MINUTES OF THE 555TH MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 30TH JULY 2025 AT 6PM (HYBRID)

PRESENT:	J. Scott	Chairperson
	M. Symons	
	R. Coelho	
	C. Henry	
	O. Ikeh	
	E. McDermott	
	D. Eadie	
	Cllr. M. MacLaren	
	L. Shields	
IN ATTENDANCE:	J. Grant	Chief Executive Officer
	L. Ramsay	Head of Finance & Corporate Services
	L. Reynolds	Head of Property Services
	S. Vernal	Head of Housing & Communities
	[redacted]	C&T
OBSERVERS:	[redacted]	

J. Scott warmly welcomed the two observers, and all Committee members introduced themselves.

1. **(a) Apologies**
Apologies were received from J. Kerr and G.L. John (Committee members). Standing apologies recorded on behalf of F. Stewart.

(b) Declarations of Interest
Cllr. M. MacLaren and declared an interest in item 6.

2. **(a) Minutes of Management Committee Meeting: 28.05.25 (No.554)**
The minutes of the Management Committee meeting held on Wednesday, 28th May 2025 (No.554) were proposed correct, on a motion proposed by M. Symons, seconded by D. Eadie.

(b) Matters Arising

L. Ramsay advised that our pensions advisor would be invited to the November Finance, Audit and Corporate Services (FAC) sub-committee meeting to explain the circumstances behind the underperforming Defined Contribution (DC) scheme in the context of WHA taking advice to exit the Defined Benefit (DB) scheme.

L. Reynolds advised that she would not currently recommended a short-life working group to be established for the governance of the New Sneddon Street retaining wall. A monitoring regime has been put in place using external consultants and data needs to be gathered first before any decisions on investment are made. A short life working group could be established once sufficient data was available. The Committee agreed and noted monitoring data will be reported to the Operations and Performance sub-committee.

3. Annual Accounts

[redacted] from C&T provided a summary of the audit of the annual accounts. He noted the audit identified no areas of weakness, financial performance remained positive and that this should provide good assurance to the Management Committee.

A member noted that the audit letter had an error which [redacted] agreed to change.

A member asked whether rental income was sufficient given the continued rising costs despite savings in some areas. L. Ramsay advised the business plan currently was supported by rent increases one percent above inflation and that this would be looked at again in November when proposals for future rent increases were considered by the Committee.

The Committee commended the results and the hard work of the finance team.

The recommendations were approved, proposed by C. Henry, seconded by Cllr. M. MacLaren.

4. Management Committee Annual Appraisal Review

J. Grant presented the report, providing a summary of the annual appraisals completed by Committee members. He noted positive feedback from members on individual skills and the effectiveness of the Committee as a whole. Members felt that information provided was good and that staff were helpful and supportive. The Committee felt that the right balance had been achieved between scrutiny and encouragement leading to a culture of improvement. Members felt that the Committee focussed on the right things and respected each other's opinions.

J. Grant noted a range of personal development, succession and improvement options had been raised during the appraisal meetings and these were discussed by Committee.

4. Management Committee Annual Appraisal Review Contd.

The Committee agreed the following:

- C. Henry would become the Convenor of the Operations and Performance (O&P) Sub Committee.
- R. Coelho would become the Convenor of the Finance, Audit and Corporate Services (FAC) Sub Committee.
- Specialist external audits for health and safety areas would be commissioned with the potential for further audits to be discussed at the strategic away day in January 2026.
- Risk management and focus would be incrementally changed, responding to Committee's feedback on a case-by-case basis.
- A focussed review of one area of the Assurance Statement by some Committee members would be considered at the strategic away day.
- D. Eadie would join the FAC Sub Committee.
- L. Shields would join the O&P Sub Committee.
- The Succession plan and the Training plan were approved.

Proposed by D. Eadie, seconded by M. Symons

5. Annual General Meeting (AGM)

J. Grant presented the report, advising of the arrangements for the AGM. He advised that feedback from the 2024 AGM had been used to make some improvements.

