

**MINUTES OF THE 516<sup>TH</sup> MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 26<sup>TH</sup> MAY 2021 AT 6.00PM, BY ZOOM VIDEO CONFERENCE.**

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**PRESENT:**

S. James	Chairperson
██████████	Vice Chair
A. Ballantine	
Clr. M. MacLaren	
E. McDermott	
A. McLaughlin	
Y. Robbie	
J. Scott	

**IN ATTENDANCE:**

J. McBride	Chief Executive
L. Ferrie	Housing Manager
O. McMillan	Maintenance Manager
L. Ramsay	Finance & IT Manager
G. Scott	Development Manager
██████████	Observer

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**1. (a) Apologies**

Apologies were submitted by ██████████, M. Symons and ██████████.

**(b) Declarations of Interest**

Following enquiry by the Chair there was one potential declaration of interest:

██████████ advised that he currently represents ALACHO on the Scottish Government Working Group on housing grant levels referred to at agenda item 6c. J. McBride advised that the feedback from the group was provided for information only and there was unlikely to be a conflict of interest at that point in the agenda.

**2. (a) Minutes of Management Committee Meeting : 28.04.21 (No.515)**

**The Minutes of the Management Committee meeting held on Wednesday, 28<sup>th</sup> April 2021 (No.515) were proposed correct on a motion proposed by E. McDermott and seconded by S. James.**

**(b) Matters Arising**

G. Scott presented an extract from the Land Register of Scotland and advised that it had now been updated in respect of the land purchase at Albert Road, Renfrew. (Title No. REN153439).

### 3. Annual Return on the Charter (ARC) Return 2020/21

L. Ferrie and O. McMillan presented agenda item 3, the 2020/21 ARC Return to the Scottish Housing Regulator (SHR) and thanked Committee for the good turnout at the detailed review session held on Friday 21<sup>st</sup> May 2021.

There was some discussion around the intended purpose of some of the information required by SHR and it was agreed to raise any particular queries with our SHR contact at a later date.

**Committee discussed the performance reported in the 2020/21 return and being satisfied with the content, authorised J. McBride to submit the return by the due date of 31<sup>st</sup> May 2021 on a motion proposed by J. Scott and seconded by A. Ballantine.**

### 4. Amendment to Financial Regulations

L. Ramsay presented agenda item 4, a proposed amendment to the Financial Regulations and Statement of Delegated Authority advising that it would provide an additional authority level to allow the Senior Management Team to approve BACS and cheque payments.

L. Ramsay further advised that the amendment, in conjunction with the existing dual authorisation framework would allow day-to-day operational financial management to be fully carried out by the Senior Management Team and bring the Williamsburgh HA (WHA) process into line with our FLAIR colleagues.

**The proposed amendment was approved on a motion proposed J. Scott and seconded by S. James.**

### 5. Human Resources (HR)

J. McBride presented agenda item 5 and advised on the following HR matters.

- [REDACTED] was now attending his second committee meeting as an observer and hoped to be co-opted on to the Committee at the scheduled June meeting.
- Housing Assistant - Allocations. Maternity secondment had been filled by A. Ewing (Tenancy Team).
- The resultant vacancy in the Tenancy Team had been advertised internally and with EVH.
- **Maintenance Assistant – Committee authorised an additional temporary post for one year to cover a long-term absence and the backlog in the planned maintenance programme due to the pandemic. The post was authorised by J. Scott and seconded by S. James.**
- EVH - Monthly bulletin and SHAPS Group Event for Committee members to be held on 15<sup>th</sup> June 2021.

## 5. Human Resources (HR)

J. McBride reported on the attendance management statistics for 2020/21 advising that although long-term sick (LTS) leave (2 staff) had driven the overall absence percentage up from 4.8% in 2019/20 to 6.0% in 2020/21, the underlying absence trend was downward. Excluding LTS from the stats reduced percentage lost to sickness absence to 1.1% (83 days).

It was also noted that there was an overall improvement in the percentage of staff with no sick leave from 42% to 65% and in staff with 0-5 days absence from 75% to 80% and that there was no absence due to covid-19.

J. McBride further advised that although the 5% target had not been met, the underlying trend was that sickness absence had reduced from the previous year across the broad range of the staff group and increased in the long-term sickness absence category.

