MINUTES OF THE 550TH MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 23RD OCTOBER 2024 AT 6PM (HYBRID)

PRESENT:	J. Scott	Chairperson
	M. Symons	
	R. Coelho	
	D. Eadie	
	Cllr. M. MacLaren	
	E. McDermott	
	O. Ikeh	
	G.L. John	
	L. Shields	
	J. Kerr	
IN ATTENDANCE:	J. Grant	Chief Executive Officer
	L. Ramsay	Head of Finance & Corporate Services
	L. Ferrie	Head of Housing
	L. Reynolds	Head of Property Services
	G. Scott	Head of Development
	L. Fleeting	HR Manager

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1. (a) Apologies

Apologies were received from C. Henry, T. Thomson and F. Stewart (Committee members).

(b) Declarations of Interest

D. Eadie declared an interest in item 4 and would not participate in the item.
Cllr. M. MacLaren declared an interest in Item 4 and item 9 and would not participate in the item.

2. (a) Minutes of Management Committee Meeting: 25.09.24 (No.549)

The minutes of the Management Committee meeting held on Wednesday, 25th September 2024 (No.549) were proposed correct, on a motion proposed by M. Symons, seconded by Cllr. M. MacLaren.

(b) Matters Arising

There were no matters arising.

3. Assurance Statement (AS) 2024

J. Grant presented the report and explained the background and purpose of the Assurance Statement. He advised that the Committee receive updates throughout the year on the Assurance Statement self-assessment and have direct access at any time to the supporting evidence (the "evidence bank"). In completing the assessment, a judgement is made as to whether any identified weaknesses are material, and therefore reportable to the SHR, or if they are areas for improvement where the issue is not material and therefore not required to be reported. In both cases action is taken to resolve the issue. Improvements to compliance have been made since the 2023 AS was submitted. These include aspects of health and safety, equalities, tenant engagement and governance.

A member noted that the level of detail in the self-assessment was welcome. This gave more assurance that everything was being looked at.

A member welcomed the improvements being made and agreed that the range of coverage in the evidence bank was assuring.

A member noted that the range of evidence included was also very helpful to increase understanding of the Association's operations and the significant amount of resource that supports compliance required by regulators.

The recommendation was agreed – to approve the Assurance Statement for 2024 and agree it can be submitted to the Scottish Housing Regulator (SHR) – proposed by D. Eadie, seconded by L. Shields.

4. Chief Executive's Report

J. Grant presented the report, providing an update on procurement for a structural surveyor to assess the condition of the retaining wall at New Sneddon Street.

L. Ferrie presented the review of the Complaints Policy, noting that it had received only very minor amendments.

The revised Complaints policy was approved, proposed by D. Eadie, seconded by Cllr. M. MacLaren.

5. Shareholding Membership: Cancellations

J. Grant presented the report, noting six shareholding members had failed to comply with the rules and their shareholding membership would need to be cancelled.

The recommendation to cancel the shareholding memberships was approved, proposed by M. Symons, seconded by J. Scott.

6. Code of Conduct

J. Grant presented the report, explaining the purpose of the Code of Conduct for Committee members and advised that the Association intends to adopt the recently revised model SFHA Code of Conduct.

The revised SFHA model Code of Conduct for Committee members was approved, proposed by D. Eadie, seconded by Cllr. M. MacLaren.

7. Annual Report 2024

L. Ferrie presented the Annual Report to customers, highlighting the range of information included and the benchmarking with other providers for the Annual Return on the Charter (ARC) performance information.

A member asked if the report was provided only on-line? L. Ferrie advised that a small number of hard copies are produced for tenants who want to receive the report this way.

A member welcomed the Annual Report coming to the Committee. Could the performance measures, for example, the rent collected measure, be further explained in the Annual Report as it was not easy for tenants to understand some of the technical measures? L. Ferrie advised that the measures were taken directly from the ARC and definitions were available to everyone on the SHR's website.

The Committee noted the Annual Report.

8. Strategic Objectives Q2

J. Grant presented the report, advising that steady progress has been achieved against the objectives. Highlights include progress on the Cartha Crescent new build project, start of the review of the development/new housing strategy, further development of the new business plan, equalities strategy and the IT strategy completed, new tenant engagement activity, HR strategies being embedded into policies, good progress with IT projects and significant progress with the GDPR compliance project. Performance in delivering our services also remains on target and compares well against the sector average performance

The Committee noted the Report.

9. Strategic Risk Q2

L. Ramsay presented the report, advising that the risk register is used to capture the risks facing our organisation and produces a summary report. Currently there are 31 main risks on the risk register, with 8 being considered as significant. There are no new risks identified in Q2. Mitigation activity is continuing, as outlined on the risk register.

A member asked if the significant risks could be colour coded in red, for ease of identification. L. Ramsay agreed to change this.

The Committee noted the report.

10. New Build Report

G. Scott presented the report, highlighting good progress with the construction phase at the Cartha Crescent development. There was a projected overspend of £70k at this point in the project, but this was expected to be recovered.

G. Scott also reminded Committee that the future development programme was currently suspended pending the external review of the development strategy. This had now begun, with the report expected in mid-November. This would consider the financial case to develop in the future and look at need and demand for accommodation.

A member asked if the Association owned any land which could be developed? G. Scott advised that there was no land in ownership, and this did add to the challenge.

The Committee thanked G. Scott and noted the report.

11. Any Other Business

(a) J. Scott reminded members of the need to timeously return signed copies of the corporate governance documents.

(b) J. Grant noted that the Strategic Planning Day was planned for 17th January 2025 but this would depend on confirmation of sufficient numbers.

12. 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 **Wednesday, 27th November 2024 at 6.00pm, (Hybrid)**

CHAIRPERSON: ……………………………………

DATE: ……………………………………