

MINUTES OF THE 539TH MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 26TH JULY 2023 AT 6.00PM AT RALSTON HOUSE & ON TEAMS.

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|-----------------------|-------------------|--------------------------------------|
| PRESENT: | J. Scott | Chairperson |
| | D. Eadie | Vice Chairperson |
| | M. Symons | |
| | C. Henry | |
| | A. Ballantine | |
| | E. McDermott | |
| | Cllr. M. MacLaren | |
| | T. Thomson | |
| | R. Coelho | |
| IN ATTENDANCE: | J. Grant | Chief Executive Officer |
| | L. Ramsay | Head of Finance & Corporate Services |
| | L. Reynolds | Head of Property Services |
| | G. Scott | Head of Development |
| | L. Ferrie | Head of Housing |
| | L. Fleeting | Corporate Services Supervisor |
| | ██████████ | Audit Manager, Chiene & Tait |

1. (a) Apologies

Apologies for absence were submitted from J. Kerr (Committee member).

(b) Declarations of Interest

Cllr. M. MacLaren declared an interest in item 12 and would not participate in the item. D. Eadie declared an interest in item 5 and would not participate in the item. M. Symons declared an interest in item 7 and would leave the meeting for that item.

2. (a) Minutes of Management Committee Meeting: 24.05.23 (No.538)

The minutes of the Management Committee meeting held on Wednesday, 24th May 2023 (No.538) were proposed correct, on a motion proposed by M. Symons, seconded by C. Henry.

(b) Matters Arising

There were no matters arising.

3. Annual Accounts

██████████ of Chiene and Tait, (External Auditor), presented the summary of the annual accounts for W.H.A. and the audit management report. ██████ noted the results of the external audit were positive with no concerns to report.

The Committee thanked ██████ for ██████ report.

The recommendations were approved; to sign the 2022-23 annual accounts, authorise signing of the letter of representation, recommend the re-appointment of Chiene & Tait LLP as external auditors for the 2023/24 – proposed by T. Thomson, seconded by C. Henry.

4. Policy Review Programme

L. Fleeting presented the report, noting that a range of governance policies were being presented, as the current approach is for annual management committee review. However, in future, the review period would be extended to 3 years, unless there was a significant legislative or good practice change in the period. It was further advised that policies had been updated with the latest SFHA and SHR guidance.

Fraud Policy: Under Regulatory standard 4, W.H.A. must ensure to identify risks that might prevent it from achieving our purpose. W.H.A. must also have effective strategies and systems for risk management, mitigation, internal control and audit. As such, it is important that we have a Fraud Policy and Register. The Fraud Register was reported to the Management Committee at meeting no.538 in May 2023. This policy is linked to the register and is to be reviewed on an annual basis.

Complaint against a Senior Officer: The Scottish Housing Regulator (SHR) has a regulatory interest in the good governance and reputation of a Registered Social Landlord (RSL) and, as such, require to be notified when there is a complaint raised about the Senior Officer – W.H.A. Chief Executive.

The Complaint Against a Senior Officer policy has been updated, in line with new guidance from the Scottish Housing Regulator.

Remit of Management Committee and Sub-Committees: Due for review in August 2023 within the policy review schedule, the remits have been combined into one document for ease of reading and will form part of the upcoming revised Governance Handbook. This remit supersedes the previous remits dated September 2022 (Management and FAC Sub-Committee) and March 2023 (Operations & Performance Sub-Committee).

4. Policy Review Programme Contd.

Scheme of Delegated Authority: Ensuring that there are clear arrangements for delegation and effective reporting arrangements will support W.H.A. in operating to high standards of governance and demonstrating compliance with regulatory standards. The scheme of delegated authority is required by the SHR and recommendations by SFHA have been included. This policy supersedes the previous policy dated August 2022.

Standing Orders: The standing orders supplement the Rules of W.H.A. and the Scheme of Delegated Authority and was due for review by August 2022. This policy supersedes the previous policy dated August 2022.

Code of Conduct: The Code of Conduct has been updated to reflect the guidance from SFHA and includes the seven guiding principles as suggested by SFHA. Committee members will be asked to sign their agreement to the Code of Conduct at the first meeting following the AGM in September. This policy supersedes the previous policy dated September 2022.

CEO Job Description / Role of Secretary: Many RSLs choose to have the role of the Secretary carried out by an appropriate member of staff – in W.H.A.'s case, the CEO. SFHA guidelines are where this is the case, the role description should be reflected within the Rules and within the Chief Executive's job description. Where this is the case, there is no requirement for a separate role description or for the annual election of the secretary to take place. This Job description supersedes the previous description approved in September 2022 and includes the removal of a separate role descriptor for the Secretary.

Role Descriptors for Management Committee Officer Bearers: The role descriptors for Management Committee, Chairperson and Vice Chairperson include minor updates, as recommended by SFHA. The Chairperson and Vice Chairperson role descriptors have also been updated, in order to be inclusive of the role of the Convenors of the Sub-Committees. This policy supersedes the previous role descriptors dated September 2022.

The recommendations were approved; all policies were approved; proposed by M. Symons, seconded by E. McDermott.

5. Procurement of Repairs Service

L. Reynolds presented the report, highlighting that the Procurement for Housing Dynamic Purchasing system had been used to deliver the following services:

- Out of Hours Emergency works.
- Joiner, Plumbing, Electrical reactive works.
- Voids/multi-trade works.

An additional tender exercise to secure Out of Hours Call-centre Services was issued through the Public Contracts Scotland Quick Quote facility. Tender exercises were conducted, in line with the procurement Policy and all procurement legislation requirements.

Services have previously been delivered by single multi-trade contractors, with smaller specialist services being sub-contracted or issued to local suppliers in the area. This model has worked well previously, however, increasingly in the sector larger multi-trade contractors have withdrawn their services or their business has failed as they can no longer sustain the costs of delivering services.

The use of a procurement framework to deliver reactive maintenance services was explored to secure multiple contractors to deliver the essential services. This reduces the future risk if Contractors withdraw their services or provide a poor service to Tenants and Factored owners. Other I-FLAIR members had identified an existing framework provider Procurement for Housing (PfH) who operate a Dynamic Purchasing System (DPS) which allows access to multiple maintenance contractors. A proposal to engage PfH to facilitate a DPS for reactive repairs for I-FLAIR members was supported by Williamsburgh's Management Committee on 30th November 2022.

A member supported the risk-based approach to the use of multiple contractors and asked if this would increase the administration? L. Reynolds confirmed that this would be the case, being inevitable when the risk is spread in this way.

A member asked if the cost uplift on rates was being managed? L. Reynolds agreed that this was an important element and there was an annual cap of 7% in the contract.

A member asked if contractors would have capacity if all the I-FLAIR associations are using them? L. Reynolds agreed this was a risk and works are being spread to avoid overloading and this will take time to settle.

A member asked if more staff resources will be required to manage the multiple contractors? L. Reynolds confirmed that staffing resources were being reviewed and this would be part of the planned staffing paper for presentation at the September Management Committee.

5. Procurement of Repairs Service Contd.

The recommendations were approved; to accept the outcomes of the tender exercises, based on assessment of the Most Economically Advantageous Tenders (MEAT) to deliver best value services, authorise Staff to instruct acceptance of the tenders and progress actions to formalise contract documents and progress the services; proposed by R. Coelho, seconded by T. Thomson.

6. Chief Executive's Report

J. Grant presented the report, noting updates from the SHR on revised guidance for the completion of Assurance Statements, updates on the closure of W.P.S. and updates on progress with the pensions short life working group.

He further noted that the voluntary recognition agreement with Unite the Union, prepared by ACAS, had been received and included the standard expected elements.

