

MINUTES OF THE 517TH MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 23RD JUNE 2021 AT 6.00PM, BY ZOOM VIDEO CONFERENCE.

PRESENT:	S. James [REDACTED] [REDACTED] Cllr. M. MacLaren J. Scott M. Symons [REDACTED]	Chairperson
IN ATTENDANCE:	J. McBride L. Ramsay G. Scott	Chief Executive Finance & IT Manager Development Manager

1. (a) Apologies

Apologies were submitted by A. Ballantine, [REDACTED] (Vice Chair), E. McDermott, A. McLaughlin and Y. Robbie.

(b) Declarations of Interest

Following enquiry by the Chair there was one potential declaration of interest advised:

Cllr. MacLaren highlighted her membership of the Renfrewshire Council Planning Board with reference to agenda item 7. G. Scott advised that there would be no conflict of interest as planning permission had already been granted by the Council officers.

2. (a) Minutes of Management Committee Meeting : 26.05.21 (No.516)

The Minutes of the Management Committee meeting held on Wednesday, 28th April 2021 (No.515) were proposed correct on a motion proposed by Cllr. M. MacLaren and seconded by S. James.

(b) Matters Arising

J. McBride advised that the ARC return had been submitted via the SHR portal on 27th May 2021.

3. Chief Executive Report

J. McBride presented agenda item 3, the Chief Executive report and updated the Committee on the following matters:

- Impact of Covid-19 on service provision.
- That there were no notifiable events requiring to be reported.

Request to join WHA Management Committee

Following due consideration of the information presented by J. McBride on the recent request to join the Management Committee, ██████████ was duly co-opted on to the Management Committee of Williamsburgh Housing Association (WHA) until the Annual General Meeting (AGM) to be held on 15th September 2021 **on a motion proposed by M. Symons and seconded by S. James.**

J. McBride advised that all necessary paperwork had been issued for completion and return.

██████████ joined the meeting at this point and was warmly welcomed on to the Committee by all in attendance. J. McBride highlighted that the Committee membership was now strong at twelve from a maximum of fifteen available places and thanked the Committee for their commitment in supporting the work of WHA.

J. McBride continued presenting the report, updating the Committee on the following matters:

- Information received from Glasgow & West of Scotland Forum (GWSF) advising that 72 hour "Covid-19 lie time" was no longer required for voids.
- Offer of grant received from the Scottish Government (SG) for £75,000 in respect of Stage-3 Adaptations to tenant's homes in 2021-22. **The acceptance of the grant award via the SG HARP System was endorsed on a motion proposed by M. Symons and seconded by Cllr. M. MacLaren.**
- Hyper-Link provided and a request from the Scottish Government to take part in the consultation on the Scottish Social Housing Charter review.

3. Chief Executive Report

Annual / Special General Meetings 2021

Further to discussion at committee meeting No.516 (26.05.21), J. McBride presented timescales and processes to be put in place to hold a Special General Meeting on the same day as the AGM scheduled for 15th September 2021 (at The Glynhill Hotel, Renfrew).

J. McBride advised on the following:

- Current WHA rules in respect of AGMs and SGMs.
- Procedures at General Meetings.
- Requirement to hold an in-person meeting (not virtual) for 2021.
- Potential impact of Covid-19 restrictions on AGM/SGM and current thinking on impact from the Scottish Housing Regulator (SHR), Office of Scottish Charity Regulator (OSCR) and the Financial Conduct Authority (FCA) should it not be able to be held.
- Potential alternative course of action if restrictions increase.
- Timeline and action plan for AGM.
- Timeline and action plan for SGM.

Committee agreed to the proposed 15th September 2021 date for the SGM and for the meeting to be officially requested of the Secretary at the scheduled Management Committee meeting to be held on 25th August 2021.

4. SHR: Five Year Financial Plans 2021/22 – 2025/26

L. Ramsay presented agenda item 4 which addressed the annual requirement to submit the Association's five-year financial plans to the Scottish Housing Regulator by the due date of 30th June 2021.

Committee noted the financial statements, KPI outputs and underlying planning assumptions and, being satisfied with the content of the plans, approved their submission to SHR, on a motion proposed by S. James and seconded by M. Symons.

5. SHR: Loan Portfolio Return 2020/2021

L. Ramsay presented agenda item 5 which addressed the annual requirement to submit a return on the Association's borrowing to the Scottish Housing Regulator by the due date of 30th June 2021.

L. Ramsay advised that a nil return had been made as all outstanding bank loans had now been repaid. Committee approved the submission to SHR, on a motion proposed by M. Symons and seconded by [REDACTED].

