

MINUTES OF THE 522ND MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 15TH DECEMBER 2021 AT 6.00 PM BY ZOOM VIDEO CONFERENCE.

PRESENT: S. James Chairperson
C. Green
A. McLaughlin
J. Scott
M. Symons
E. McDermott
Cllr. M. MacLaren

IN ATTENDANCE: L. Ferrie Interim Chief Executive
O. McMillan Maintenance Manager
L. Ramsay Finance & IT Manager
G. Scott Development Manager

1. (a) Apologies

Apologies were submitted on behalf of Y. Robbie, T. Thomson and A. Ballantine. (Committee members).

(b) Declarations of Interest

L. Ferrie reported that G. Scott, L. Ramsay, O. McMillan and herself would leave the meeting whilst Committee discussed the appointment of the new Chief Executive Officer and the result of the pension consultation.

2. (a) Minutes of Management Committee Meeting: 27.10.21 (No.521)

The minutes of the Management Committee meeting held on Wednesday, 27th October 2021 (No.521) were proposed correct, on a motion proposed by M. Symons and seconded by S. James.

(b) Matters Arising

There were no matters arising.

3. Human Resources

L. Ferrie presented agenda item 3, Human Resources and advised that it would be spoken to by G. Scott, O. McMillan and herself as follows:

General

- A request to return corporate governance paperwork issued to G. Corry.

Staffing & Recruitment

Estates and Development Assistant (Grade 5, 28 hrs p/w)

G. Scott advised that the above post had been advertised with the closing date of Thursday, 9th December 2021. A provisional interview date of Friday, 17th December 2021 has been set.

Community Regeneration Co-Ordinator (Grade 4, 35 hrs p/w)

G. Scott advised that this post had been readvertised and interviews had been carried out. A decision on the successful candidate was still to be made.

Community Regeneration Post (17 ½ hrs p/w)

G. Scott advised that the vacancy was being held until new F/T post holder (above) was in place and established.

Temporary Area Housing Assistant (Long term sick leave cover)

L. Ferrie advised that due to a poor response to our advertisement, admin support was now being provided to the Tenancy Team by existing part time staff, K. Sweenie and S. Macleod for the same 6 months period that the temporary Area Housing Assistant post had been advertised.

GDPR Audit & Freedom of Information Compliance

L. Ferrie advised that, despite advertising through a different channel to those normally used by the Association, there had been no applications for the post. Following a short discussion, it was agreed that L. Ferrie and the Management Team would review the position with a view to trying a different approach once more.

3. Human Resources Contd.

Maintenance Assistant (Grade 4, 35 hours p/w)

O. McMillan advised that the advertising had been successful and applications had been received. O. McMillan would now progress the assessment of applications and progress interviews on 20th December 2021, as arranged.

Chief Executive Officer (Grade 8, 35 hrs p/w)

It was agreed that, following a confidential discussion by the Management Committee to discuss the appointment of the new Chief Executive Officer, L. Ramsay would be advised of how she should proceed with the administration of the appointment.

EVH

L. Ferrie advised that the following documents had been provided within the Committee papers:

- October, November and December 2021 Newsletters.

Conclusion

- Committee acknowledged the updates and noted the changes to the arrangements for the Temporary Area Housing Assistant and Data Protection and Information Officer posts.

4. Result of Pension Consultation 2021

It was agreed that, following a confidential discussion by the Management Committee, J. Scott would subsequently advise L. Ramsay of their decision for issuing to staff.

5. Rent Review 2022/23

L. Ramsay presented a comprehensive report providing historical data, current and projected inflation rates and comparative rent levels for landlords, including W.H.A., operating in Renfrewshire. L. Ramsay also presented to Committee, 3 increase options, together with their impact on current rents, as follows:

- Option 1 Increase 2022/23 rents by 4.2% (October 2021 cpi)
- Option 2 Increase 2022/23 rents by 3.5%
- Option 3 Increase 2022/23 rents by 3.0%

5. Rent Review 2022/23 Contd.

	Lettable self-contained units - 1 Apt - Average weekly rent	Lettable self-contained units - 2 Apt - Average weekly rent	Lettable self-contained units - 3 Apt - Average weekly rent	Lettable self-contained units - 4 Apt - Average weekly rent	Lettable self-contained units - 5+ Apt - Average weekly rent	Lettable self-contained units - Total - Average weekly rent
2021/22 Average Rents	£58.60	£70.32	£79.39	£88.76	£101.03	£76.82
Option 1 - 4.2% Increase	£61.06	£73.27	£82.72	£92.49	£105.27	£80.05
Option 1 - 4.2% Increase per week	£2.46	£2.95	£3.33	£3.73	£4.24	£3.23
Option 2 - 3.5% Increase	£60.65	£72.78	£82.17	£91.87	£104.57	£79.51
Option 2 - 3.5% Increase per week	£2.05	£2.46	£2.78	£3.11	£3.54	£2.69
Option 3 - 3.0% Increase	£60.36	£72.43	£81.77	£91.42	£104.06	£79.12
Option 3 - 3.0% Increase per week	£1.76	£2.11	£2.38	£2.66	£3.03	£2.30

