

MINUTES OF THE 531ST MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 31ST AUGUST 2022 AT 6.00PM (HYBRID).

PRESENT:	S. James A. Ballantine J. Scott ██████████ Cllr. M. MacLaren M. Symons (left the meeting at 7pm)	Chairperson
IN ATTENDANCE:	J. Grant L. Ramsay O. McMillan	CEO Head of Finance & Corporate Services Maintenance Manager
OBSERVER:	██████████	

1. (a) Apologies

Apologies were received from E. McDermott, Y. Robbie, J. Kerr and ██████████ (Committee members).

(b) Declarations of Interest

There were no declarations of interest.

2. (a) Minutes of Management Committee Meeting: 27.07.22 (No.530)

The minutes of the Management Committee meeting held on Wednesday, 27th July 2022 (No.530) were proposed correct, on a motion proposed by M. Symons, seconded by ██████████.

(b) Matters Arising

There were no matters arising.

3. Governance Review

J. Grant presented the report, noting that the proposed new structure would offer an opportunity to improve the governance arrangements for the Association. It would allow time to consider strategic issues more closely whilst enabling closer scrutiny of operational and supporting services at the sub-committees. He highlighted the revised governance policies, explaining the changes to roles, responsibilities and authorities that will support the new structure.

The recommendations were approved, proposed by S. James, seconded by J. Scott.

4. Annual General Meeting 2022

J. Grant outlined the plans and arrangements for the A.G.M. on 21st September 2022. He reminded the Committee of the importance of attending the event, to ensure a quorum was achieved.

J. Grant outlined the results of the Committee's considerations whether to extend M. Symons's tenure on the Management Committee for a further 12 months. The Committee agreed to the 12-month extension, proposed by J. Scott, seconded by A. Ballantine.

M. Symons thanked the Committee for their careful consideration of the matter and continuing support.

5. Secretary's Annual Report

J. Grant presented the report, noting that the requisite rules (62-68) were, to the best of his knowledge, adhered to.

The report was approved, proposed by M. Symons, seconded by [REDACTED].

6. CEO Report

J. Grant outlined the risks associated with delays to completing Electrical Installation Condition Reports (EICR) and that forced access would now be used when access was refused on multiple occasions. A member asked if legal advice had been taken and what was the legal risk. J. Grant advised that legal advice had been taken and our view is that the risk to tenant safety outweighs the small risk of a legal challenge.

J. Grant outlined that work had started to determine options for the 2023/24 rent increase. This would be in the most challenging context for many years, with affordability and significant cost pressures on the Association requiring to be considered.

6. CEO Report Contd.

O. McMillan outlined the status of the repairs and voids contract, noting that the planned novation did not complete as the contractor went into liquidation. However, a full repairs and voids service remains in place, on a temporary basis, while a new procurement process is undertaken.

A member asked if there was a risk to continuing to operate without a contract. O. McMillan explained that it was an emergency where the service must be provided and that a new contract will either be agreed, or we will tender for a new contractor.

L. Ramsay outlined the SHAPS Annual Assessment Return. This was approved, proposed by S. James, seconded by J. Scott. She also advised of the conclusion of the tender process for a new external auditor, Chiene and Tait. The tender award was approved, proposed by J. Scott, seconded by S. James.

7. Policy Review Programme

O. McMillan presented the revised Gas Safety, Electrical Safety, Asbestos Management, Fire Safety and Legionella policies. He advised that these were important tenant safety policies and enhanced the overall health and safety compliance level for the Association.

A member asked about the potential to remove common water tanks, instead of cleaning them, to remove the Legionella risk and reduce costs. O. McMillan advised that some has been removed but some owners would not participate. He advised further attempts would be made to engage with owners, very few of whom used the common tank.

A member welcomed the updated tenant safety policies and asked what was in place for staff members. O McMillan advised that risk assessments had been recently completed, along with staff training activities and an external assessment of Health and Safety compliance.

The Committee approved the Gas Safety, Electrical Safety, Asbestos Management, Fire Safety and Legionella policies, proposed by S. James, seconded by A. Ballantine.

8. Internal Audit Q1

L. Ramsay presented the quarter one progress against the internal audit recommendations, noting actions completed in the quarter.

The Committee noted this report.

9. Risk Management Q1

L. Ramsay presented the significant strategic risks and progress of mitigation actions. A member asked why Data Protection was not within the most significant risks. L. Ramsay advised it was included on the full risk register but significant progress on cyber security had now been completed. While there was no room for complacency, this risk was considered to have reduced, as a result.

A member asked that the full risk register, not just the most significant risks, was provided to Committee. L Ramsay advised this would be provided into the Committee information held in the Dropbox.

The Committee noted the report.

10. Human Resources

J Grant presented the report, updating on progress with vacant posts.

The Committee noted the report.

11. Any Other Business

O. McMillan advised that the stock condition survey procurement was now ready to finalise the award, following the competitive process. This was approved, proposed by J. Scott, seconded by S. James.

O. McMillan advised that a fire drill would be held immediately following the end of the meeting for those in attendance at Ralston House.

12. 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, 21st September 2022.**

CHAIRPERSON:

DATE: