

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN
HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 31st JANUARY 2024 at WSHA OFFICES

Present: L Stevenson (Chairperson)
C Ennemoser
D Keaveney
M Burke
L Reid McConnell
J Haughey
R Hunter

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

2. **APOLOGIES**

Apologies were received in advance from L Mimmagh & J Gordon. J Carmichael is on leave of absence till February 2024. G Johnston was not in attendance.

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

Congratulations were passed to [REDACTED] whose milestone birthday was celebrated in January.

4. **DECLARATIONS OF INTEREST**

None.

5. **MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the meeting on 29th November 2023 were **APPROVED** by C Ennemoser and **seconded** by D Keaveney.

The minutes of the Audit & Risk Sub-Committee meeting on 6th December 2023 were noted and ratified by Committee.

6. **MATTERS ARISING**

A new deposit account was discussed at November 2023 meeting. On 24/1/24 a 6-month fixed term account was opened after discussions with the Treasury Team at bank with £3m being deposited. It was further approved that the following deposits will be made £1m in the 32-day notice account, £1m in instant access account and £1m trading cash in normal account. This was **APPROVED** by J Haughey and **seconded** by C Ennemoser.

7. **SHARE PRESENTATION**

[REDACTED] presentation for Committee Appraisals (attached). The questionnaires will go to Committee Members as soon as they are ready, the completion date for survey no later than 16/2/24. The 1:1's will commence w/c 19/2/24 and can be face to face, by zoom, or over the phone. Feedback from the appraisals will be shared with Committee at the end of March 2024. The Chief Executive (CE) asked for Committee volunteers to assist [REDACTED] and the Chairperson with his appraisal. It was agreed that J Haughey & R Hunter would assist.

8. **CEO REPORT**

940-942 Dumbarton Road – ongoing conversation, funding confirmed through NRS. Contract tendered/approved by Committee previously. Uplift in cost due to time delay since the procurement was completed, the uplift in cost of £6-£7k is covered by funding. Funding re-approved and contract been varied on new basis with MCW in line with procurement policy. This was **APPROVED** by **J Haughey** and **seconded** by **C Ennemoser**.

The Whiteinch Community Centre – good progress with funding of £45k from Robertson Trust confirmed for 3 years with £15k to be received for each year, the first years money has been received in the bank.

Henry Smith Trust is at the final stage with a final decision due in March / April 2024.

The National Lottery Community Fund is undertaking an assessment visit next week to evaluate the application for funding, with a decision expected in 4-6 weeks.

We have a consultant on board who will identify appropriate funding, to deliver more projects for the community which should generate more positive responses from funders.

Community Advisory Group – set up and have met once. Meeting next week to evaluate funding applications for the Community Projects Fund. There are 9 applications, and the group will decide if they meet the criteria and if they will go forward to the Decision Event on the 16th March 2024. WSAH Committee passed on their praise to the group.

Whiteinch Burgh Halls – The CE is meeting the Heritage Manager. They would like to retain certain aspects of the building and have found more supporting information plans to be made available to the architect. The feasibility study will be available at end of February when a decision on the viability of the project can be made by the WSHA Committee.

St. Paul's Primary School, Janitor House – WSHA managed to reverse the open market sale thanks to Councillor input. NRS will fully fund £200k purchase cost and 50% of £40-50k refurbishment costs. Committee approved purchase and WSHA's contribution of approximately £20-£30k of refurbishments costs. The end value of the property will be approximately £260k, with WSHA's contribution being around 10%. This was **APPROVED** by **J Haughey** and **seconded** by **C Ennemoser**.

Ferryden Court – 100% funded purchase, 50% funded refurbishment costs. This will increase our tenure within a mixed tenancy block. This was **APPROVED** by **J Haughey** and **seconded** by **C Ennemoser**.

Earl Street – assessment done; kitchen & bathroom upgrade required at cost of £15-20k. No purchase costs required, but approval to pay West of Scotland Housing Association's legal fees would be required. This was **APPROVED** by **J Haughey** and **seconded** by **C Ennemoser**.

Office Refurbishment – a tour of the offices will be arranged before the start of next meeting.

Christmas Event – was well attended.

