

**MINUTES OF THE 553<sup>RD</sup> MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 26<sup>TH</sup> MARCH 2025 AT 6PM (HYBRID)**

---

<b>PRESENT:</b>	J. Scott	Chairperson
	M. Symons	
	R. Coelho	
	C. Henry	
	E. McDermott	
	L. Shields	
	D. Eadie	
	Cllr. M. MacLaren	
	G.L John (from 18:50)	
<b>IN ATTENDANCE:</b>	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 Services

---

**1. (a) Apologies**

Apologies were received from O. Ikeh and J. Kerr (Committee members).

**(b) Declarations of Interest**

There were no declarations of interest.

**2. (a) Minutes of Management Committee Meeting: 12.02.25 (No.552)**

The minutes of the Management Committee meeting held on Wednesday, 12<sup>th</sup> February 2025 (No.552) were proposed correct, on a motion proposed by M. Symons, seconded by D. Eadie.

**(b) Matters Arising**

There were no matters arising.

### **3. Business Plan 2025-30**

J. Grant presented the report and outlined a summary of the proposed new Business Plan and the process undertaken to develop it. It was explained that the development had incorporated a range of consultation and feedback from staff events, tenant surveys and the Committee's strategic away-day. The new plan has a strong focus on housing safety and quality, customer service, value for money and modernisation of systems and processes through new IT. It was highlighted that work would continue to purchase homes where strategically helpful and to pause new build while a redesign of the approach was developed. The plan is fully funded and accounts for current and future risks.

The Committee welcomed the new Business Plan and thanked staff.

The new Business Plan was approved, proposed by C. Henry, seconded by E. McDermott.

### **4. Pay Award**

*All staff exited the meeting at this point.*

The Committee discussed the report, which recommended adherence to the EVH pay award, in line with WHA policy.

*All staff returned to the meeting.*

The recommendation was approved, proposed by C. Henry, seconded by R. Coelho.

### **5. Policy Review**

L. Ramsay presented the report, noting that expenses would be raised in-line with EVH recommended levels and that minor changes to the staff Code of Conduct had also been made.

The recommendations were agreed and the staff expenses, Management Committee expenses and staff Code of Conduct were all approved, proposed by D. Eadie, seconded by L. Shields.

## **6. Annual Appraisal**

J. Grant presented the report, providing a summary of the Management Committee's annual appraisal process and the expected outputs regarding training and succession planning. It was expected that one Committee member would be standing down at the AGM and recruitment for new Committee members would be taken forward after the completion of the annual appraisal process.

The recommendation to complete the annual appraisals was approved, proposed by R. Coelho, seconded by M. Symons.

## **7. Gas Safety Audit & Investigation**

L. Reynolds presented the report, providing a summary of the forensic gas safety external audit's findings and recommendations. While the overall findings supported general confidence in the approach and results regarding gas safety management, recommendations were made regarding documenting some processes and improving servicing of gas hobs provided by WHA in accessible homes. The recommendations would be planned to be completed by the end of June 2025. The audit also confirmed that the internal investigation of the original incident was robust and concluded human error in the record keeping for one property as the cause.

J. Grant advised that the Scottish Housing Regulator (SHR) would be informed of the results of the audit as part of the currently active Notifiable Event (NE). In addition, further forensic external audits would now be commissioned over the next 2 years to cover the main tenant safety areas to provide further assurance to the Committee.

A member welcomed the comprehensive coverage of the gas audit and the plans to roll these out into other areas of tenant safety. This was a critical area of assurance for the Committee, and it was always possible to make improvements.

A member asked how many gas hobs are installed in WHA accessible properties and what was now required to be done? L. Reynolds advised that we have 55 installed for which tenants pay a small service charge for maintenance. The intention is to gift the hobs to tenants, or replace overtime with electric induction hobs, to avoid an increase in the service charge for additional servicing and administration costs.

A member asked if legal advice on liability has been received if gifting was to take place? L. Reynolds noted that this would be sought before any gifting was agreed and, therefore, may influence whether gifting is possible.

The recommendation was approved - for the CEO to advise the SHR of the result of the external audit and that the recommendations for improvement would be implemented in Q1 2025 – proposed by M. Symons, seconded by C. Henry.

## **8. Health & Safety Annual Report**

L. Reynolds presented the report, providing a summary of activity undertaken on health and safety issues. Considerable investment of financial and staff resources continues to be targeted at all aspects of health and safety, with further improvements in compliance for tenant safety noted and major capital investment in Ralston House for staff safety.

A member welcomed the report and asked what new data was being collected related to dampness and mould? L. Reynolds advised that we are trialling dampness and mould sensors to measure humidity in a small number of properties. These are in cases where the building is in good repair, and it is suspected that the moisture causing the dampness is being generated from within the property. We are also preparing to collect new data indicators required for the SHR. These will start to be collected from April 2025 as part of the Annual Return on the Charter (ARC) data set. We have also installed mechanical ventilation, as a pilot project, where dampness was occurring, due to the airtightness of the property.

A member noted a near-miss had been reported regarding the office front door being left un-locked by a contractor. What had been done in response to this? L. Reynolds advised that the contractor was no longer being used.

The Committee noted the report.

## **9. Chief Executive's Report**

J. Grant presented the report, updating on progress with the current NEs and providing a summary of the recent meeting with the SHR.

The Committee noted the report.

## **10. Strategic Objectives Q4**

J. Grant presented the report, highlighting a successful year of delivery on the key objectives in the Business Plan. Staff had worked hard in another challenging year with the support of the Committee to improve services, homes and build new homes. Compliance across corporate services had advanced again and a range of significant IT projects were underway or scheduled for the next few years.

Activities not achieved were related to firming-up draft Net Zero plans, which are awaiting the publication of the Scottish Government's proposed Social Housing Net Zero Standard (SHNZS) before being finalised.

The Committee thanked staff for the work completed and noted the report.

11. New Build Report

G. Scott presented the report, noting continuing good progress with the Cartha Crescent development which remains on target and on budget. Good progress was also being made on buybacks of existing homes and disposals. Permission to purchase without Scottish Government grant was requested for one property, due to the strategic benefit and current availability, with a retrospective grant claim to be made in 2025/26. A formal policy regarding the circumstances where purchases without grant could be approved would be brought to the next Committee meeting in May.

The Committee discussed the proposed buyback without grant and agreed to proceed, on this one occasion, due to the short timescale, strategic benefit and likelihood that retrospective grant would be available later in the year, proposed by D. Eadie, seconded by R. Coelho.

12. Minutes of Finance, Audit & Corporate Services Sub Committee Meeting 06.11.24 (No.10) & (b) Minutes of Operations & Performance Sub Committee Meeting 09.11.24 (No.9)

The Committee noted the Minutes.

13. Any Other Business

- (a) J. Grant asked all Committee members to review conference and training opportunities and advise G. Corry if they wished to attend.
- (b) J. Grant advised that the staff away-day would be held on 16<sup>th</sup> May in Glasgow. Committee members are welcome to attend over lunch or later in the day for the social activities.
- (c) J. Scott, on behalf of the Management Committee, thanked L. Ferrie for her years of dedicated service to WHA on the eve of her retirement.

13. 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, 26<sup>th</sup> May 2025 at 6.00pm, (Hybrid)**

CHAIRPERSON: .....

DATE: .....