

**West of Scotland Housing Association**  
**Minutes of the Board Meeting**  
**Hybrid Meeting via Microsoft Teams and Camlachie Boardroom**  
**Wednesday 30<sup>th</sup> April 2025**

<p><b>Present (In Person):</b> Kelly Adams (Chair), Jim Williamson, Ann Reid, James Reid, Elizabeth Matthews, Morag Kilbride, Michael Sozansky, Kenneth Fee, Graeme Middleton, Lynsey Hamilton</p> <p><b>Present (Online):</b> Karen Merz, Alison Calder, Paul McNeil (from 6.15 pm)</p> <p><b>In Attendance (In person):</b> Simon Fitzpatrick (CEO), Jennifer Cairns (Director of Corporate Services), Valerie Wilson (Director of Finance), Robert Campbell (Director of Housing &amp; Community Services), Karen Shaw (Director of Development &amp; Asset Management), Susan Speirs (Senior Corporate Services Assistant)</p> <p><b>Apologies:</b> George Kpodo</p>	
<p><b>Disclosure of Interests</b>  There were no declarations of interest.</p>	
<p><b>1. Minutes of the Previous Meeting</b>  The minutes of the meeting of 26<sup>th</sup> March 2025 were approved as a true and accurate record. They were proposed by Michael Sozansky and seconded by Jim Williamson.</p>	<b>Approved</b>
<p><b>2. Matters Arising</b>  The Board noted the contents of this paper.</p>	<b>Noted</b>
<p><b>3. Annual Procurement Report &amp; Strategy</b>  The Director of Corporate Services presented this report which gives an update on the progress that has been made over the past year against the procurement strategy. She advised that the procurement strategy is for five years and outlines what we are planning to procure over this period. She further advised that we need to comply with procurement regulations.</p> <p>The Director of Corporate Services updated the Board on each of the objectives within the strategy.</p> <p>Michael Sozansky asked why there were some items in amber in Appendix 1.</p> <p>The Director of Corporate Services advised that these items are underway but not yet completed.</p>	

Michael Sozansky asked what the preservation contract was in Section 9 of the Strategy. The Director of Development & Asset Management advised that this related to damp and mould and potential dry rot etc.

The Director of Corporate Services advised that we currently have an external consultant, Altair, carrying out a review of the Housing Management/Finance system.

Kelly Adams asked when we extend the contract, do we have to commit to a further five years.

The Director of Corporate Services advised that we potentially could do longer or shorter and can consider break clauses.

Graeme Middleton asked if there were any risks from existing providers, we have procured with following the recent rise in employer NI contributions.

The Director of Corporate Services advised that the Director of Finance is setting up credit checks for all our large contractors. We will also look across the board at what we have and the main risks for contractors.

The Director of Development & Asset Management also advised that they carry out regular checks on contractors.

Karen Merz asked if we have had problems with contractors going bust mid contract.

The Director of Corporate Services advised that this has happened a few times with contractors who carry out reactive repairs, but these contracts have been novated to other contractors.

Jim Williamson asked if there were any implications if we advised contractors we would be doing regular credit checks.

The Director of Development & Asset Management advised that we ask contractors for annual accounts.

Kelly Adams asked what the IT Support was.

The Director of Corporate Services advised that TSG provide this. It is for first line calls, and they also provide support around cyber security.

**Noted &  
Approved**

<p>The Board noted the contents of this report and approved the proposed Procurement Activity for 2025/26.</p>	
<p><b>4. SHR Five Year Financial Plan</b>  The Director of Finance gave a presentation on the Five-Year Financial Plan.</p> <p>She advised that the SHR requires all RSLs to submit the FYFP annually by 31<sup>st</sup> May and this is submitted through the SHR portal. The SHR use the information to calculate risk and report on the aggregated financial projections by all RSLs.</p> <p>The Director of Finance informed the Board that the 30-year plan is fully compliant for the whole period and all borrowing will be paid by the 30 years. Additional funding is required in 26/27 to continue with the development programme.</p> <p>There is a projected budget deficit in year 2 due to pension deficit contributions.</p> <p>Karen Merz asked for an explanation why we are asking to suspend the current policy requirement for our cash to be split over two accounts when it exceeds £2m</p> <p>The Director of Finance advised that this would be dealt with under the Treasury Management Strategy item on the agenda.</p> <p>The Board approved the Five-Year Financial Projections Return to the SHR by 31<sup>st</sup> May 2025.</p>	<p><b>Approved</b></p>
<p><b>5. Treasury Management Strategy</b>  The Director of Finance gave a presentation on the Treasury Management Strategy.</p> <p>She advised that this strategy is prepared annually in line with our Treasury Management Policy. Our external advisors, DTP, have prepared the strategy report. The financial modelling has been reviewed and all assumptions have been checked.</p> <p>The TM Policy is up to date with current legislation and best practice. It is reviewed annually in August.</p> <p>The Director of Finance advised that there is currently a WSHA policy requirement to split funds held over £2m with no more than 60% in single banking institution. The Director of Finance confirmed the policy is to be reviewed this year and this practice requires administration resources that are not value for money for WSHA, and that it is a legacy approach to managing risk that is no longer necessary.</p>	

<p>The Board approved the Treasury Management Strategy for 2025/26 and approved an exemption from the requirements for funds over £2m to be spread between deposit institutions until March 2026 when the Treasury Management Policy will be reviewed.</p>	<p><b>Approved</b></p>
<p><b>6. Board Brief</b>  The CEO presented this report.</p> <p>He advised that a succession plan for senior officers would go to the Staffing Sub-Committee and then to the Board. A workforce plan and growth plan would also be drawn up as part of the development of the new Corporate Business Plan 26/27.</p> <p>The CEO provided an update on the progress with development works.</p> <p>The new Development Strategy and revised Asset Management Strategy will be brought to the Board in November this year for approval.</p> <p>A staff and board lunch will take place on Thursday 8<sup>th</sup> May which will kick off the celebrations for WSHA's 60<sup>th</sup> Anniversary. Further events will take place during the year.</p> <p>The Board noted the report.</p>	<p><b>Noted</b></p>
<p><b>7. Annual Policy Report</b>  The Director of Corporate Services presented this report.</p> <p>She advised that this report gives details of what policies we have in place, when they were reviewed and when they are next due for review.</p> <p>The Board noted the contents of this report.</p>	<p><b>Noted</b></p>
<p><b>8. Resolutions</b>  The Board noted the contents of this report.</p>	<p><b>Noted</b></p>
<p><b>9. Notifiable Events including Annual Review</b>  The Director of Corporate Services gave an update on the current notifiable event.</p> <p>The Board noted the notifiable events that had occurred during the year.</p>	<p><b>Noted</b></p>
<p><b>10. Group Information</b>  The Board noted the following information: -</p>	<p><b>Noted</b></p>

<p>TAG Meeting Minutes – 27.02.25</p> <p>Staff Consultation Group Notes – 06.03.25</p>	
<p><b>11. AOCB</b></p> <p>There was no other competent business.</p>	
<p><b>Review of Meeting</b></p> <p>It was a short meeting but went well.</p> <p>The meeting ended at 6.45 pm.</p>	
<p><b>Date of next meeting – 28<sup>th</sup> May 2025</b></p>	