

MINUTES OF THE 532ND MANAGEMENT COMMITTEE MEETING OF WILLIAMSBURGH HOUSING ASSOCIATION, HELD ON WEDNESDAY, 21ST SEPTEMBER AT 8.00PM AT THE GLYNHILL HOTEL, RENFREW

PRESENT: S. James
A. Ballantine
J. Scott
██████████
M. Symons
Cllr M. MacLaren
D. Eadie
C. Henry
T. Thomson
J. Kerr
E. McDermott

IN ATTENDANCE: J. Grant Chief Executive Officer
L. Ramsay Head of Finance & Corporate Services
O. McMillan Maintenance Manager
L. Ferrie Head of Housing Services
G. Scott Head of Development

1. (a) Apologies

Apologies were received from Y. Robbie (Committee member).

(b) Declarations of Interest

Cllr M. MacLaren noted a potential conflict of interest for item 5, Development Report, and that she would not take part in the discussion.

2. (a) Minutes of Management Committee Meeting: 31.08.22 (No.531)

The minutes of the Management Committee meeting held on Wednesday, 31st August 2022 (No.531) were proposed correct, on a motion proposed by J. Scott, seconded by S. James.

(b) Matters Arising

There were no matters arising.

3. Management Committee 2022/23

J. Grant presented the report, outlining the required governance arrangements and declarations required for all Committee members. He further advised that the Office Bearer roles and membership of the two sub-committees required to be agreed at the meeting, with appropriate consideration of succession planning included.

Following a discussion on the necessary skills and experience required for the roles, the following was agreed:

The role of the Chair would continue with S. James, proposed by J. Scott, seconded by J. Kerr.

The role of the Vice Chair would change from J. Kerr to J. Scott, proposed by M. Symons, seconded by M. MacLaren.

The Secretary would remain with J. Grant (CEO), proposed by M. Symons, seconded by M. MacLaren.

The new role of Convenor of the Finance, Audit and Corporate Services Sub Committee would be taken by J. Scott, proposed by M. Symons, seconded by C. Henry.

The new role of Convenor of the Operations and Performance Sub Committee would be taken by C. Green, proposed by M. Symons, seconded by S. James.

Membership of the Finance, Audit and Corporate Services Sub Committee was confirmed as: J. Scott (Convenor), M. MacLaren, C. Henry, M. Symons, ██████████, A. Ballantine, Y. Robbie.

Membership of the Operations and Performance Sub Committee was confirmed as: ██████████ (Convenor), M. Symons, E. McDermott, D. Eadie, T. Thomson, C. Henry, J. Kerr, S. James.

4. Assurance Statement: Self-Assessment Review

J. Grant outlined the updated self-assessment review of the Assurance Statement evidence, noting it formed the basis of the Assurance Statement and the Committee's own level of assurance in the Association's compliance. He advised that the evidence base had been further expanded, with additional review of the Social Housing Charter outcomes and the inclusion of identified areas for improvement. These would be taken forward as actions in service plans. Overall, a range of actions had been progressed, including on Equalities and Human Rights data collection, which were important to deliver assurance and compliance.

4. Assurance Statement: Self-Assessment Review Contd.

He further advised that the delays to the completion of the Electrical Installation Condition Report (EICR) inspections, because of some tenants refusing access, and the delays to a small number of upgrades to smoke detection, again as the result of refusal to allow access, would be included in the formal Assurance Statement. These activities were underway, with the contractor working to a target date of 31st March 2023.

The Committee noted this report.

5. Development Report

G. Scott presented the report, explaining the rationale for proceeding to the next stage of the development process for Cartha Crescent, in the context of rising development costs, and the risk mitigations now included. He advised that the expenditure, for both warrant and land acquisition, were grant funded and a buy-back clause would be agreed with Renfrewshire Council as further risk mitigation. He further advised that the Scottish Government supported the progress, are aware of the inflationary cost increases but have not yet confirmed how it will approach claims for additional grant above the current sector benchmarks. The alternative option to delay is considered less positive as it will incur further additional costs due to higher building standards coming into force in December 2022.

A member asked for further clarity on the financial risk of proceeding to the next stage now, in the context of the cost increases. G. Scott advised that work is underway on a savings exercise to reduce the build costs and this current expenditure is grant funded. There is also further discussions to be had with the Scottish Government on grant rates for the project, but there is currently no sense that rates will rise in line with inflationary cost increases.

A member asked for further clarity on the customer and reputational risk of not proceeding, noting that new homes were needed. G Scott advised that we expected the homes to contribute to meeting local housing need and that Renfrewshire Council supported continuing with the development.

The recommendation was approved, proposed by M. Symons, seconded by D. Eadie.

6. Annual Returns 2022

L. Ramsay presented the report, noting that the annual post-audit accounting returns for the SHR, OSCAR and the FCA had been prepared and required to be submitted.

The submission of the returns was approved, proposed by J. Scott, seconded by M. Symons.

7. Data Protection Report

L. Ramsay presented the report, noting good progress had been made on our data protection compliance, management, and systems development. Further work is on-going that will be presented to the Committee at the October meeting.

The Committee noted this report.

8. Any Other Business

A member asked for consideration to changing the current IPADs to laptops, due to accessibility issues. L. Ramsay advised a refresher training session would be provided to all Committee members which would provide an "MOT" on the current IPAD. She would also investigate other options if a replacement was ultimately considered necessary.

J. Grant noted it was O. McMillan's final Committee meeting and joined the Committee in thanking him for his many years of dedicated service to the Association.

9. 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, 26th October 2022.**

CHAIRPERSON:

DATE: