

MINUTES OF THE 519TH MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 25TH AUGUST 2021 AT 6.00 PM, BY ZOOM VIDEO CONFERENCE.

PRESENT:	S. James A. Ballantine J. Callaghan ██████████ E. McDermott Cllr. M. MacLaren J. Scott M. Symons ██████████	Chairperson
IN ATTENDANCE:	J. McBride L. Ramsay G. Scott	Chief Executive Finance & IT Manager Development Manager

1. (a) Apologies

Apologies were submitted by ██████████, A. McLaughlin and Y. Robbie (Committee members).

(b) Declarations of Interest

Following enquiry by the Chair there were no declarations of interest.

2. (a) Minutes of Management Committee Meeting: 28.07.21 (No.518)

The Minutes of the Management Committee meeting held on Wednesday, 28th July 2021 (No.518) were proposed correct on a motion proposed by M. Symons and seconded by S. James.

(b) Matters Arising

There were no matters arising.

3. A.G.M./S.G.M. 2021

J. McBride presented Agenda item 3 advising on progress against the timeline of events for both the A.G.M. and the S.G.M., planned for 15th September 2021 and reported that all required deadlines had been met or would be achieved, in order to comply with the rules on such meetings.

J. McBride further advised on Committee membership status at the A.G.M., identifying those Committee members who, as at the date of the Management Committee meeting (25/08/21), either planned or were required to stand down, were seeking election or re-election and those who would remain on the Committee for 2021/22 with no requirement to stand down at the A.G.M.

J. McBride advised that a nomination had been received from (our tenant) [REDACTED]. The nomination form had been checked for correct completion, shareholding membership, nomination by a Committee member (S. James) and it was confirmed that [REDACTED] met the qualifying criteria for Committee membership at the A.G.M.

Given that there were no other nominations received by the deadline of 25th August 2021, it was identified that there would be no requirement for a vote as there were likely to be eight vacancies to fill at the A.G.M. should there be no change in Committee member status before the A.G.M. date.

Committee noted the final arrangements for the A.G.M. and S.G.M. and those present confirmed their attendance at both meetings.

Committee formally requested J. McBride as W.H.A. Secretary to call a Special General Meeting to be held on 15th September 2021, immediately following the A.G.M., to address the business, as identified within the Committee report (Rule Change), on a motion proposed by M. Symons and seconded by S. James.

4. Pension Provision: Short Life Working Group

J. McBride, L. Ramsay, G. Scott and C. Green were not present for this item.

J. Scott and M. MacLaren presented and provided the minute for agenda item 4, which provided the conclusions and recommendations from the Short Life Working Group on pension provision.

A quorum of eight committee members attended the "Pension Provision - Short Life Working Group" (SLWG) presentation. The paper and appendix provided under agenda items 4 and 4a were taken as read with a short overview provided by the chair of the SLWG (J. Scott) covering the remit, expected outcome and expected timescales to complete along with the options and recommendations for Management Committee to discuss and agree.

Following a robust and detailed discussion by all Committee members and in line with recommendation 1 within the report, "Option 3" was approved along with the proposed timescales for staff consultation and implementation by the Association's pension provider. The option for consultation was proposed by M. Symons and seconded by S. James.

In addition, recommendations 2 to 5 within the report were also approved by the Management Committee.

5. Policy Review: Community Regeneration

G. Scott presented agenda item 5, the Association's new Community Regeneration strategy, highlighting various areas within the strategy and prompting discussion by Committee. C. Green was thanked for his input into the collation of the policy along with [REDACTED] (Community Regeneration Officer).

Committee approved the Community Regeneration strategy, on a motion proposed by C. Green and seconded by [REDACTED].

6. Chief Executive Report

J. McBride presented agenda item 6, the Chief Executive report and updated the Committee on the following matters:

- Covid-19 service update.
- Glasgow & West of Scotland Forum: Bi-Monthly update.
- Glasgow & West of Scotland Forum: Update on W.H.A. participation in research project into Committee membership.
- EVH: Summary guidance from ACS Physical Risk and Control Environmental detailing the main changes for employers and employees to assist RSLs in reviewing risk assessments and safe working procedures “beyond level 0”.

Office Refurbishment

J. McBride advised that following an initial scoping exercise carried out to identify the required works, early indications were that costs would be significantly higher than the indicative figure of £50k within the 5 Year Financial Plans. SMT would seek to make savings elsewhere within the budget and re-allocate future years budget into current year to offset as much of the increase in cost as possible. Once full costings had been gathered, it was agreed that a report would be brought to Committee for further consideration and decision.

Sub Committee Convenor: Annual Reports

J. McBride reminded Committee that in line with our emergency arrangements put in place in July 2020, there were still no functioning sub committees (or Convenors) and that all business had been transacted by the Management Committee throughout the year, hence it was not possible (or necessary) to provide an annual report to the Management Committee up to this point in 2021.

W.H.A. Maintenance Contractor

J. McBride advised that O. McMillan had been contacted by our maintenance contractor, the McDougall Group, to advise that they had been taken over by ‘McGill Facilities Management’ who are a larger construction and maintenance company, based in Dundee.

It was noted that there would be no change operationally as to how we engage and operate with McGill and the original staff will remain in place through TUPE process. O. McMillan planned to meet with McGill representatives, and Committee would be updated on quality service provision through the routine quarterly maintenance report.

6. Chief Executive Report

Equalities Data Collection Guidance

J. McBride advised that a new guide (provided at agenda item 6d) had been produced to support social landlords to implement legal and regulatory requirements relating to equality data collection and that these requirements flow from the Equality Act 2010, the Scottish Government's Scottish Social Housing Charter and the regulatory requirements issued by the Scottish Housing Regulator (SHR).

The guide is advisory, and social landlords have flexibility regarding how they establish and develop their equality data collection methods to ensure they reflect organisational needs and local context, and it will also help social landlords to use equality data to deliver quality services to tenants and other customers.

The SMT will use the guide to implement processes designed to collect the required data at W.H.A. to both meet our statutory requirements and to use the outputs to improve focussed service delivery to our customers.

7. Human Resources

J. McBride presented agenda item 7, Human Resources. and spoke to the following items:

General items

- Request for Committee members to provide a photo for the new website.
- GDPR training sessions by our Data Compliance Officer, [REDACTED] of RGDP.

A.G.M. & Management Committee 2021-22

J. McBride gave a final update on individual Management Committee member's status approaching the A.G.M. and potential for an estimated eight vacancies to be filled.

Staffing & Recruitment

J. McBride advised on staffing as follows:

- Area Housing Assistant: Rents Team: Fiona Kirk had been appointed to the post for one year commencing 15th September 2021.
- Community Regeneration Officer: Recruitment process would commence following authorisation of the Community Regeneration Strategy.
- Maintenance Assistant: Modified post process still ongoing and hoped to be resolved during September 2021.

7. Human Resources

EVH World of Work

J. McBride attended the 2nd EVH World of Work forum. Notes from the forum were provided under **agenda item 7a**. SMT continue to follow guidance and act on information provided by EVH on the return to office.

Short Life Working Group (Pensions)

A report for Committee's consideration was presented at agenda item 4. J. Scott and M. MacLaren lead the Committee on this item as no staff were in attendance. A minute of decisions taken would be provided post meeting. J. McBride and L. Ramsay agreed to progress any actions, as directed by Committee decisions thereafter.

8. Secretary's Annual Report

J. McBride, as Secretary of Williamsburgh Housing Association, presented agenda item 8, and confirmed annual compliance with the keeping of rule numbers 62 – 68 subject to the minor qualifications contained within the report.

9. Risk Management: Quarter 1: 2021-22

J. McBride presented agenda item 9, the quarterly Risk Management Report, highlighting the main risks identified, subsequent controlling actions, action plans and new risks emerging since the previous report.

10. Audit: Quarter 1: 2021/22

L. Ramsay presented agenda item 10, the quarterly Audit Report and updated the Committee on the following items:

- Progress on the external audit of W.H.A. and W.P.S. annual accounts for 2020/21 by Azets Audit Services.
- Progress with the Internal Audit Programme for 2021/22 – 2023/24 to be carried out by Alexander Sloan CA. It was noted that the Corporate Governance audit was in progress.
- Follow up on action points from previous internal audits.

11. Annual Assurance Statement: Quarter 1: 2021/22

J. McBride presented agenda item 11, the quarterly Assurance Statement report, detailing ongoing evidence gathering to support the Annual Assurance Statement process in October of each year.

J. McBride highlighted that the report format followed the SFHA Self Assurance Toolkit guidance headings and that the report identified assurance evidence in each of the following areas:

- Assurance & Notification.
- Scottish Social Housing Charter Performance.
- Tenant & Service User Redress.
- Equalities and Human Rights.
- SHR Statutory Guidance.
- Organisational Details and Constitution.
- Regulatory Standards of Governance and Financial Management 1-7.

12. Any other business

There were no other items of business raised for discussion.

13. 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 Annual General Meeting, to be held on 15th September 2021 at 7.00 pm in the Glynhill Hotel, Renfrew.

CHAIRPERSON:

DATE: