

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2023-2024

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 29th April 2024

TIME: 6.00 pm

PRESENT:

Steven Gallacher (SG)	-	Chairperson
Marie Quinn (MQ)	-	Secretary
Helen Black (HB)	-	Committee Member
Joyce Hennessy (JH)	-	Committee Member
Kate Serries (KS)	-	Committee Member
Jenna Vance (JV)	-	Committee Member
Karen Bowman (KB)	-	Committee Member
Joan Buchanan (JB) zoom	-	Committee Member
Jade McCulloch (JM) zoom	-	Committee Member

IN ATTENDANCE:

Kenny Halliday (KH)	-	Director
Liz McEachran (LMcE)	-	Depute Director
Liz Cumming (LC)	-	Office Manager
Laura Smith (LS)	-	Housing Manager
David Shaw (DS)	-	Maintenance Manager

APOLOGIES:

Audrey Gilfillan (AG)	-	Vice-chair
Moria Gilfillan (MG)	-	Treasurer
Maria Oguntayo (MO)	-	Committee Member
Lorraine Keegan (LK)	-	Committee Member

NEXT MEETING: 28th May 2024

1. **Apologies**
Apologies for absence as noted above.
2. **Declaration of Interest**
There were no declarations of interest.
3. **Matters for A.O.C.B.**
There was 1 matter for A.O.C.B.
4. **Minutes of the Management Committee meeting of 26th March 2024**
Minutes of the Management Committee meeting of 26th March 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by JH. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Review of the Year 2023-24**
Housing Management
The Housing Manager presented the review of the year for Housing Management. She explained in detail the following points:
 - Rental Income
 - Arrears Comparison
 - Void Performance
 - Allocations – re-lets / new-lets
 - Tenancy Sustainment
 - Section 5 Homeless referrals
 - Waiting List – applications received / ethnic origin / medical requirements
 - Welfare Benefits
 - Complaints Service level & anti-social behaviour
 - Arrears Analysis

All subjects were discussed, and all questions answered.

Maintenance

The Maintenance Manager presented the review of the year for Maintenance. He explained in detail the following points:

- Reactive repairs
- Void repairs
- Repair completions
- Jobs placed
- Insurance claims
- Planned maintenance
- Cyclical maintenance

Minutes of Meeting**Action Date**

- Stage 3 adaptations
- EESSH 2
- Spend in the year explaining items over budget

Subjects were discussed, and explanations given to queries.

Committee discussed both reports and proposed acceptance was made by HB, seconded by JH and approved by Committee.

7. Directors Report**7.1 Finance & Audit Issues****7.1.1 Director Review of the Year 2023-24**

The Director went through his review of the year and explained that these points would be discussed, and further discussions would take place at the Finance / Strategy meeting on 14th May.

7.1.2 Property Management Review

Committee noted that this had been presented earlier.

7.1.3 Quarterly Management Accounts to 31st March 2024

Committee noted that the Quarterly Management Accounts will be presented for scrutiny and approval at the Finance / Strategy meeting to be held on Tuesday 14th May at 6.00 pm.

7.1.4 External Audit 2024

Committee noted the dates when the auditors will be attending the office for the external audit this year.

7.1.5 Insurance Premium 2024/25

The Director explained the insurance premium for 2024/25 from Zurich. It was noted that this had increased by 44% from the previous year, but as explained in the report it was expected.

Committee noted that the Director would be meeting with Zurich to discuss a proposed long term 3-year deal and would bring this to committee once the meeting had taken place.

*Director***7.1.6 Scottish Housing Regulator – Regulatory Status 2024**

Committee noted that the Association had received confirmation from the Scottish Housing Regulator that Lochfield Park is deemed "Compliant" with Regulatory Standards in all areas.

7.2 Development Update**7.2.1 Brucefield Park Empty Homes Project**

The Director updated committee on the Brucefield Park properties and advised that 1 of the 5 properties purchased had now been let and 3 others should be let within the next month.

The Council were still working with the Association to purchase CPO properties. Committee would be kept updated.

7.2.2 Phase 12 Twinlaw Street

Committee noted the report on Phase 12 Twinlaw Street. It was noted that the Architects were working on a few minor changes, and they would present the Study to Committee when a suitable date has been agreed.

It was also noted that negotiations for the land purchase was with City Properties and our Solicitor. Committee would be kept updated of any development.

7.2.3 Phase 10 – Abbeycraig Road

Committee was advised that the 12-month defect liability period is almost signed off with defect inspections nearing the end of the development.

Committee were advised that 5 HSPC properties were now tenanted.

7.2.4 Phase 11 – Abbeygreen Street

Committee noted that the final defects inspections were ongoing for Phase 11 – Abbeygreen Street.

7.3 General Issues**7.3.1 Covid & Flu restrictions**

Committee noted the continued restrictions within the Association for Covid & Flu. Any staff who had covid or flu like symptoms should in the first instance work from home.

It was also agreed the same principal for Committee, if feeling unwell, not to attend a committee meeting but could attend through zoom.

7.3.2 Staff Sickness Absence 2023-24

Committee was advised that staff sickness during the last year was 19 days which is 0.93% of total annual working days.

Committee agreed that this was extremely low in terms of the sector average and is a pleasing statistic.

7.3.3 Staffing Issues

(DS left the meeting until the end of this agenda item)

The Director gave a summary of the discussions and recommendations from the Staffing Sub-Committee meeting:

- DS to be promoted to Maintenance Manager
- MC to take on the role of Trainee Health and Safety Rep. for the next year and that she be awarded the EVH First Aid allowance in recognition of this fact.
- Staff appraisals were completed and went without incident as expected.

Committee discussed the recommendations and proposal to accept all recommendations was made by JV, seconded by KB and approved by Committee.

7.3.4 Strategy Review Day

Due to the lack of numbers able to attend the Strategy Review Day, it was cancelled. The Director confirmed that another date would be organised for later in the year. However, in the meantime, Strategy Review would be discussed at the upcoming meeting on 14th May.

7.3.5 Spring Newsletter

Committee noted that the newsletter had been distributed to all tenants.

7.3.6 Homemaster Implementation

The Depute Director provided an update on the implementation of the Homemaster system and explained that the "Go Live" date has been set for 1st June 2024.

Committee noted that the training days had gone well, and all staff are looking forward to the implementation of the new system.

8. Bacs List – April 2024

The BACS list for April 2024 was presented to members present the meeting and the Office Manager explained items on the list.

Proposed acceptance of the bacs list for April 2024 was made by MQ, seconded by HB and approved by Committee.

9. Freedom of Information / Environmental Information

Committee was advised that no FOI requests had been received during the period.

10. Notifiable Events

There were no notifiable events to record.

11. A.O.C.B.

EVH Members Monthly Report

The EVH Members monthly report was distributed to members for their information.

12. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on Tuesday 28th May 2024. There being no further business the meeting closed at 7.50 pm.

Approved: _____

A. Giffellan

Date: 21-5-24