Following a thorough and open discussion, considering all options, Committee agreed on a motion, proposed by Cllr. M. MacLaren and seconded by M. Symons, that consultation on Option 3 - 3%, should be undertaken with tenants. The results of the consultation will be presented to Committee at their meeting to be held on 26th January 2022.

6. Policy Reviews

There were 3 policies presented for Committee's consideration.

L. Ramsay presented the **Treasury Management policy** advising that it provides one single accessible document, in relation to the Treasury Management function of Williamsburgh Housing Association. The purpose of the policy is to ensure that, in order to conduct our business efficiently, we must have sound treasury management systems in place.

L. Ramsay advised that the policy is reviewed annually and prepared, in accordance with reference to and in accordance with any publications from:

- Scottish Housing Regulator Standards of Good Governance & Financial Management.
- CIPFA Code of Practice for Treasury Management.

The policy makes reference to sub committees:

"The Management Committee delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Finance & Audit Sub Committee".

6. Policy Reviews Contd.

L. Ramsay advised committee that she was working on updating the out of date signatories for the Clydesdale Bank account with the intention of opening a deposit account in the next few months.

L. Ramsay advised that it should be noted that the Sub Committees continue to be postponed (initially due to COVID) and are replaced by monthly Management Committee meetings. The Sub Committees will be reinstated, once a new CEO is in place.

The policy was considered and its implementation endorsed, on a motion proposed by J. Scott and seconded by E. McDermott.

L. Ferrie presented the **Stress Management Policy** advising that it demonstrated our commitment to reducing and, where possible, eliminating stress for our employees. L. Ferrie also advised that stress can result in poor mental health of employees even if the effects are not severe enough to result in a medical diagnosis. We recognise the need to promote a culture of good mental and physical health in our duty of care, under the requirements of the Health and Safety at Work Act 1974.

L. Ferrie presented the **Flexible Working Policy** advising that W.H.A. believes that our staff members are our most valuable asset and we are committed to attracting and retaining the very best and utilising all talent and experience available. L. Ferrie advised that it is important for staff members to establish a work-life balance, as many individuals have personal responsibilities outside from work. Flexible work may allow more freedom for employees to organise their employment to fit in with other parts of their life. The Flexible Working Policy provides options available to staff, together with the procedures required, should a request be made.

Following discussion and consideration of the above two policies, their implementation was endorsed, on a motion proposed by S. James and seconded by C. Green.

7. Chief Executive Report

L. Ferrie presented agenda item 7, the Chief Executive report and updated the Committee on the following matters:

- Covid-19 service update.

7. Chief Executive Report Contd.

Notifiable Events

- Confirmation received from SHR that the Covid-19 NE has been closed.
- Confirmation received from SHR that the NE, in respect of our rule change has been closed.
- NE in respect of resignation of Chief Executive remains open.

GWSF

L. Ferrie provided an update from GWSF on their 20/21 Charter Report.

Tenant Grant Fund

L. Ferrie advised that we have received notification from Renfrewshire Council that we can now submit applications to the Grant Fund. It is time-limited, however, and applications must be received before 20th December 2021, in order to be considered.

L. Ferrie advised that staff were doing all that they could to maximise the number of applications to the fund.

Committee acknowledged the short turn around for applications to be submitted and thanked staff for their efforts. Cllr. M. MacLaren advised that she would discuss with Renfrewshire Council to see if there was anyway of extending the timescale.

FLAIR

L. Ferrie advised that the Annual Meeting of FLAIR was held, via Zoom, on Monday, 29th November 2021. She advised that [REDACTED] of Ferguslie Park Housing Association had been appointed Spokesperson.

W.H.A. Logo and New Website

L. Ferrie advised that, in accordance with our Strategic Objective 6: Digitalisation of our Services, we have successfully launched our new web site. L. Ferrie also advised that we had launched our new logo and corporate colours.

7. Chief Executive Report Contd.

SHARE Annual Conference 2022

L. Ferrie advised that details of the SHARE Annual Conference, to be held at the Glasgow Westerwood Hotel & Golf Resort from 11th to 12th March 2022, had been circulated. G. Corry to be advised if Committee members wished to attend.

M. Symons raised the question about re-joining SHARE as members, as this would reduce the cost of attending their events. It was agreed that L. Ramsay would look into the cost of membership, and previous uptake of training courses. This would be brought back to the next meeting.