Financial Gains, Welfare Rights Service – CE recognised the success of the Welfare Rights Service and the financial gains recorded of £554,760 from 1/8/23 – 31/12/23. This great work will have a significant impact on the lives of our tenants.

Director of Property Services – [REDACTED]

[REDACTED] The interim appointment has been successful to date and is performing well, with reassurances to the Exec Team. The department is in a good place despite [REDACTED]

Tom Munro, Chair of The White inch Centre – WSHA/WCL's website will be updated to recognise his service.

9. **WSHA Q3 MANAGEMENT ACCOUNTS**

In relation to repair void costs of £278k, the DF explained that when a property is void, there is a schedule of rates for minimum works. These costs bring the void property to a standard while void rather than when tenanted. The estimated average cost of void repairs is £3-4k, and the kitchen/bathroom may also be done. If this was the case, these costs would be capitalised. The repair void costs are less than budget and over the last year we are analysing spend on voids by category – fixed cost model at renewal. This allows us to budget and control costs better going forward. Costs have increased but analysis is beneficial in terms of costs/turnaround time. Voids have reduced, an officer is working on a streamlined project which is useful in reducing how many voids we have at any time. It was advised that a transfer of a flat from West of Scotland effected January 2024, will be at Nil value and that, Whiteinch Centre Land and Building asset, is likely to transfer before the year end, this will be recorded at the Net Book Value as recorded in the Whiteinch Community Association accounts. The management accounts to 31/12/23, the treasury management loans, and investment analysis and covenant compliance were **APPROVED** by **J Haughey** and **seconded** by **C Ennemoser**.

10. **MANAGEMENT INFORMATION SYSTEM REVIEW**

Delegated authority was given to the CE and the contract has now been agreed and signed. It is the better software on the market in terms of efficiency/technology. Cost proposal remained the same and modules have been confirmed. £72k software costs annually, with a 3-year clawback of outlay. There will be some carry forward of costs till the end of the transition period, but it will be cheaper in the long run compared to the existing legacy systems, as there will be less 3rd party bolt ons. The signing of contract by CE and capital expenditure on replacement of the PC hardware was **APPROVED** by **J Haughey** and **seconded** by **M Burke**.

11. **FORMER TENANT ARREARS: PROPOSED WRITE OFF**

The process establishes arrears that are not deemed to be recoverable. The figure of £39,757 will be confirmed as the final figure for year at year end. The Housing Assistants are proactive in chasing up smaller debt arrears before the tenant leaves, higher arrears are addressed through court/evictions. There are various reasons for debt, no trend and we can only go by what we are told. In terms of evictions, there is nothing underlying that we are aware of. There is no relationship between us and credit reference agencies at the moment. Committee **APPROVED** the proposed former tenants' arrears write-off amounting to a total of £39,757.

12. **REPORT ON PROPOSED HOUSING MANAGEMENT POLICY**

This has been written to address regular questions, that are stated in law and give tenants the opportunity to come back to us, it's now in black and white. It's referred to within a policy rather than personal judgement and response. The draft, if approved by Committee, would go through consultation with the advisory panel for feedback, before coming back to Committee for final approval. The Director of Housing & Community Services (DHS) will check back on the legislation to see if the information on page 42 could be standardised for 12 months instead of 6 months, to align with rest of policy.

13. **CORPORATE SERVICES UPDATE**

Committee noted content of report. There was a discussion about the Hybrid Working Policy in relation to Family Friendly Policies which the Corporate Services Manager (CSM) would look at to see if it would work for a smaller organisation. The Hybrid Working Policy was **APPROVED** by **C Ennemoser** and **seconded** by **J Haughey**.

14. **CONSULTATION: NET ZERO STANDARD SCOTLAND**

Noted by Committee.

15. **GWSF UPDATE JANUARY 2024**

Noted by Committee.

16. **SCOTTISH GOVERNMENT BUDGET 2024-25**

Noted by Committee.

17. **ANY OTHER BUSINESS**

EVH Salary Increases – proposed 5.5%. C Ennemoser declared her interest in this. Committee supported the 5.5% proposed increase.

H&S Policy – Chairperson & CE to sign off updated policy.

C Ennemoser – apologies for meeting 27/3/24

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

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

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

Audit & Risk Subcommittee Meeting: **20th March 2024**

Staffing, Health & Safety: **20th March 2024**