MINUTES OF THE 542ND MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 18TH OCTOBER 2023 AT 6.00PM AT RALSTON HOUSE AND ON TEAMS.

PRESENT:	J. Scott M. Symons Cllr. M. MacLaren T. Thomson R. Coelho	Chairperson
IN ATTENDANCE:	J. Grant L. Reynolds L. Ramsay	Chief Executive Officer Head of Property Services Head of Finance & Corporate Services

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1. (a) Apologies

Apologies were received from J. Kerr, E. McDermott, D. Eadie, C. Henry and A. Ballantine.

(b) Declarations of Interest

Cllr. M. McLaren declared an interest in item 7 relating to Renfrewshire Council and would not participate in the item.

2. (a) Minutes of Management Committee Meeting: 20.09.23 (No.541)

The minutes of the Management Committee meeting held on Wednesday, 20th September 2023 (No.541) were proposed correct, on a motion proposed by T. Thomson, seconded by R. Coelho.

(b) Matters Arising

There were no matters arising.

The meeting was paused for a fire drill at 18:15. The meeting re-convened at 18:25.

3. Assurance Statement 2023

J. Grant presented the report, noting the background and purpose of the Assurance Statement (AS) and its importance as a statement of self-assurance for the Scottish Housing Regulator (SHR) and other stakeholders. He explained the process to construct the AS, noting the variety of information used and progress made with the areas identified for improvement. He noted that the SHR had revised the AS guidance, seeking explicit statements of compliance with tenant safety, and that these had been incorporated into the new AS.

He advised that good progress had been made in key areas, such as legal compliance with tenant safety and overall organisational health and safety. As a result of on-going review and scrutiny of the supporting evidence, it was considered that no material areas of non-compliance had been identified. One new area of improvement had been noted, relating to the need to provide more lets to homeless people, because of the current national crisis in homelessness. This is being given higher priority, with an increase in lets occurring in quarter 2.

A member thanked the staff for the thoroughness of the evidence provided and the openness to identifying areas for improvement. It is important that we continue to be transparent and seek to improve.

A member commented that the AS was good, and the succinct information would be useful for tenants. Was this a typical format or do other organisations use other formats?

J. Grant advised that there is no prescribed format, and a variety of approaches are adopted, from a simple statement of compliance to more specific detail. He noted that the SHR is consulting on its Regulation Framework which is likely to mean that specific detail is required to be included in the future.

The recommendations were approved – to agree the AS and submit it to the SHR - proposed by Cllr. M. MacLaren, seconded by R. Coelho.

4. Management Committee Succession Policy and Plan

J. Grant presented the report, noting that only factual changes had been made to update changes to the Committee membership details and the priority training/skills development and recruitment aspects of the plan.

He also advised that interviews for potential new Committee members had been held with the expectation that 4 of the 5 vacancies would be filled. The potential new members would be undertaking the FLAIR academy induction courses through to December, with the observation period beginning at the meeting in November.

4. Management Committee Succession Policy and Plan Contd.

The recommendation was approved – to approve the Management Committee Succession Policy and Plan – proposed by T. Thomson, seconded by J. Scott.

5. Chief Executive's Report

J. Grant presented the report and opened a discussion on the proposed Management Committee Strategic Planning Day. He advised that following positive feedback from the Committee on the previous Planning Day, it was proposed to follow a similar format, including a "deep dive" session.

A member suggested the event be brought forward in January to maximise attendance and allow more time to prepare the new business plan objectives.

A member suggested the event cover future new-build strategy and future activity to develop the value for money strategy in W.H.A.

It was agreed that the event would be held on **Friday, 12th January, at the Glynhill Hotel** with a draft agenda issued in advance for comment, proposed by M. Symons, seconded by T. Thomson.

6. Shareholding Membership: Cancellations

J. Grant presented the report, noting that 6 memberships required to be cancelled because of failing to attend or submit apologies for five A.G.M.s in a row.

The recommendation was approved – to cancel the shareholding memberships – proposed by J. Scott, seconded by T. Thomson.

7. Strategic Objectives Q2

J. Grant presented the report, noting good progress against the objectives and continuing good performance in service delivery. Key highlights included completion of tenant safety investment works, ICT development, pensions review, HR strategy and tenant engagement. Delays to the Cartha Crescent new build programme had also been worked through, with the project able to progress following action by Renfrewshire Council.

Changes to the objectives were highlighted with the proposed Customer Service Excellence (CSE) accreditation and communal water tank removals being moved back to 2024/25, due to competing priorities. J. Grant advised that the water tanks continued to be risk assessed for Legionella. The tanks are not legally required to be removed, but it is expected to reduce risk and the on-going costs of inspection/cleaning.

7. Strategic Objectives Q2 Contd.

A member noted the CSE changes and agreed that the on-going review of Customer Services should be completed first.

The Committee noted the report.

8. Strategic Risks Q2

L. Ramsay presented the report, noting that the risks had been reviewed and no risks had been added or removed. Progress on risk mitigation activity is continuing, in line with expectations.

A member agreed that the right risks had been identified and the actions being undertaken were resulting in stabilisation of the most significant risks.

The Committee noted the report.

9. Minutes of Sub Committees

Minutes of the sub-committees were provided for information and comment.

A member asked if the Minutes need to wait until they are signed before being presented?

L. Ramsay advised that they can be presented for information, following ratification at the relevant meeting, with formal signing to follow.

10. Any Other Business

(a) J. Grant advised that the Committee's festive dinner would be held on 7th December 2023. Invitations would be sent separately.

(b) J. Grant advised that the SHR had requested information be submitted by all social landlords regarding RAAC. W.H.A. has no RAAC and the SHR data return will be submitted before the 31st October 2023 deadline.

(c) A member asked if the Committee Equality data collection method could be reviewed, as it may be possible to identify Committee members.

J. Grant agreed to make any changes necessary to ensure anonymity.

11. Date and Time of Next Meeting

J. Scott thanked everyone for their attendance and advised that the next scheduled meeting of Williamsburgh Housing Association's Management Committee would be held on **Wednesday, 29th November 2023 at 6.00pm (Hybrid).**

CHAIRPERSON: ……………………………………

DATE: ……………………………………