MINUTES OF THE 557TH MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 29TH OCTOBER 2025 AT 6PM (HYBRID)

PRESENT:	J. Scott	Chairperson
	D. Eadie	
	R. Coelho	
	Cllr. W. Mylet	
	Cllr. M. MacLaren	
	J. Aitken	
	E. McDermott	
	G.L. John	
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

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1. (a) Apologies

Apologies were received from J. Kerr, L. Shields, and C. Henry.

(b) Declarations of Interest

Cllr. W. Mylet and Cllr. M. MacLaren declared an interest in item 5.

2. (a) Minutes of Management Committee Meeting: 24.09.25 (No.556)

The minutes of the Management Committee meeting held on Wednesday, 24th September 2025 (No.556) were proposed correct, on a motion proposed by R. Coelho, seconded by J. Aitken. Use of the electronic signature was agreed.

(B) Matters Arising

There were no matters arising.

3. Assurance Statement (AS) 2025

J. Grant presented the report and explained the background and purpose of the Assurance Statement. He advised that the Committee receive updates three times per 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.

While it was considered from the evidence that full compliance was in place, it was highlighted that a period of material non-compliance was recorded on the AS. This related to gas safety in one property which had been resolved earlier in the year.

3. Assurance Statement (AS) 2025 Contd.

Improvements to compliance have been made since the 2024 AS was submitted. These include aspects of health and safety, tenant engagement and governance.

A member thanked staff for the huge efforts that had gone into collating, analysing and presenting the evidence to support the assurance process.

A member commented that the culture of transparency was the key to assurance and examples such as the gas safety issue demonstrated that compliance problems would be raised with the Management Committee and addressed.

Several members highlighted some minor typos on the self-assessment documents and it was agreed that these would be amended.

The recommendation was agreed – to approve the Assurance Statement for 2025 and submit to the Scottish Housing Regulator (SHR) – proposed by J. Scott, seconded by D. Eadie.

4. People and Culture Strategy

L. Ramsay presented the report and provided a summary of the new People and Culture strategy. It was explained that the strategy had been developed to support the delivery of WHA's five-year Business Plan (2025–2030). It reflects our commitment to placing staff wellbeing, leadership, inclusion, and development at the heart of our organisational success. The strategy builds on previous initiatives and incorporates feedback from staff surveys, operational reviews, and sector best practice

A member asked what succession planning for staff was included? L. Ramsay advised that initiatives on skills training and job shadowing are currently used and these would continue. Further and higher education was also included. It was also being considered whether apprenticeships would be possible.

A member welcomed the new strategy and asked whether it could be included on the strategic away day agenda in some way. It was clear that times were tough for all staff and it was important to ensure people felt they were valued. J. Grant advised that the HR topic would be part of the away-day agenda, which would be presented to the November Management Committee for approval.

The People and Culture strategy was approved – proposed by E. McDermott, seconded by Cllr. M. MacLaren.

5. Shareholding Membership Cancellation

J. Grant presented the report, noting members who should be cancelled under the rules. He also noted one new membership application for approval.

The recommendations were agreed – to approve one shareholding membership cancellation and one shareholding application - proposed by R. Coelho, seconded by E. McDermott.

6. Landlord's Health and Safety (H&S) Manual

L. Reynolds presented the report, noting that the EVH H&S control manual was a key assurance tool for WHA. It provided model polices and procedures for all aspects of H&S and clearly defined roles and responsibilities across the organisation.

A member asked what training is provided to staff on H&S, particularly for risk assessments? L. Reynolds advised that key staff have H&S qualifications from an external accredited body. Other staff have received in-house training from the qualified staff. There is a suite of risk assessments in place and all staff are aware that risk assessments should be completed before any relevant new activity is undertaken.

The recommendations were approved; to adopt the H&S control manual, proposed by J. Scott, seconded by Cllr. W. Mylet.

7. Chief Executives Report

J. Grant presented the report, noting provisions within the new Housing Bill and that no new Notifiable Events had been raised. He advised on an approach from a developer regarding new homes on the former Paisley Grammar school site. Following internal review, it was considered that the proposal as currently exists is problematic and raises a range of risks and concerns. A meeting to discuss the development and our concerns would be sought from the developer.

The Committee discussed the approach from the developer and noted an approach to meet with the developer would be made.

L. Ramsay explained the proposed changes to pension administration charges and that these would be beneficial to WHA.

The Committee approved the recommendation to adopt the proposed changes to TPT administration charges – proposed by D. Eadie, seconded by J. Scott.

8. Strategic Objectives Q2

J. Grant presented the report, noting positive progress made on the strategic objectives. Following a review of project plans against resources available, 4 objectives were noted as requiring extension beyond their existing timescale.

A member asked why the objective to dispose of flats that were unviable had stalled? L. Reynolds advised that the properties were occupied and the tenants did not want to move. These properties would now be disposed when they became void or if the tenants' reconsidered their decision to remain.

The Committee noted the report.

9. Strategic Risk Q2

L. Ramsay presented the report, noting that the review of risks had resulted in 3 risks being removed following completion of mitigation activity. These were development projects at design stage not progressing to construction stage, key policies not reviewed to incorporate legislative changes and also failure to respond to complaints. No new risks had been identified and 8 risks remain significant which require the most attention.

The Committee noted the report.

10. Annual Report

S. Vernal took the Committee through the new Annual Report, which included the report of the Social Housing Charter outcomes. It was advised that the new tenant's Panel would increase its involvement in the design and content of the annual report, although tenant feedback overall on previous reports has been positive.

The Committee welcomed the report and its engaging layout and content.

11. Any Other Business

J. Grant highlighted that the Committee's festive dinner would be held on 4th December 2025 and the strategic away-day would be held on 16th January 2026.

J. Grant also reminded all Committee members to be vigilant regarding IT security, particularly for emails. Phishing scams were increasing in number and sophistication, so it was essential that careful consideration be given before opening any links on emails or providing any personal information. The Committee were advised to contact J. Kelly if they are ever in doubt regarding the authenticity of any email and to not open emails from sources they do not already know.

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, 26th November 2025 at 6.00pm (Hybrid)**

CHAIRPERSON: ……………………………………

DATE: ……………………………………