staffing Sub Committee.

[REDACTED]

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

WSHA Committee Meeting: **29th November 2023**

WSHA Committee Meeting: **31st January 2024**

WSHA Committee Meeting: **28th February 2024**

WSHA Committee Meeting: **27th March 2024.**