## 6. Chief Executive Report

J. McBride presented agenda item 6, the Chief Executive report and updated the Committee on the following matters:

- Impact of covid-19 on service provision.
- That there were no notifiable events requiring to be reported.
- That there was no further requirement for the annual "Loan Security Report" as all loans had now been repaid and the security held by lenders had been released.
- Revised offer of Grant from Scottish Council for Voluntary Organisations (SCVO) noting that 30 Chromebooks (originally 8) had been offered to and distributed by WHA.
- Feedback from Glasgow & West of Scotland Forum meeting with Scottish Government, SFHA and ALACHO on proposed changes to Social Housing Grant levels.
- Feedback from GWSF on Social Housing Resilience Group (SHRG) meeting.
- SHR: Covid Information Returns now to be made on a quarterly basis.
- SHR: Work plan for 2021/22.
- SHR: Report on RSL Finances for 2019/20.

### Shareholding Membership

Following review of the membership policy and recommendation by J. McBride, **Committee authorised use of the seal and approved the issue of one share for shareholding membership of WHA to [REDACTED] on a motion proposed by S. James and seconded by J. Scott.**

## **6. Chief Executive Report**

### **SHR Corporate Governance Guidance**

J. McBride advised Committee on the implications for WHA arising from the updated guidance ('Coronavirus – Advisory Guidance for governing bodies') received from SHR covering the recent change to end the provisions on virtual AGM's and SGM's introduced temporarily by the Corporate Insolvency and Governance Act 2020 in light of the pandemic.

Committee agreed that J. McBride present a paper to the June Management Committee meeting regarding a potential rule change (to the 2020 model SFHA Rules) and timescales and scenarios for holding a Special General Meeting in advance of or on the same day as the Annual General Meeting scheduled for 15<sup>th</sup> September 2021 (at The Glynhill Hotel, Renfrew).

## **7. Fraud Register Annual Report 2020/21**

J. McBride presented agenda item 7, the Secretary's Annual report, in respect of the monitoring of the Association's fraud register. Committee noted that no fraud or attempted fraud had been reported in the year.

## **8. Audit: Quarter 4: 2020/21**

L. Ramsay presented agenda item 8, the quarterly Audit Report and updated the committee on the following items:

- External audit of accounts 2020/21 (progress and timetable) by Azets UK.
- List of audit deliverables requested in advance of the audit.
- Azets UK Audit Engagement Letters.
- Proposed Internal Audit Programme for 2021/22 – 2023/24 (provided within Committee papers) to be carried out by Alexander Sloan CA.
- Follow up on action points from previous internal audits.

**Committee approved the internal audit programme as presented on a motion proposed by J. Scott and seconded by E. McDermott.**

## **9. Risk Management: Quarter 4: 2020/21**

J. McBride presented agenda item 9, the quarterly Risk Management Report, highlighting the main risks identified, subsequent controlling actions, action plans and new risks emerging since the previous report.

**10. Assurance Statement: Quarter 4: 2020/21**

J. McBride presented agenda item 10, the quarterly Assurance Statement report, detailing ongoing evidence gathering to support the Annual Assurance Statement process in October of each year.

J. McBride highlighted that the report format followed the SFHA Self Assurance Toolkit guidance headings and that the report identified assurance evidence in each of the following areas:

- Assurance & Notification.
- Scottish Social Housing Charter Performance.
- Tenant & Service User Redress.
- Equalities and Human Rights.
- SHR Statutory Guidance.
- Organisational Details and Constitution.
- Regulatory Standards of Governance and Financial Management 1-7.

**11. Any Other Business**

J. Scott provided feedback on his attendance at the following training courses and agreed to share output and learning material with the Committee to ensure a shared learning and additional value for money to Committee as a whole, resulting from attendance.

- CIPFA Governance Programme Diploma
- FLAIR Academy: Maintenance Module
- FLAIR Academy: Housing Management Module
- SHARE: Questions You should be asking about Affordability.

J. McBride thanked J. Scott for his contribution and reminded Committee to attend as much relevant training as possible as advertised by email sent out by G. Corry (Corporate Admin) and that this was a useful juncture in the meeting for Committee members to give brief feedback on courses attended.

**12. Date and Time of Next Meeting**

S. James thanked everyone for their attendance and advised that the next meeting of Williamsburgh Housing Association would be the 518<sup>th</sup> Management Committee Meeting to be held over Zoom video conference on Wednesday, 23<sup>rd</sup> June 2021 at 6.00pm.

**CHAIRPERSON:** .....

**DATE:** .....

\*Log in details to be provided along with issue of Committee papers.