

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2021-2022

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 29th March 2022
- TIME:** 10.30 am
- PRESENT:**
- | | | |
|------------------|---|------------------|
| Steven Gallacher | - | Chairperson |
| Moira Gilfillan | - | Treasurer |
| Marie Quinn | - | Secretary |
| Joan Buchanan | - | Committee Member |
| Helen Black | - | Committee Member |
| Kate Serries | - | Committee Member |
- IN ATTENDANCE:**
- | | | |
|----------------|---|-----------------|
| Kenny Halliday | - | Director |
| Liz McEachran | - | Depute Director |
| Liz Cumming | - | Office Manager |
- APOLOGIES:**
- | | | |
|------------------|---|------------------|
| Ann Whitley | - | Vice-chairperson |
| Michelle Lavery | - | Committee Member |
| Hannah McDonald | - | Committee Member |
| Jade McCulloch | - | Committee Member |
| Audrey Gilfillan | - | Committee Member |
- NEXT MEETING:** 26th April 2022

1. **Apologies**
Apologies for absence were as noted above.
2. **Declaration of Interest**
There was 1 declaration of interest.
3. **Matters for A.O.C.B.**
There were matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 22nd February 2022**
Minutes of the Management Committee meeting of 22nd February 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Moira Gilfillan. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report to 28th February 2022**
The Depute Director presented the Property Management Report to 28th February 2022.

The following points were noted:

- Non-technical arrears were 3.2% of net rent receivable. Committee noted that all tenants with missing payments had been contacted.

Committee noted that the Association had now received the government grant for tenants whose income was reduced or stopped as a result of the pandemic.

- Technical Arrears increased during the period.

All other sections of the Housing Management report were discussed and explained in detail.

The maintenance section of the Property Management Report was explained and noted by Committee.

- It was noted that 2 insurance claims were still outstanding.
- Committee noted that all Stage 3 adaptation funding had now been claimed from GCC.
- Stock Condition Survey – Committee noted that the Maintenance Manager met with Grant Murray Architects to discuss a Stock Condition Survey and ESSH2 survey and the quote would be brought to the next Committee Meeting for discussion.

All other sections of the Maintenance Report were discussed and explained in detail.

Proposed acceptance of the Property Management Report was made by Marie Quinn, seconded by Helen Black and approved by Committee.

7. Directors Report

7.1 Governance, Finance & Audit Issues

7.1.1 External Audit 2022

Committee noted the date of 30th May 2022 for the External Audit.

7.1.2 Notification to tenants – Annual Rent Increase 2022/23

Committee noted that rent increase letters had been sent in accordance with Regulation.

7.1.3 Year End Matters 2021/22

The Depute Director explained the report on the reconciliation of the rent accounts, bad debts, former tenant arrears and tidy up of small balances for the year end.

Proposed acceptance of this report was made by Helen Black, seconded by Joan Buchanan and approved by Committee.

7.1.4 30 Year Projections

Committee noted the report by the Finance Agent on the 30 Year Projections and discussed all of the main points.

Proposed acceptance of this report was made by Joan Buchanan, seconded by Helen Black and approved by Committee.

7.1.5 Regulatory Status 2022

The Director advised that the Scottish Housing Regulator has deemed Lochfield Park Housing Association to be “Compliant” from 1st April 2022. Committee noted this report.

7.2 Development Update

7.2.1 Strategy & Development funding Plan

Committee noted that the meeting with Michelle Mundie, GCC Director of Housing Services had been very positive with GCC stating that they continue to support Lochfield Park in all its activities and particularly with Brucefield Park Empty Homes.

It was also noted that they have given positive encouragement to move forward with Phase 12 Feasibility Study.

7.2.2 Phase 10 – Abbeycraig Road

Committee noted that the first handovers only took place on 21st March 2022. This was due to minor snagging issues.

The Director once again made the point of confirming to committee the up to date position with the development.

7.2.3 Phase 11 – Abbeygreen Street

Committee noted the report on Phase 11 and that the project was progressing well.

