

**MINUTES OF THE 524<sup>TH</sup> MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 23<sup>RD</sup> FEBRUARY 2022 AT 6.00 PM BY MS TEAMS VIDEO CONFERENCE.**

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**PRESENT:** S. James Chairperson  
M. Symons  
C. Green  
T. Thomson  
A. McLaughlin  
J. Scott  
E. McDermott

**IN ATTENDANCE:** L. Ferrie Interim Chief Executive  
O. McMillan Maintenance Manager  
L. Ramsay Finance & IT Manager

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**1. (a) Apologies**

Apologies were submitted on behalf of Y. Robbie, J. Kerr and Cllr. M. MacLaren.

**(b) Declarations of Interest**

L. Ferrie reported that L. Ramsay, O. McMillan and herself would leave the meeting whilst Committee discuss the Grievance that had been received (Human Resources Report No.3).

**2. (a) Minutes of Management Committee Meeting: 26.01.22 (No.523)**

The minutes of the Management Committee meeting held on Wednesday, 26<sup>th</sup> January 2022 (No.523) were proposed correct, on a motion proposed by M. Symons and seconded by T. Thomson.

**(b) Amendment to Minutes of Management Committee Meeting: 15.12.21 (No.522)**

The amendment to the minutes of Management Committee meeting held Wednesday, 15<sup>th</sup> December 2021 was passed, on a motion proposed by J. Scott and seconded by M. Symons.

**(c) Matters Arising**

L. Ferrie advised that SHARE had been contacted as requested, and we were waiting to hear from them regarding any incentives that may be available if we were to re-join.

### 3. Human Resources

L. Ferrie presented agenda item 3, Human Resources and advised the following:

#### STAFFING

#### VACANCIES & RECRUITMENT

##### **Community Regeneration Officer (17 ½ hrs p/w)**

L. Ferrie advised that this vacancy was being held for reassessment, following the appointment of our full-time Community Regeneration Co-ordinator.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

##### **Housing Officer (Grade 5, 24 hrs p/w)**

L. Ferrie advised that this post had been re-named **Factoring Assistant, Grade 3/4, 35 hrs p/w.** and that it had been advertised internally, and through EVH Recruitment.

#### Grievance

M. Symons provided Committee with an update on proceedings, in relation to the Grievance that has been received.

#### **PAY AWARD – 2022/23**

L. Ferrie updated Committee advising that EVH were currently unable to provide a timescale within which the negotiations would be completed. They will, however, keep us up to date with the progress of meetings and any other relevant communications.

Committee noted the content of this report.

#### **4. Housing Management Issues**

L. Ferrie presented the report which contained details of the proposals for writing off former tenant arrears and court costs that had been identified as non-recoverable, together with details of one current tenant who had entered into a Trust Deed making the rent arrears non-recoverable.

In total, 38 cases were presented totalling £48,227.05. In considering the write off, Committee were assured that all possible steps had been taken to recover, and the write off was approved, on a motion proposed by M. Symons and seconded by E. McDermott.

##### **Rent Calculation Sheet 2022/23**

L. Ferrie presented the Rent Calculation Sheet for 2022/23 advising that, in accordance with the approved rent increase of 3%, effective from 28<sup>th</sup> March 2022, our Rent Calculation Sheet has been amended accordingly.

Committee noted the content of the report.

#### **5. Policy Updates**

##### **5a Financial Regulations Feb 2022**

L. Ramsay presented the Financial Regulations February 2022 revised policy highlighting the main changes made to the policy being:

- Policy streamlined and should be read in conjunction with other key policies (e.g. Treasury Management, Bribery, Fraud etc.).
- Signatories: Policy removes Committee from being bank mandate and online payment signatories, in line with delegated responsibilities to Senior Management Team (Appendix 1).
- Update to Statement of Delegated Authority – Authorisation of Expenditure and Commitments (Appendix 2). Spend levels have been reviewed and updated accordingly.

