

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 26th FEBRUARY 2025 at WSHA OFFICES AND REMOTELY VIA MICROSOFT TEAMS

Present (At Office): L Stevenson (Chairperson)
E Howat
D Keaveney
J Haughey
L Reid McConnell
S Conlin
E Dorrian
M Burke

Present
(Remotely via MS Teams): L Mimmagh

Observer: O Gaffney (SHARE)

In Attendance:

J Ward	Chief Executive Officer
A Reid	Director of Finance & ICT
R Clegg	Director of Property Services
K Szulc	Corporate Services Manager
N Adams	Corporate Services Officer
M Greig	Director of Housing and Communities

1. WELCOME & APOLOGIES

The Chairperson welcomed everyone to the meeting.

Apologies were received from E McShane, J Simon, G Johnston and P Latham.

R. Brown was not present.

2. DECLARATIONS OF INTEREST

None to note from Management Committee Members.

All staff present at the meeting (J Ward, A Reid, R Clegg, K Szulc, N Adams and M Greig) declared an interest at Item 5.0 – CEO Report: 6.0 EVH Salary Negotiations Update.

3. CHAIRPERSON'S REMARKS / COMMITTEE & STAFF NEWS / PRESENTATION FROM SHARE

The Chair welcomed Olwyn Gaffney from SHARE who gave a presentation to the Committee about the appraisal process. The presentation will be shared with Committee Members via the Decision Time Resource Library.

Committee will be issued with a survey by Friday 28th February 2025 to complete by 14th March 2025.

1:1s are to commence by 21st March 2025, with a report on the outcomes to be presented to Management Committee in May 2025.

Olwyn remained at the meeting as an Observer.

4. MINUTES OF THE PREVIOUS MEETINGS & MATTERS ARISING

4.1 The minutes of the meeting on 29th January 2025 were **APPROVED** by the Committee.

4.2 There were no matters arising.

5. CEO UPDATE REPORT

The CEO talked through the strategic priorities for 2025-26 which each relate to one of the six strategic outcomes in the five-year business plan. It was noted that each year there will be additional priorities.

Each strategic outcome has two specific objectives for the year which will be reflected in the operational delivery plans for each department. In summary for 2025/26 these include:

- Investing in our Assets: Asset Management Strategy & Net Zero Strategy
- Customer First: Customer Experience Strategy & Online Customer Portal (aim to launch March 2026).
- Great People: People Strategy and Culture Code & Approach to Flexible Working
- Good Governance & Financial Resilience: Digital Strategy & Strategic Review of financial risks in relation to pension arrangements.
- Efficient & Value for Money: 30 year financial plan including stress testing to ensure it is deliverable & Full review of all subsidiaries to include governance, resources, finances and fitness for purpose.
- Thriving Communities: Develop a sustainable model for TWC & Develop a social entrepreneurship model.

The WSHA Strategic Priorities 2025-26 have been uploaded to Decision Time post-meeting.

Committee noted the draft budget will be presented to the Audit and Risk Sub-Committee at the start of March.

The CEO advised Committee that the notifiable event regarding the transfer of TWC is in the process of being closed off with the SHR, and Corporate Services are keeping SHR updated in relation to the second notifiable event [REDACTED]

In relation to the salary negotiations, the CEO advised Committee that EVH and Union discussions have resulted in a multi-year deal offer linked to October CPI + 1.5%. It was noted this has a floor (1%) and ceiling (4%) level, with any breach of this triggering further

negotiations. In the discussion, employers encouraged EVH to take into consideration the NI contributions and their wish to link the increase to CPI.

Committee asked if it was CPI or CPI +H. It was noted it is CPI as at October. If the figure breaches the ceiling level or drops below the minimum level, it goes back to the negotiation table. This means the lowest increase would be 2.5%, with the highest increase 5.5%.

Committee asked if these levels were contained in the 5-year plan. The CEO noted the 5-year plan takes into consideration current financial commitments and reflects the need to deal with historic decisions (ie the rent freeze). The 5-year plan does not include the increased NI contributions or the pension deficit payments. These figures will be included in the new financial plan and 30-year forecast.

Committee asked what the current plan assumptions are for salary increases, and were advised that for 2025-30 it is based on CPI based on HMRC / treasury forecasts + 1.5%. CPI is forecast to come down to 2% and stick at 2% for the next few years. This has been included in the forecast.

In the longer-term scenario, the deficit £260k plus the added contribution for NI (an additional £40k per annum) will be factored in. In 6 to 7 years' time there will be no loan repayments, however a further loan may be needed for investment works/development in the future.

Committee were advised the deal proposed will be stress tested in the 30-year financial plan.

Committee were satisfied with the proposals on the basis there is a cap built in.

Committee **APPROVED** the proposed EVH Salary Negotiations for a multi-year deal for the next 3 years.

The CEO brought to Committee's attention that WSHA have told EVH it would be beneficial to have a revision of the salary scales as these were last reviewed in 2008. With the Living Wage Accreditation requirements, Grades 3 & 4 are almost redundant and starting salaries are increased resulting in financial pressures which must be absorbed, especially in relation to annual incremental increases and cost of living increases.

5.1 COMMITTEE WORK PLAN 2025-26

Committee were assured by the calendar, noting headline topics for each meeting.

The Committee Work Plan for 2025-26 was **NOTED** and **APPROVED** by the Committee.

5.2 WSHA MEETING CALENDAR 2025-26

It was noted the meeting calendar is led by the production of the management accounts as this drives the meeting dates for subsidiaries and sub-committees.

The CEO advised if any meetings are not quorate, they will be rescheduled ASAP after the meeting was originally due to be held.

The Committee Work Plan for 2025-26 was **NOTED** and **APPROVED** by the Committee.

6. FORMER TENANT ARREARS WRITE OFFS

The CEO advised that, going forward, a report on former tenant arrears (FTA) will be presented to Committee every quarter. Is it hoped this will provide Committee with increased assurance.

Committee noted the current position of FTA: 59 cases equating to just over £45k, with approval sought to write off just over £21k of FTA, the reasons for which are in the report. There is a provision of £71.5k made in the accounts for write-offs, and the ask is well within the provision.

The CEO advised the current system requires to be improved and Committee noted that a new process will be implemented which will allow for decisions to be made at an earlier stage and will outline a clear course of action to be undertaken, with criteria attached to writing off any debt.

Committee **APPROVED** the write off of £21,535.49 of former tenant arrears balances, in respect of 42 cases.

7. CORPORATE SERVICES REPORT

The Corporate Services Manager advised Committee that the two policies/procedures for approval have been written by RGDP – WSHA's Data Protection Advisors - and have been personalised for WSHA.

Committee **NOTED** the Corporate Services Report.

7.1 DATA PROTECTION POLICY

Committee **APPROVED** the Data Protection Policy.

7.2 INFORMATION SECURITY AND PERSONAL DATA BREACH MANAGEMENT PROCEDURE

Committee asked about training for dealing with personal data breaches, and it was confirmed that this will form part of a training plan for all staff. It was noted that part of this training could involve a percentage threshold test to determine what course of action should be taken.

Committee **APPROVED** Information Security and Personal Data Breach Management Procedure.

7.3 EQUALITY AND DIVERSITY ANNUAL STATISTICS

Committee **NOTED** the Equality and Diversity Annual Statistics.

8. FINANCE & IT REPORT

The CEO made the Committee aware that the Financial Regulations Policy and Treasury Management Policy will be presented to the Audit and Risk Sub-Committee on 5th March 2025, with the final versions brought to Management Committee for approval on 26th March 2025.

Committee **NOTED** this.

9. SFHA REPORT: INSURANCE MARKET FOR AFFORDABLE HOUSING

Committee **NOTED** the SFHA Report: Insurance Market for Affordable Housing.

10. GWSF UPDATE

Committee **NOTED** the GWSF Update.

11. SHR HOUSING EMERGENCY DATA REQUEST

Committee noted the SHR data request relates to homelessness and maximising the number of properties available. The CEO advised that WSHA is not sitting with empty homes/voids for a long period of time, and there will be a response submitted by the deadline of 14th March 2025.

Committee **NOTED** the SHR Housing Emergency Data Request.

12. SHR REVIEW OF ARC INDICATORS

It was noted the revised ARC Indicators will not come into force in terms of reporting until the end of March 2026, however data will be collected from 1st April 2025 to ensure compliance.

Committee **NOTED** the SHR Review of ARC Indicators.

The CEO advised the Committee that since the papers were published, the SFHA have produced a Briefing Note on the new indicators and amendments to the other indicators. This will be circulated to Committee post-meeting on Decision Time. It was noted the main changes relate to an increased requirement over tenant health and safety reporting regarding damp and mould and electrical safety.

12.1 SHR CONSULTATION REPORT

Committee **NOTED** the SHR Consultation Report.

12.2 SOCIAL HOUSING SAFETY NETWORK – RESPONSE TO ARC CHANGES

Committee **NOTED** the Social Housing Safety Network – Response to ARC Changes

13. ANY OTHER BUSINESS

The CEO asked Committee for approval [REDACTED]

[REDACTED] It was noted this would be a one-off request due to the extenuating circumstances.

Committee were very sympathetic and extended their well wishes and support to the staff member and **APPROVED** the [REDACTED]

13.1 CONFIDENTIAL Minutes following Committee Meeting on 29th January 2025

Committee **APPROVED** the CONFIDENTIAL Minutes following Committee Meeting on 29th January 2025.

13.2 CONFIDENTIAL Minutes of the Staffing & Health and Safety Sub-Committee Meeting on 6th February 2025

Committee **APPROVED** the CONFIDENTIAL Minutes of the Staffing & Health and Safety Sub-Committee Meeting on 6th February 2025.

14. DATE AND TIME OF NEXT MEETING

WSHA Committee Meeting: **26th March 2025 @ 7pm**