7.3 General Issues**7.3.1 Covid-19 restrictions**

Committee noted the report on the Covid-19 issues.

Committee agreed that the office should move toward opening to the public, with restricted access and face coverings still being worn.

Committee discussed the need for new cameras and also the updating of the IT system in the Committee room.

Approval to install a high resolution camera and speaker system in the committee room and a camera and door entry system at the front door and reception was approved by Committee.

7.3.2 Complaints

Ref: 010222 – Committee noted that this complaint had progressed to a SAR and had been dealt with in accordance with regulations. Committee would be kept informed of any further progress.

7.3.3 Staffing Issues**Assistant Housing Services Officer**

Committee noted the interviews would be taking place on Wednesday 30th March 2022.

Maintenance Manager

Committee noted that the Maintenance Manager had verbally informed the Association that he was retiring at the end of July. Committee discussed the replacement and it was agreed that the Director should organise the advert as soon as possible. The preference for committee would be for a Senior Maintenance Officer with the potential to progress into a Maintenance Manager in due course.

Director

The Director agreed to frame the advert to meet this objective and hope to attract the right person for the job.

7.3.5 EHRA

The Director explained that the EHRA Minutes would be included each month to enable the Committee to keep up to date with all that is happening in the Greater Easterhouse area.

7.3.4 Business Plan Review 2022

Committee noted that work on updating the Association's Business Plan was ongoing and that it would be brought before Committee once complete.

7.3.6 Strategy Review Day

Committee noted that the Strategy Review Day was organised for Wednesday 11th May 2022 in the Garfield House Hotel. Brian Coyle from Proactive Training would facilitate the day. Committee Members were asked to make a special effort to attend as this was the first event for a couple of years and many things to plan for.

7.3.7 Business Options Appraisal

The Director explained that when a Director leaves an RSL this is a "Notifiable Event" under the SHR Governance requirements and a formal process must be followed. Part of this process is to conduct a Business Options Appraisal which should be carried out by an external consultant. He explained the discussion he had with Linda Ewart, who had confirmed her willingness to take on this piece of work and what it entailed.

Proposed acceptance for Linda Ewart to be appointed for this task on behalf of the Association was made by Steven Gallacher, seconded by Marie Quinn and approved by Committee.

Helen Black and Kate Serries left the meeting at this point.

8. Freedom of Information / Environmental Information

Committee were advised that a response had been sent to the FOI request, which had been reassigned as a SAR.

9. Notifiable Events

There were no notifiable events to record.

10. A.O.C.B.

The Office Manager left the meeting at this point.

SHR – Benefits & Gift Policy

The Depute Director advised that an allocation of a property to a relative of a staff member was being considered and that it had been done in accordance with rules and procedures and that the staff member had not been involved with the allocation in any way.

Committee approved the allocation.

The Office Manager returned to the meeting at this point.

Eviction Report**Eviction Case ref; 0933**

The Depute Director summarised the details of the Eviction Case for Committee and confirmed that all relevant agencies had been notified of the impending eviction.

The Management Committee approved the implementation of the Decree, this was proposed by Joan Buchanan, seconded by Marie Quinn.

Minutes of Meeting

Action Date

EVH Salary Negotiations 2022 / 23

The Director advised that he had received correspondence from EVH advising that following wage negotiations with Unite the Union they had agreed to propose a salary of 4.1% to EVH Committees for approval.

The Director should committee the ballot paper which had a straight yes or no choice. Following discussion committee agreed to accept the EVH recommendation and proposed acceptance of the offer was made by Joan Buchanan, seconded by Marie Quinn and approved by Committee.

Director

The Director confirmed that he would complete the ballot paper and return it to EVH on behalf of the association.

Complaint 02/03/02

Committee noted that a complaint had been received the day before, it was noted that this had been acknowledged and would be dealt with in accordance with our policy and procedures. The complaint related to power washing of common close entrances.

11. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on 26th April 2022. There being no further business the meeting closed at 12 noon.

Approved:



Date: _____