A member noted that the AGM would be held in Renfrew and asked whether other locations had been considered? J, Grant agreed it would be good to hold the AGM in other locations but that no venue could be identified that was suitable.

The recommendations were agreed, proposed by M. Symons, seconded by R. Coelho.

6. Renfrewshire Council Common Allocations Policy

S. Vernal presented the report, providing a summary of the revised Common Allocations Policy and noting only a small number of changes had been made. The purpose of the changes was to support the reduction of homelessness and to support victims of domestic violence.

A member asked what level of input was given to WHA and other social landlords that adopted the Common Allocations Policy? S. Vernal advised that there was a positive relationship with Renfrewshire Council's housing team and all changes were consulted on in advance with all participating landlords.

The recommendation to adopt the Common Allocations Policy was agreed - proposed by M. Symons, seconded by C Henry.

7. Chief Executive's Report

J. Grant presented the report, highlighting no new Notifiable Events and new membership applications received. L. Ramsay provided an update on the pension valuation and the expected new pension liability costs.

The recommendation to approve the new applications for shareholding membership was approved, proposed by J. Scott, seconded by L. Shields.

8. Strategic Objectives Q1

J. Grant presented the report, noting good progress on the strategic objectives in the first quarter. Several factors are now expected to result in amendments to some activity, notably projects with many dependencies on other projects. There is a more complex range of activity being undertaken than in previous years and as such is more susceptible to impacts from reduced resources. This has occurred with unexpected staff absence, staff turnover, additional reactive work and Human Resource (HR) priorities that have drawn resources away from some of the planned project work.

The Committee noted the report.

9. Gas Safety Audit Recommendations

L. Reynolds presented the report, noting that all recommendations from the external specialist audit of gas safety had now been completed.

The Committee welcomed the completion of the recommendations and thanked L. Reynolds and the team for making the improvements.

10. Assurance Statement (AS) self-assessment review

J. Grant presented the report, noting that the AS self-assessment had been reviewed and that gas safety had now been removed as a material risk, following the completion of the audit recommendations. This would, however, still need to be reported in the Annual Assurance Statement. No new material risks had been identified and progress has been made on areas for improvement identified through the rolling reviews of compliance.

The Committee noted the report.

11. New Build Report

J. Grant presented the report, noting the completion of the Cartha Crescent development and the successful visit from the local MSP to the official opening. Redesign work to deliver improved value for money on the proposed North Road development is underway. Strategic acquisitions have been boosted by agreement from the Scottish Government to provide £350k grant funding to purchase up to 10 flats. This is a very positive outcome, coming off the back of several years of negotiations, as it provides funding much sooner in the financial year than was previously the case.

The Committee noted the report.

12. Annual Complaints Report

S. Vernal presented the report, highlighting the continuing good performance in manging complaints. While numbers of complaints are comparatively low, it is important to continue to use them as an opportunity to improve. Further focus is being placed on "Lessons learned" in this regard.

The Committee noted the report.

13. Any Other Business

(a) J. Grant advised that surveys would be issued to all Committee members by our internal auditor. These are part of the governance audit process and are designed to independently assess Committee member's views on a range of governance topics.

(b) J. Scott noted that this was M. Symons's last Committee meeting, after 19 years of dedicated service. He expressed his sincere thanks on behalf of the current and past Committees for M. Symons's huge contribution to the success of the Association.

14. Date and Time of Next Meeting

J. Scott thanked everyone for their attendance and advised that the AGM will be held on Wednesday, 17th September 2025 with all Committee members required to attend to ensure a quorum would be achieved. The next scheduled meeting of Williamsburgh Housing Association's Management Committee would be **Wednesday, 24th September 2025 at 6.00pm (Hybrid)**

CHAIRPERSON: ……………………………….

DATE: ……………………………….