SFHA Affiliation Fee: 2022/23

L. Ferrie advised that we had received notification of our SFHA membership renewal fee for 2022/23 of £13,976.

EVH Membership Renewal: January to December 2022

L. Ferrie advised that we had received notification of our EVH renewal fee for 2022 of £4,411 and the Member Protect element will be £1,827.

Following discussion by Committee, it was agreed that membership of both bodies should continue, and fees paid accordingly. This was proposed by M. Symons and seconded by C. Green.

Scottish Housing Regulator

L. Ferrie confirmed that the undernoted publications had been previously circulated to Committee.

- Scottish Housing Regulator and Office of the Scottish Charity Regulator publish updated Memorandum of Understanding.
- Scottish Housing Regulator sets out the risks it will focus on in its next annual risk assessment.
- Scottish Housing Regulator publishes landlords' latest Annual Assurance Statements.
- Housing Regulator publishes annual report and accounts for 2020/21.
- Regulator publishes latest quarterly report on the impact of COVID-19 on social landlords.

7. Chief Executive Report Contd.

Scottish Government

L. Ferrie advised that the Scottish Government have published the independent analysis of the responses to the current review of the Scottish Social Housing Charter, which can be accessed through the link below:
[Scottish Social Housing Charter: consultation analysis - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/scottish-social-housing-charter-consultation-analysis/pages/10.aspx)

8. Risk Management: Quarter 2, 2021/22

L. Ramsay presented the Risk Register, advising that it identified the main risks facing the Association and the controlling actions identified.

The Register consists of the following elements:

- Risk Definitions (to define risk)
- Risk Parameters (to measure risk)
- Main Risk Register (to identify significant risks facing the Association)
- Risk Assessments (detailed risk analysis for each significant risk)
- Review Schedule (to ensure risks are being reviewed on time)

L. Ramsay advised that the significant risks, as identified within the 'main risk register', have been reviewed, as per the timetable and any actions taken in the period have been updated within each of the individual risk assessments.

Committee noted the content of the Risk Register and report provided.

9. Audit: Quarter 2, 2021/22

L. Ramsay presented the Quarter 2, Audit Report. She advised the following:

External Audit: Azets Audit Services

All audit work for W.H.A. has been completed for 2021/22. For W.P.S., Azets are just finalising the tax return with HMRC which will then allow the Companies House return to be completed by 31st January 2022.

Internal Audit: Alexander Sloan

The 2020/21 programme was postponed due to the COVID-19 situation. We are starting to action outstanding points with 2 being completed this quarter.

9. **Audit: Quarter 2, 2021/22 Contd.**

2021/22 Internal Audit Programme

L. Ramsay advised that Alexander Sloan have carried out the first two audits of the 2021/22 programme. Further audits for Finance and IT are currently underway and will be reported to Committee next quarter.

L. Ramsay spoke to the detailed audit report, advising Committee of actions completed, those in progress and those outstanding.

Committee noted the status of the 2021/22 internal audit programme and outstanding action points to be carried forward.

10. **Health & Safety Annual Report**

O. McMillan presented the comprehensive annual Health and Safety report, outlining the areas covered by the Health and Safety Committee, and also the activity and work that had been undertaken during the reporting period.

In addition he provided an update on the following:

- **Registers**
- **Covid -19 Restrictions: Health and Safety Implications**
- **Annual Gas Service Visits (AGSV)**
- **Electrical Installation Condition Reports (EICR)**
- **Fire Alarm Upgrades (LD 2)**

O. McMillan also confirmed there were no other breaches of the Health and Safety Policy to report, with the exception of the expired Gas Safety Certificates, due to Covid-19 restrictions and reasons outlined and the incident involving our painting contractor.

He also advised that an audit of our Health and Safety Landlords Manual by ACS Ltd, was being arranged for the new year.

Committee noted the content of the report.

11. Any Other Business

Staff Christmas Lunch

L. Ferrie advised that the staff meeting and planned Christmas Lunch at the Glynhill Hotel on 10th December 2021 did not go ahead. She explained that, given the rise in COVID cases, due to the new Omicron variant, it was felt best to postpone this event, but advised staff that it would be rescheduled, whenever possible.

Committee noted the update and plan for future.

Staff Christmas Gift

Committee advised the Management Team that, in recognition of the staff teams continued hard work throughout the year, they were each to be given a net increase of £50 in their December salary. This was approved, on a motion proposed by M. Symons and seconded by J. Scott.

Management Team collectively thanked Committee for their kind and generous gift.

12. 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 held on Wednesday, 26th January 2022 at 6.00pm on Zoom.

CHAIRPERSON:

DATE: