

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2023-2024

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 26th February 2024

TIME: 6.30 pm

PRESENT:

Steven Gallacher (SG)	-	Chairperson
Marie Quinn (MQ)	-	Secretary
Moira Gilfillan (MG)	-	Treasurer
Helen Black (HB)	-	Committee Member
Joyce Hennessy (JH)	-	Committee Member
Maria Oguntayo (MO)	-	Committee Member (zoom)

IN ATTENDANCE:

Kenny Halliday (KH)	-	Director
Liz McEachran (LMcE)	-	Depute Director
Liz Cumming (LC)	-	Office Manager

APOLOGIES:

Jenna Vance (JV)	-	Committee Member
Audrey Gilfillan (AG)	-	Vice-Chair
Karen Bowman (KB)	-	Committee Member

NEXT MEETING: 26th March 2024

1. **Apologies**
Apologies for absence were as noted above.
2. **Declaration of Interest**
There were no declarations of interest.
3. **Matters for A.O.C.B.**
There were no matters for A.O.C.B.
4. **Minutes of the Management Committee meeting of 30th January 2024**
Minutes of the Management Committee meeting of 30th January 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by HB. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report – January 2024**
The Depute Director presented the property management reports to Committee.
 - Committee were advised that the rent collection for January was 98%, it was noted that this was made up of Housing Benefit and Universal Credit payments that were not paid on time. This would balance out at year end.
 - It was noted that Shared ownership arrears was mainly due to the legal issues, which were still trying to be resolved.
 - The Depute Director advised that Section 5 referrals were down but his was due to the property types required and how many referrals the Association had received.
 - Void letting times are being monitored to try and bring this into Associations target.
 - The Maintenance Report was discussed and all relevant points noted by Committee.

Proposed acceptance of the Property Management Reports was made by MQ, seconded by MG, and approved by Committee.
7. **Directors Report**
 - 7.1 **Governance, Finance & Audit Issues**
 - 7.1.1 **Internal Audit 2023- 2026 – Phase 1 Tenant Safety**
The Director explained the summary sheets from the Internal Audit completed by Quinn Internal Auditors

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Minutes of Meeting

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The points raised were discussed in detail and comments were noted. It was agreed that the Director would complete the recommendations and return them to the Auditors.

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A final report would be brought to Committee in March and Committee noted that the Auditor had offered to meet with them to discuss any issues they may have.

7.1.1.2 Minutes of Meetings Internal Audit Review

The Director noted the SHR Email and explained that we had requested the Internal Auditor to review our Minutes, in light of the SHR comments.

Committee went through the report in which the Auditor advised that the Association's "Minutes of meetings are generally compliant" and are comparable with the rest of the sector. The only recommendation for consideration was that we may wish to add a bit more context about discussions and decision making which we will actively consider.

Committee members present expressed the view that the Minutes were satisfactory and that they were an accurate recording of Association meetings and decision making processes.

They also stated that Minutes were checked for accuracy at each meeting and if they were found to be incorrect then they would be challenged.

The Internal Auditor checked the Minutes for layout, content, clarity, and compared them against other RSLs of varying size and confirmed that ours were consistent with the rest of the sector. Committee agreed that the Director would report these findings back to the SHR. for their information.

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7.1.2 Tenant Consultation Rent Increase 2024/25

It was confirmed that "Notification of Rent Increase" letters to all tenants and sharing owners were issued on 23rd February 2024.

A Committee Member asked that, in the future, the consultation should assist tenants by clarifying how much monetary value the % increase would make to tenants rents. It was noted that this information is always presented in the consultation leaflet and in the Xmas newsletter.

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Committee noted that all rents would increase by 5% on 1st April 2024.

7.1.3 Budget 2024/2025

Committee noted that the budget for 2024/25 had been finalised and approved at the last meeting and this would be the Association's working document from 1st April 2024 to 31 March 2025.

7.1.4 Pay Negotiations 2024/25

Committee noted the correspondence from EVH regarding the pay negotiations. It was noted that the Trade Union had rejected the offer and this matter was now with ACAS.

Committee would be kept up to date with developments.

7.1.5 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 the office would be closed for 3 days to enable training of staff to be done. It was noted that tenants had been advised and the emergency service would be in place during these days.

7.2 Development Update

7.2.1 Brucefield Park Empty Homes Project

The Director updated committee on the Brucefield Park properties and advised that the offer for a further property had been accepted and this would finalise this week.

It was also noted that work was progressing on the other properties which should be completed by end of March.

Committee noted that GCC had advised that they are continuing to support the Association in acquiring empty homes in the area.

7.2.2 Phase 12 Twinlaw Street

Committee noted the report on Phase 12 Twinlaw Street. It was noted that the Council had provided initial feedback on the document, and this was being considered now by the Feasibility Study Team.

A presentation by the Architect to Committee is being arranged for Mid-March.

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 there were 3 HSPC properties 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. It was agreed that any staff should work from home if they had any covid or flu like symptoms.
- 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 Strategy Review Day**
Committee noted that the Strategy Review Day had been organised for Wednesday 24th April 2024 in the Garfield House Hotel.
- Committee agreed that this was an important day in the Associations calendar and as many as possible should try and attend.
- 7.3.3 Committee & Staff Training Plan**
Committee noted the report on training plans for this year.
- It was agreed that morning training sessions would be the most suitable time for most committee members.
- 7.3.4 Staff Appraisals**
Committee noted that Staff appraisals would be carried out next week, and a report brought to the Staffing Sub-Committee as soon as possible.
- 8. Bacs List – February 2024**
The BACS list for February 2024 was presented to the meeting. The Office Manager explained items on the list.
- Proposed acceptance of the bacs list for February 2024 was made by MQ, seconded by HB and approved by Committee.
- 9. Freedom of Information / Environmental Information**
Committee were 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.**
There were no matters for a.o.c.b.
- 12. Date & Time of Next Meeting**
The next meeting of the Management Committee will be held on Tuesday 26th March 2024, in the morning. There being no further business the meeting closed at 7.45 pm.

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Approved:  Date: _____