The policy was approved, on a motion proposed by J. Scott and seconded by [REDACTED]

## **5. Policy Updates Contd.**

### **5b Salary Sacrifice Policy Feb 2022**

L. Ramsay reported that, due to the decision made at Committee meeting no. 522 (15/12/21), to offer staff a Salary Sacrifice (Exchange) pension scheme for both DB and DC schemes, one of the requirements was to have a new policy for staff. This policy is based on the EVH model policy for salary sacrifice. The Committee discussed the option for W.H.A. to absorb the saving on Employer National Insurance this scheme offers (approx. £1.5k per month should all employees join) OR give these savings to staff as an additional AVC. The decision was made for W.H.A. to retain the savings, however, for this to be reviewed at next year's policy review. This decision was proposed by S. James and seconded by T. Thomson.

The Salary Sacrifice policy was then approved as proposed by J. Scott and seconded by C. Green.

### **5c Voids and Lettings Policy Feb 2022**

L. Ferrie presented the revised Voids and Lettings Policy, highlighting the changes to the policy as follows:

Williamsburgh Housing Association will manage void properties effectively in an attempt to minimise void periods, maximise rental income and ensure that our housing stock will meet minimum, legally required standards.

Additions within "Legal Framework"

- The Scottish Secure Tenancy Agreement.
- The Climate Change (Scotland) Act 2009 as amended by the Climate Change Bill 2018.
- Scottish Secure Tenants (Compensation for Improvement) Regulations 2002.
- Construction Design and Management Regulations 2015.
- Control of Asbestos Regulations 2012.
- Equality Act 2010.
- Human Rights Act 1998.

Committee endorsed the revised policy, on a motion proposed by E. McDermott and seconded by S. James.

## 6. Chief Executive Report

### COVID-19 Update

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

- Covid-19 service update.

L. Ferrie highlighted that between January 2022 and 17<sup>th</sup> February 2022, 12 staff members had tested positive for COVID-19, resulting in various days of sick leave. However, service provision had continued.

L. Ferrie also advised Committee that, due to ongoing office improvement works, we had delayed our original date for returning to the office on our Hybrid working model.

### Notifiable Events

L. Ferrie advised Committee of the following notifiable events:

- NE in respect of resignation of Chief Executive remains open until [REDACTED] is in post.
- [REDACTED]

### EQUALITIES DATA COLLECTION

L. Ferrie advised that work was continuing to collect the equalities data required by the Scottish Housing Regulator.

### GLASGOW & WEST OF SCOTLAND HOUSING FORUM (GWSF)

L. Ferrie drew Committee's attention to the GWSF membership research report on the current make-up of Committees/Boards that was attached.

### EVH

L. Ferrie advised that the EVH Bulletin for February 2022 was attached for Committee's information.

## 6. Chief Executive Report Contd.

### **GAS MAINTENANCE CONTRACT**

O. McMillan informed Committee that the Association had been experiencing a number of issues, in relation to our Gas Maintenance Contract. It was explained that several problems had arisen since James Frew changed their gas management software. The problems mainly centred around accessing information through their portal, relating to annual service visits and responsive maintenance status. The issues were raised directly with James Frew's management directly, in addition to a letter of concern being issued collectively by the Associations using them through the IFLAIR Maintenance Framework.

Committee were advised that a meeting with James Frew staff had taken place and assurances had been given that the problems identified were being addressed. It was confirmed that a new 'Client Portal' would be available in March 2022, which would provide access to live data relating to service and repairs status.

### **OFFICE FIRE ALARM/DETECTION SYSTEM UPGRADE**

O. McMillan advised Committee that a Fire Risk Assessment for the Association's office had been carried out, as part of the plan for staff returning to office working. The risk assessment had highlighted several matters that required attention, one of which was the upgrade of the office fire alarm system.

It was noted that the existing fire alarm system was in excess of 25 years old and did not include a detection system. Issues with the location of the fire alarm panel and different types of sounders were also highlighted in the report.

As a result of the recommendations, quotes were obtained from two Fire Alarm companies to install a new detection/alarm system to L3 standard:

<b>ADT (Existing Provider)</b>	<b>£11,659 plus VAT</b>
<b>CSS</b>	<b>£13,489 plus VAT</b>

Following due consideration, it was agreed to award the contract to install the new system, on a motion proposed by M. Symons and seconded by E. McDermott.

## 6. Chief Executive Report Contd.

[REDACTED]

[REDACTED]

### Other Correspondence

L. Ramsay highlighted the other correspondence for Committee's perusal - Agenda 6b information regarding Pension Regulator news update and Agenda 6c information regarding the expected SHAPS 2021 valuation timeline.

## 7. Risk Management

L. Ramsay presented the Risk Register, advising that it identified the main risks facing the Association and the controlling actions identified.

The Register consists of the following elements:

- Risk Definitions (to define risk)
- Risk Parameters (to measure risk)
- Main Risk Register (to identify significant risks facing the Association)
- Risk Assessments (detailed risk analysis for each significant risk)
- Review Schedule (to ensure risks are being reviewed on time)

L. Ramsay advised that the significant risks, as identified within the 'main risk register', have been reviewed, as per the timetable and any actions taken in the period have been updated within each of the individual risk assessments.

Cyber Security risk has been added to the 'main risk register' this quarter, noting the various controls and actions in place to mitigate cyber security.

Committee noted the content of the Risk Register and report provided.

## **SCOTISH HOUSING REGULATOR**

### **Publications**

L. Ferrie advised that any publications received from the Scottish Housing Regulator since the last Committee meeting had been issued to all Committee members via email.

### **8. Audit**

L. Ramsay presented the Quarter 3, Audit Report. She advised the following:

#### **External Audit: Azets Audit Services**

All audit work for W.H.A. and W.P.S. for 2021/22 has been completed for 20/21.

L. Ramsay verbally advised that Azets carried out the interim audit for 21/22 on 10<sup>th</sup> & 11<sup>th</sup> February. A suggested date of w/c 6th June 22 has been proposed to carry out the annual audit work for 21/22.

#### **2021/22 Internal Audit Programme**

L. Ramsay advised that Alexander Sloan have now completed the 2021/22 programme:

- Governance – Aug 21
- Risk Management - Aug 21
- Finance - Nov 21
- IT – Nov 21

Usual practice would have been for Alexander Sloan to attend the Finance & Audit Sub Committee meeting to present a summary of the audit they have carried out and for the Committee to have the opportunity to ask any questions. It was agreed that L. Ramsay will invite Alexander Sloan to the next Committee meeting in March 2022 to complete this process.

L. Ramsay spoke to the detailed audit report, advising Committee of actions completed, those in progress and those outstanding.

Committee noted the status of the 2021/22 internal audit programme and outstanding action points to be carried forward.



**9. Assurance Statement**

L. Ferrie presented the updated Assurance Statement report highlighting the changes since the last report which, in the main, included updating Committee meeting numbers where aspects related to Assurance.

Committee noted the content of the report.

**10. Any Other Business**

L. Ramsay asked for two volunteers to witness the opening of the Insurance tender via PCS on 14<sup>th</sup> March 2021 at 2pm. M. Symons and T. Thomson volunteered.

L. Ramsay advised that the only thing outstanding for the CEO Recruitment process is receipt of [REDACTED] disclosure which looks to be lost in the post. A new copy has been requested and it is anticipated this will be received in advance of Jon's start date on 7/3/22.

L. Ramsay advised that work continues on investigating a solution for hybrid Committee meetings and will report back at next Committee meeting.

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

S. James thanked everyone for their attendance and advised that the next scheduled meeting of Williamsburgh Housing Association would be held on Wednesday, 30<sup>th</sup> March 2022 at 6.00pm via Teams.

**CHAIRPERSON:** .....

**DATE:** .....