6. Development: 42 New Build Units. Albert Road, Renfrew

G. Scott presented agenda item 6 and advised on the following items for Committee's review and approval in respect of the development project at Albert Road, Renfrew:

- A full offer of housing grant from the Scottish Government for the sum of £3,317,328 in respect of the construction of 42 units at Albert Road, Renfrew had now been received and checked. All grant conditions were standard and acceptable. **Committee authorised acceptance of the grant on a motion proposed by M. Symons and seconded by S. James.**
- That planning permission sought from Renfrewshire Council had been received and that official documentation had been delayed due to Covid-19 but was expected imminently following enquiry.
- That stage 2 building warrant was under consideration by Renfrewshire Council and there were no anticipated issues on it being received.
- That roads construction consent was under consideration by Renfrewshire Council with no anticipated issues. The consent was expected to be issued in 2-3 weeks.
- The full project tender submitted by McTaggart Construction Ltd for £6,695,380 was presented for acceptance. The tender had been checked and reviewed by our Employer's Agent (Martin Aitken Associates) who advise that the sums tendered are in line with recent similar competitively tendered projects and that, in their professional opinion the total sum represented value for money to the project. **Committee approved acceptance of the tender as noted above on a motion proposed by J. Scott and seconded by S. James.**
- **The proposed site start day of Monday 26th July 2021 was agreed by Committee on a motion proposed by M. Symons and seconded by [REDACTED].**

7. Proposed Rule Change

J. McBride presented agenda item 7 which addressed the request made by Committee at their previous meeting held on 26th May 2021 to consider and discuss the content of the (new) 2020 model rules and a number of optional amendments, with a view to proposing that the membership adopt them at the SGM planned for 17th September 2021.

J. McBride explained the following:

- Reasons why the Association's current model rules should be updated to the 2020 model rules.
- Summary of the key changes from the 2015 model rules to the 2020 model rules, highlighting detailed guidance (provided to committee with the report) received from SFHA in each aspect.
- Five optional rule amendments available for committee to implement (or not) should they wish to do so.
- The process required to formally change to the 2020 model rules and any of the optional amendments that are selected.

Following explanation and thorough discussion on each of the key changes and optional items, committee agreed to the following:

- That Williamsburgh Housing Association adopts the amended 2020 model rules subject to the options below, legal amendment and verification by appointed solicitors.
- That all key changes referred to in the report are noted and that the number of proxy votes available to one person is reduced from ten (10) to five (5) under Rule 27.3.
- That option (a) detailed within the report be rejected and that the optional rule 37.1 is not implemented hence there is to be no "appointee" committee member category introduced to the WHA committee structure.
- That option (b) detailed within the report is accepted and implemented under the optional new rule 20 to allow future hosting of virtual general meetings.
- That option (c) detailed within the report is rejected and that the optional rule 37.2 is not implemented hence WHA staff members are not able to also act as WHA committee members.

7. Proposed Rule Change

- That option (d) detailed within the report is accepted and implemented under the optional new rule 43.1.12 which prohibits relatives (as defined in the optional rule) becoming Committee members.

NB: This decision was subject to verification with solicitors that there would be no difficulty in the fact that our current WHA Committee member J. Scott and current WPS Board member, [REDACTED] were “related” [REDACTED] and would be revisited at the next Management Committee meeting should it immediately cause a breach of the new rules.

- That option (e) detailed within the report is rejected and that the optional rule 38.4 is not implemented hence payment to WHA Committee members is NOT permitted.
- That J. McBride minutes the decisions made by the Committee with regards to the proposed rule change.
- That J. McBride is instructed to obtain external legal support to have the agreed changes made and the final version checked over and verified for accuracy.
- That J. McBride forwards the final version of the new rules to the membership for approval once the SGM is formally called.

The above was approved on a motion proposed by M. Symons and seconded by [REDACTED]

8. Human Resources (HR)

J. McBride presented agenda item 8 and advised on the following HR matters:

- Feedback from FLAIR Academy training.
- Housing Assistant: Tenancy Team. Interviews to be held on 24th June 2021.
- Maintenance Assistant – Following the poor response to the temporary position, **Committee authorised that the post is filled on a permanent basis on a motion proposed by M. Symons and seconded by J. Scott.**
- Committee agreed that the above be carried out alongside the reassignment of appropriate hours and duties to the current post-holder following return from long term sick leave. It was noted that EVH had been providing guidance and support on the matter.

8. Human Resources (HR)

L. Ramsay gave an update on progress made by the Short Life Working Group on pensions advising that two meetings had now been held and that the group was on track to recommend options for consideration and decision by the target date of 30th September 2021.

L. Ramsay also presented information received from TPT Retirement Solutions on the pension liability to be posted in the 2020-21 annual accounts of £1,425k.

J. McBride further advised on the following HR matters.

- EVH June 2021 Member's bulletin.
- Receipt of updated (2021) model Terms & Conditions from EVH advising that WHA, as an Associate member, uses and/or refers to the model T&C's, while full members will have already adopted the updated set of T&C's for 2021.
- It was noted that the summary of changes presented from the previous set of EVH model T's & C's will differ from WHA in some areas and that WHA T's & C's having not been updated since 2013, would be reviewed in light of the latest model and a report provided to Committee at a later date.
- Papers for EVH Committee meeting to be held on 5th July 2021. J. Scott advised that he was unable to attend.
- EVH World of Work: Information provided by EVH on support provided to members in the ever changing 'workplace' environment due to Covid-19.

9. Any Other Business

██████████, M. Symons and J. Scott shared learning and gave general feedback on recent training events and conferences attended. There was some useful discussion around the learning outcomes and suitability of the events, and it was agreed that further information (slides, summary content) would be shared over email by the relevant Committee members.

10. Date and Time of Next Meeting

S. James thanked everyone for their attendance and advised that the next scheduled meeting of Williamsburgh Housing Association would be the 518th Management Committee Meeting to be held over Zoom video conference on Wednesday, 28th July 2021 at 6.00pm and that Log in details would be provided with the issue of Committee papers.

CHAIRPERSON:

DATE: