

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN  
HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 26<sup>th</sup> MARCH 2025 at WSHA OFFICES

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Present: L Stevenson (Chairperson)

D Keaveney

J Haughey

S Conlin

E Dorrian

M Burke

J Simon

R Brown

G Johnston

In Attendance:

J Ward	Chief Executive Officer
A Reid	Director of Finance & ICT
K Szulc	Corporate Services Manager
M Greig	Director of Housing and Communities
P Latham	Director of Corporate Services
P Migue	Property Services Officer

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**1. WELCOME & APOLOGIES**

The Chairperson welcomed everyone to the meeting.

Apologies were received from L Mimmagh, E Howat, E McShane, L Reid McConnell and R. Clegg.

**2. DECLARATIONS OF INTEREST**

J Simon declared an interest in EVH Pay Settlement within Item 9.0 – CEO Report.

J Ward declared an interest in Allocation Approval at Item 7.0 - Director of Housing & Communities.

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

Congratulations were passed to:

██████████ who celebrates a milestone birthday in April 2025.

██████████ Director of Property Services on the birth of his new Granddaughter today.

██████████ Senior Property Services Officer on his wedding in April 2025.

**4. MINUTES OF THE PREVIOUS MEETINGS & MATTERS ARISING**

4.1 The minutes of the Committee meeting on 26<sup>th</sup> February 2025 were **APPROVED** by the Committee.

4.2 The minutes of the Audit & Risk Sub-Committee meeting on 5<sup>th</sup> March 2025 were **NOTED** by the Committee.

4.3 There were no matters arising.

## **5. FINANCE & IT REPORT – FORECASTED BUDGET & MID TERM PROJECTIONS: 1/4/25 – 31/3/30**

The financial forecast was previously approved by Audit & Risk Sub-Committee.

The Director of Finance & IT (DFIT) explained that the forecasted figure of rent increase had changed from 5.5% to 4.5% and that whilst a figure is in the forecast, the forecast is reviewed annually and figures can change, that whilst it is a regulatory requirement to produce the 5-year forecast, it is only an indication.

The Executive Team are relatively comfortable that certain costs are prudent and if certain costs don't materialise, other spend can be brought forward. Expenditure tends to be a comfortable estimate; income is a more realistic estimate.

The DFIT explained that the void rent loss figure of 1.25% had been reduced from 1.5% already, and whilst it may actually only be 1%, the preference would be to keep the figure of 1.25%, however this could be reviewed next year with the Director of Housing & Communities (DHC).

5.1 Budget (2025-26) – The Committee **NOTED** the appendices 1, 2a, 2b, 3, 4 and the Financial Regulations Policy and Treasury Management Policy which were previously approved by the Audit & Risk Sub-Committee. The CE said that any differences in approval levels on Homemaster may lead to a review of policy.

5.2 Five Year Statement of Comprehensive Income – Committee **NOTED & APPROVED**.

5.3 Five Year Statement of Cash Flow – Committee **NOTED & APPROVED**.

5.4 Five Year Statement of Financial Position – Committee **NOTED & APPROVED**.

5.5 Financial Regulations Policy – Committee **APPROVED**.

5.6 Treasury Management Policy – Committee **APPROVED**.

## **6. CORPORATE SERVICES REPORT**

Committee **NOTED** the report and **APPROVED** the appointment of the DHC to the Board of WSES Ltd.

## **7. PROPERTY SERVICES REPORT**

Tenant Health & Safety Compliance - based on the key indicator report produced from Homemaster.

There main priorities are the 7 key tenant health and safety indicators required by the regulator – there are other tenant health and safety indicators which are monitored internally that don't have any regulatory deadlines or reporting requirements.

The detail of information in these reports will provide assurance to the WSHA Committee that WSHA are meeting their regulatory and legislative requirements. The report is generated by Homemaster, and performance reporting is updated on the Decision Time Module.

Committee were concerned that there might be too much information, and the CE explained that the benefit of Decision Time is the RAG (Red/Amber/Green) system allows them to filter the information down to focus in on the key risks or monitor areas of poor performance.

The information will be brought to the Committee every 6 months to provide assurance on WSHA's performance. Any areas of significant concern or risk will be reported outwith this general reporting timeline to ensure the Committee are aware of any significant risks to tenants safety and also to WSHA. This approach will provide Committee with the assurance needed.

Environmental Sensors aren't on Homemaster but can be added to Decision Time if it was something that Committee wanted targeted information on. The AICO system allows us to monitor damp & mould and there is a customer dashboard, so all information is shared.

**Capital & Planned Investment** – slight change to the last year of the current 5-year investment programme.

- Windows scheduled for this year, rescheduled for February – April/May of next year, allowing us to not absorb the full costs this year, spreading the liability and risk.

#### **Reactive Repairs & Voids –**

The procurement of the contract was completed through the I-FLAIR Framework with the support of PFH. I-FLAIR is re-tendered framework which WSHA were able to access that is operated by fellow HA's in Renfrewshire, East Renfrewshire and Inverclyde.

A mini tender was completed using the framework which allows contractors the opportunity to refresh their rates if they wish. Of the contractors available and approved on the framework we received 4 tender returns.

After a full evaluation of the submissions, WSHA have decided to recommend the 2 best void contractors (out of 4) for approval by the WSHA Committee. The recommended contractors are Timetra and McGregor Projects.

The change in appointing 2 contractors instead of 1 contractor is to spread the load and minimise the risks to our service. Performance of each contractor will be monitored against each other.

- We have moved to a fixed cost model of £1800 for standard void with a schedule of rates for work over and above.
- Trends and variations will be monitored.
- 5-day turnaround has been agreed with a £20 penalty from day 6 onwards.
- A similar fixed cost model is being considered for WSES for void clearance and cleaning and painting.

The Property Services Team have put a significant amount of work into this and the service model has grown organically over a number of years. There will be a meeting with the new contractors for using the Homemaster Contractor Portal to upload invoices, photographs of work, paperwork etc.

**Lift Maintenance Services** – after evaluation of 4 contractors, Scotec Lifts Limited, the existing contractor, was the most economically advantageous tender.

**Reactive Repairs** – this is the first data that has been produced by Homemaster. There will be targets, benchmarks and comparisons built into reports moving forward to allow the Committee to monitor the performance.

**Staff/Office Health & Safety** – new PPE issued.

Committee asked about Community Benefits and the CE explained that this was built onto all procurement contracts and that we had created a schedule of Community Benefits that would go straight to funding our Community Investment activities. Our Social Insight reporting system will be able to provide social value reports for both WSHA and our contractors.

Committee **APPROVED** the appointment of Scotec Lifts Limited to deliver the Lift Maintenance Services for a 3-year fixed period with the option to extend annually for a further 4 years.

Committee **APPROVED** the appointment of Timetra & McGregor Projects to deliver the Void Maintenance Contract for a 3-year fixed period with the option to extend annually for a further 4 years.

Committee **APPROVED** the Procurement Policy.

Committee **APPROVED** the Procurement Strategy.

## **8. HOUSING & COMMUNITIES – ALLOCATION REPORT**

The DHC thanked Committee for the approval by email.

Committee **NOTED** the report and ratified the **APPROVED** allocation.

## **9. CEO REPORT**

Funding Scotland's Social Housing Decarbonisation – report and link provided but acknowledged that link doesn't work in PDF, will be circulated separately.

Scottish Housing Regulator (SHR) – Notifiable Events – Transfer of ownership/TWC becoming a fully owned subsidiary, notifiable event is closed. Confidential Staffing Matter, notifiable event should close soon.

SHR Engagement Plan for 2025/26 – compliant and will be released publicly at 31/3/25. CEO acknowledged and thanked the Committee & Staff for all their hard work throughout the year.

SHR Housing Emergency Data Request (Homelessness) – we have 9 voids and have provided the info as requested, but don't expect a response. Each of these voids will be let as soon as possible.

SHR Annual Assurance Update letter from Michael Cameron – the only significant point is the annual assurance statement reference and Committee will be reminded nearer the time.

EVH Salary Negotiations Update – accepted.

SHARE Awards – Community Impact Nomination – a table has been purchased for the event on 24/4/25. Committee members who would like to attend should contact the CEO. It is a good recognition of the Community impact.

Committee **NOTED** the CEO Report.

## **10. ANY OTHER BUSINESS**

There are two Compulsory Purchase Orders that have been approved by GCC, both properties that factored by WSPM and have significant property management debt attached to them .

The CPO of these properties will help remove the outstanding debts and also increase the majority ownership of WSHA in these mixed tenure addresses. They CPO's are currently with GCC lawyer and will be subject to funding confirmation from NRS @ Glasgow City Council.

Committee **APPROVED** delegated authority for the CEO to move on with the CPOs.

**Primrose Court**, we have been awarded funding NRS @ Glasgow City Council for the conversion of the resident's lounge and the former respite accommodation. This conversion will create 2 new properties.

Funding required to be re-approved due to delays in the administration. The procurement for the tender has been completed and a full tender report will be provided to Committee at the end of May 2025. CEO asked for delegated authority to move forward with the recommended contractor to secure start dates for the project.

Committee **APPROVED** delegated authority for the CEO to move on with Primrose Court.

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

WSHA Committee Meeting: **28<sup>th</sup> May @ 7pm**