The recommendation was approved; to sign the voluntary recognition agreement with Unite: proposed by M. Symons, seconded by C. Henry.

7. Annual General Meeting 2023

J. Grant presented the report, noting the arrangements for the AGM on 13th September at the Glynhill Hotel, Renfrew.

M. Symons left the meeting.

J. Grant outlined the requirements of the 9-year rule and the feedback received from Committee members and senior staff which unanimously endorsed a continuation of service on the Management Committee.

The recommendation was approved; that sufficient assurance had been received to confirm M. Symons will continue as a Management Committee member for a further 12 months; proposed by D. Eadie, seconded by Cllr. M. McLaren.

8. Business Plan Objectives Q1

M. Symons returned to the meeting.

J. Grant presented the report, noting that good progress has been achieved against the objectives in the first quarter. Highlights include - completion of the Asset Management Strategy and associated refreshing of financial plans, transfer of W.P.S. to W.H.A., HR strategy implementation, policy review programme, tenant engagement and pensions review. We remain on track to deliver on the plan overall. This progress is also in the context of continuing good performance in service delivery by all teams.

J. Grant advised that new build development continues to be subject to delays from Renfrewshire Council in progressing essential aspects of the planning process and land purchasing. Regular communication is continuing, including J. Grant meeting with the Council to discuss.

The Management Committee thanked staff for the positive progress and noted the report.

9. Strategic Risks Q1

L. Ramsay presented the report, noting that 1 risk has been removed from the main register, as the overall risks have reduced, "Insurance costs increasing sharply". Further, 1 Risk have been added "Health & Safety, Failure to document damp & mould safe systems of management" with new mitigations in place. She further advised that a copy of the 27 risks on the register are also available to Committee in their files.

The Management Committee noted the report.

10. Secretary's Report

J. Grant presented the report, confirming that rules 62-67 have been complied with over the period since the last A.G.M.

The Management Committee noted the report.

11. Sub Committee Minutes

J. Grant advised that minutes for the following Sub Committee meetings were provided for the Management Committee's information.

MINUTES OF THE 2ND FINANCE, AUDIT & CORPORATE SERVICES (F.A.C.) SUB COMMITTEE MEETING HELD ON WEDNESDAY, 1ST FEBRUARY 2023

MINUTES OF THE 1ST OPERATIONS AND PERFORMANCE SUB COMMITTEE MEETING, HELD ON WEDNESDAY, 19TH OCTOBER 2022

MINUTES OF THE 2ND OPERATIONS AND PERFORMANCE SUB COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 18TH JANUARY 2023

The Management Committee noted the minutes.

12. New Build Programme Update

G. Scott presented the report, noting that there had been recent changes to the Scottish Government's affordable housing guidance.

- The subsidy benchmarks have been increased by 16.9% to reflect building cost inflation.
- An additional item for increased subsidy has been added for the installation of electric vehicle charging.
- RSL social rent benchmark assumptions are reintroduced for grant assessment purposes.
- Notification that from 1st December 2023 new projects seeking affordable housing grant will require to contain zero direct emissions heating systems.

A member noted it was positive to see the grant subsidy increase but, given the rise in costs far exceeded the increase in subsidy, would it be possible to seek above benchmark subsidy? G. Scott agreed it was positive and that we would assess the potential for above benchmark. However, there was only a low chance that this would be accepted.

A member asked if the current Cartha Crescent new build project would be Net Zero? G. Scott advised that Catha Crescent will not be Net Zero standard, but any subsequent new build projects would be.

The Management Committee noted the report.

13. Any Other Business

J. Grant advised that it had been requested that Committee meetings change to earlier in the month to assist with attendance. Following a discussion, it was agreed that the October meeting would be held on the 18th as a trial.

14. 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, 13th September at 8pm in the Glynhill Hotel, Renfrew, immediately after the A.G.M. at 7pm.**

CHAIRPERSON:

DATE: