

**MINUTES OF THE 525<sup>TH</sup> MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 30<sup>TH</sup> MARCH 2022 AT 6.00 PM BY TEAMS.**

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<b>PRESENT:</b>	S. James M. Symons C. Green T. Thomson A. McLaughlin J. Scott E. McDermott J. Kerr Cllr. M. MacLaren A. Ballantine	Chairperson
<b>IN ATTENDANCE:</b>	J. Grant L. Ferrie L. Ramsay	CEO Housing Manager Finance & IT Manager

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**1. (a) Apologies**

No apologies were submitted.

**(b) Declarations of Interest**

[REDACTED]

**2. (a) Minutes of Management Committee Meeting: 23.02.22 (No.524)**

The minutes of the Management Committee meeting held on Wednesday, 23<sup>rd</sup> February 2022 (No.524) were proposed correct, on a motion proposed by M. Symons and seconded by E. McDermott.

**(b) Matters Arising**

There were no matters arising.

**3. Business Plan Annual Review**

J. Grant presented the report which outlined progress on the review of the strategic objectives contained within the current Business Plan. Plans to hold a Committee strategic planning away-day on the 29<sup>th</sup> April were approved, proposed by M. Symons, seconded by T. Thomson.

#### **4. 2022/23 Annual Budget & 30 Year Plan (2022/23 – 2051/52)**

L. Ramsay presented the 2022/23 budget and 30 Year Plan. This noted a continuing projected healthy financial position with £7.5m in planned investment over the next 5 years and £8.9m of development funding. It was noted that EESSH2 / Climate Change investment costs, Cloud-based ICT upgrades and any increases in future pension contribution rates have not been included. These areas will be assessed and costed in 2022/23 as business plan objectives. The budget was approved, proposed by M. Symons, seconded by J. Scott.

#### **5. Human Resources**

L. Ferrie presented the report, advising that the recruitment of the vacant Grade 5 Housing Officer post was successfully recruited. Committee were also advised that EVH remains in negotiations to determine the recommended annual pay award.

Committee noted this report.

##### **Queens Platinum Jubilee Holiday**

The option to provide staff with an additional day of annual leave to celebrate the Queen's Platinum Jubilee holiday was discussed.

The Committee agreed to provide a single floating day to all staff and for management to pass on the Committee's appreciation to all staff for their hard work throughout the year.

#### **6. Policy Reviews**

##### **A - Information Security Acceptable Use Policy**

L. Ramsay outlined the revised policy noting the required new restriction on administrator level access, following the Cyber Security Accreditation application.

The policy was approved, proposed by J. Scott, seconded by C. Green.

##### **B- Firewall Policy and Procedures**

L. Ramsay presented the new Firewall Policy and procedures which are required because of the Cyber Security Accreditation application. The Policy includes a requirement to maintain a range of security features, including blocking unwanted internet traffic and hiding vulnerable internal systems.

The policy was approved, proposed by M. Symons, seconded by T. Thomson.

## **6. Policy Reviews Contd.**

### **C – Risk Management Policy**

L. Ramsay presented the revised risk management policy. The main changes to the policy are:

- Expansion of the W.H.A.'s approach to include the 5 steps of Risk Management:
  - Identifying risks
  - Analysing risks
  - Prioritising risks
  - Treating risks
  - Monitoring risks

The Policy was approved, proposed by S. James, seconded by E. McDermott.

### **D – Lease Policy**

L. Ferrie presented the revised Lease Policy. The main changes to the policy are additions to the legal framework, and an update on partner organisation.

The Policy was approved, proposed by J. Scott, seconded by C. Green.

The Committee discussed the policy formulation process and the potential to enhance Committee member involvement. It was agreed that C. Green and J. Grant would discuss the matter separately. It was also agreed that an update on the status of the policy review programme would be provided at the next meeting.

## **7. Governance**

J. Grant presented a proposed new Committee report template, drawing on good practice in the sector. The new template is designed to provide Committee with access to a wider range of information and to direct attention to the most important elements when reaching a decision.

J. Grant presented proposals to continue with the current arrangements regarding the Management Committee receiving all business at monthly meetings. This is to enable the new governance structure to be developed and put in place at the 2022 AGM. Committee were further requested to approve the adoption of hybrid meetings from April 2022 so that a choice is available to either attend in person or remotely.

## 7. Governance Contd.

These items were all approved, proposed by J. Scott, seconded by A. McLaughlin.

## 8. Internal Audit Annual Update

██████████ from Alexander Sloan provided an update on the annual Internal audit programme completed for 2021/22. L. Ramsay advised that all Internal and External audit work has been completed for 2021/22 and of progress in completing actions to address audit recommendations.

Committee noted this report.

## 9. Chief Executive Report

J. Grant presented the report.

**Insurance tender:** L. Ramsay advised Committee that Bruce Stevenson had demonstrated the best balance of quality and price during the tender exercise. Committee approved the contract award, proposed by M. Symons, seconded by J. Scott.

**GWSF affiliation & SHARE membership affiliation:** Committee agreed to continue with the GWSF membership and discontinue SHARE membership, proposed by M. MacLaren, seconded by E. McDermott.

**W.H.A. membership application:** Committee agreed to endorse the membership application for ██████████, proposed by M. MacLaren, seconded by J. Scott.

**Confirmation of Company Secretary:** Committee agreed to confirm J. Grant as the Company Secretary, proposed by J. Scott, seconded by S. James.

## 10. Any Other Business

None.

## 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's Management Committee would be held on Wednesday, 27<sup>th</sup> April 2022.

**12. Confidential item – Grievance**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**CHAIRPERSON:** .....

**DATE:** .....