

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2023-2024

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 26th March 2024

TIME: 10.30 am

PRESENT:

Steven Gallacher (SG)	-	Chairperson
Marie Quinn (MQ)	-	Secretary
Moira Gilfillan (MG)	-	Treasurer
Audrey Gilfillan (AG)	-	Vice-Chair
Helen Black (HB)	-	Committee Member
Joyce Hennessy (JH)	-	Committee Member
Lorraine Keegan (LK)	-	Committee Member

IN ATTENDANCE:

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

APOLOGIES:

Jenna Vance (JV)	-	Committee Member
Karen Bowman (KB)	-	Committee Member
Jade McCulloch (JMc)	-	Committee Member
Joan Buchanan (JB)	-	Committee Member
Maria Oguntayo (MO)	-	Committee Member
Kate Serries (KS)	-	Committee Member

NEXT MEETING: 29th April 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 7 matters for A.O.C.B.
4. **Minutes of the Management Committee meeting of 26th February 2024**
Minutes of the Management Committee meeting of 26th February 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 Report – February 2024**
The Depute Director presented the property management reports to Committee.
 - Committee were advised that the rent collection for February was down, due to the short month.
 - Current Technical arrears were high due to the 4 weekly payment schedules. 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 **Finance & Audit Issues**
 - 7.1.1 **Internal Audit 2023- 2026 – Phase 1 Tenant Safety**
The Director explained the Internal Audit on Tenant Safety and advised this would be brought to Committee as soon as it was finalised by Quinn Internal Auditors.

Minutes of Meeting**Action Date****7.1.1.2 Minutes of Meetings Internal Audit Review**

The Director explained the report and the 3 minor recommendations which have been accepted and acted upon.

Committee noted that the Director would now submit this to the Regulator for their information.

*Director***7.1.2 Tenant Consultation Rent Increase 2024/25**

Committee noted the report on the rent increase.

7.1.3 Annual Audit 2024

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

7.1.4 Pay Negotiations 2024/25

The Director explained the discussions between ACAS, EVH & Unite regarding the pay negotiations for this year.

Committee accepted the proposed increase of 6% and the Chairperson signed the acceptance. The Director would return this to EVH.

*Director***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 that the training days had went well and all staff were eager for the implementation to commence.

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 was now in our possession.

It was also noted that work was progressing on the other properties and these should be available for let by the end of April 2024.

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.

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 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 would be on 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 would try and attend.

7.3.3 Committee & Staff Training Plan

Committee noted the report on training plans for this year. It was noted that Allocations was set for this month.

The Depute Director distributed information on the Allocation Policy and went through a presentation of the changes.

Committee went through each point and the different changes proposed. The timescale for the changes in the CHR were discussed and agreed.

It was noted that this would be out for consultation as soon as possible to enable the waiting list to be running for the 1st June 2024, with the Homemaster handover.

*Depute
Director*

7.3.4 Staff Appraisals

Committee noted that Staff appraisals were almost complete. A Staffing Sub-Committee would be organised for week beginning 2nd April 2024.

Director

Marie Quinn left the meeting at this point.

8. **Bacs List – March 2024**
The BACS list for March 2024 was presented to the meeting. The Office Manager explained items on the list.
- Proposed acceptance of the bacs list for March 2024 was made by AG, 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.**
SHARE Application
Committee noted the following Share Membership application
- Caroline Korngeup
- Acceptance of the applications was proposed by SG, seconded by JH and approved by Committee. The new member would receive a Share Certificate and Lochfield Park Rules
- Reconciliation of Former Tenants Debits & Credits to year-end 2023/24**
Committee noted the report from Housing Management regarding the former tenant debits, which were anomalies from Housing Benefit and required to be set-aside as there was not forwarding address in the Association records.
- Also reported were the former tenant credits which were also Housing Benefit anomalies.
- Proposed acceptance of this report was made by MG, seconded by HB and approved by Committee.
- FMD Renewal Contract – Finance Agent**
The Director advised that the renewal for the Finance Agent had been received with a price increase of 6%.
- Proposed acceptance of this renewal was made by AG, seconded by JH and approved by Committee.
- Gas Servicing & Maintenance Contract**
A report from the Senior Maintenance Officer was presented to Committee explaining the Gas Safet Regulations and the proposal from City Building to undertake these works.
- The present position was explained in detail and the costs from City Building for this year were discussed.

Minutes of Meeting**Action Date**

It was noted that regular auditing by a 1/3rd party to ensure all gas regulations were being complied with was also explained.

After discussion, the recommendation for Option 2 was proposed by HB, seconded by AG and approved by Committee.

It was noted that Scotland Excel would administer a formal contract between the Association and City Building to agreed the negotiated costs.

Paint Programme 2024/25 – Phases 4b & 8

A report from the Senior Maintenance Officer was presented to Committee regarding the paint programme for this year.

Committee noted previous costs and the different prices submitted by 2 contractors.

After discussion, the recommendation for Wilson Decorators to be awarded the contract for this year was proposed by MG, seconded by JH and approved by Committee.

SHN Affiliation Fee

Committee discussed the re-affiliation to Scottish Housing Network. Acceptance was proposed by AG, seconded by HB and approved by Committee.

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 30th April 2024. There being no further business the meeting closed at 12.15 pm.

Approved: _____



Date: _____