

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 4 October at 5.30pm

**Present:** J Jamieson (Chair) (Remote)  
S Niven (Remote)  
C Taylor  
Cllr S Murray  
R Smith  
G Jackson  
A McPhee

**In Attendance:** S Macintyre, Director  
C McKiernan, Head of Housing Management/Depute Director  
S Tait, Head of Development & Property Services  
O Gaffney (SHARE)

#### 1. APOLOGIES

There were apologies from L Scott, Cllr P Marshall and M Docherty. S Macintyre also advised that P O'Connell had requested a leave of absence for tonight's meeting which Committee approved.

#### 2. DECLARATION OF INTEREST/DEFERRED ITEMS

There were no declarations of interest.

#### 3. MINUTES AND MATTERS ARISING

Management Committee meeting 02/08/2023

These minutes were proposed by S Niven and seconded by J Jamieson

Management Committee meeting 06/09/2023

These Minutes were proposed by J Jamieson and seconded by C Taylor

Special Management Committee meeting 13/09/2023

These minutes were proposed by S Niven and seconded by C Taylor

### 3.2 Action List

Committee noted the contents of the action list.

## **4. DIRECTORS REPORT**

### Scottish Housing Regulator

S Macintyre advised that the Annual Accounts had been submitted to the regulator on time. S Macintyre added that the gas safety notifiable event with the regulator also remains open as the Association's internal audit remains ongoing. Once this audit has been concluded a copy will be sent to the regulator following which the event should be considered resolved.

### Cyber Security

S Macintyre was pleased to inform Committee that the Association was successful in re-achieving its cyber essentials plus accreditation following a rigorous and in-depth assessment process. S Macintyre added that he is looking to release an article in Scottish Housing News soon highlighting this achievement.

### Glasgow and West of Scotland Forum – Rent Increase 2024/25

S Macintyre advised that the Association is currently reviewing its process on how it conducts its rent increase consultation with the Forum holding an event for senior officers on 27 October to share and discuss views on the 2024 increase.

The Association has also conducted a cost-of-living increase survey amongst all tenants to see how the crisis is still affecting them. This will help the Association in the preparation for next year's rent increase consultation. The survey received a lot of responses and results will be provided at next month's Committee meeting.

### Notifiable event – Recruitment of New Director

S Macintyre advised that following approval of the September meeting minutes a notifiable event can be sent to the regulator regarding the recruitment of a new director following S Macintyre's notice of retirement. S Macintyre added that the Recruitment Panel has agreed to appoint EVH as its recruitment advisors. EVH will support the Panel through each stage of the recruitment process. He added that Panel would review items such as the Job

Description, Person Specification. It was agreed that EVH would also carry out a salary assessment before the post is advertised in late October.

Committee noted the contents of the Directors Report.

#### **4.3 Committee Appraisal Feedback report**

O Gaffney presented the Committee Appraisal Report and talked through the findings from the appraisal process.

She highlighted the recommendations and the learning and development plan which were duly noted by Committee.

In conclusion, O Gaffney advised that the appraisal process had indicated the Management Committee worked well as a team and had the knowledge and skills required to lead the Association.

#### **5. Assurance Statement**

S Macintyre presented Committee members with the Assurance Statement Report. Committee were asked to note the contents of the report and approve the draft of the Assurance Statement.

S Macintyre advised that the Regulator is highlighting the importance of all tenant safety access such as Gas safety, Electrical Safety, Water Safety, Fire Safety, Asbestos, Damp and Mould and Lift Safety.

S Macintyre added that the Committee could be assured that the Association is compliant in all of these tenant safety areas, although there had been some issues this year with the gas safety audits which have now been rectified.

He advised that as part of this year's agreed audit plan, our approach to managing damp and mould is being reviewed. He added that the findings of this internal audit would be presented at the forthcoming Audit Committee meeting. The Committee noted that whilst some findings in the draft audit report show the Association is currently weak on some administrative processes none of these are material and would be easily rectified by the end of October.

It was agreed that the draft statement would also highlight the importance of the Association complying with human rights and equalities guidelines.

It was agreed that the signing of the Assurance statement will be held off until after the next meeting of the Audit Committee in the event there to be any further changes necessary.

## **6. Write Offs**

C McKiernan presented Committee with this report detailing the proposed write offs in advance of year end. Committee were asked to read over the report and give approval. C McKiernan advised that the majority of the write offs are due from former tenant arrears along with former tenant sundry debts. The total being written off is £5,164.04.

Committee approved the proposed write offs as laid out in the report.

## **7. Policy Reviews**

Association staff presented Committee with 5 policy reviews and the Committee were asked to note the contents and any proposed amendments to these policies before approval.

### FOI Policy

S Macintyre presented Committee with the reviewed FOI Policy. Committee noted the contents and subsequently approved.

### Data Protection Policy

S Macintyre presented Committee with the reviewed Data Protection Policy. S Macintyre advised that this new policy is a combination of the existing Data Protection Policy and the Privacy Policy. Committee noted the contents, and the proposed amendments were considered and subsequently approved.

### Whistleblowing Policy

S Macintyre presented Committee with the reviewed Whistleblowing Policy . Committee noted the contents and subsequently approved.

### Openness and Confidentiality Policy

S Macintyre presented Committee with the reviewed Openness and Confidentiality policy. Committee noted the contents and subsequently approved.

## **8. Development Report**

S Macintyre presented Committee with an update on the proposed new build development at Fauldhead Road. S Macintyre advised that he had hoped that the full tender and acquisition report could be presented at this meeting, however there are still a few outstanding matters that need to be addressed by CALA homes. S Macintyre advised that he anticipated that a representative from C-urb would be at the Association's next meeting to give a more in depth report to the Committee and be able to report that further progress is being made.

Committee noted that at the current moment the current estimated budget including land, fees and construction cost for phase 1 is £7,182,619. However, this excludes Development Agent fees. The Scottish Government has confirmed its funding support to the Association at the current costs outlined.

There then followed some discussion amongst Committee regarding the financing of the development and the options open to the Association in terms of current and future borrowing options that would be available to the Association. Committee also discussed matters surrounding the specification of certain components that would be used in the build of the properties.

Committee noted the contents of the Directors Report.

## **9. A.O.C.B**

S Macintyre advised that the Association has repaid 2 instalments of £1m to RBS from our revolving credit facility (Facility B). The Committee noted that this has prompted the submission of an “in year loan return” to the Scottish Housing Regulator which was duly completed on the 2<sup>nd</sup> of October.

S Tait advised Committee of new staff appointments. Pat Coll who worked is working on a temporary basis for the recently vacated post of Property Services Assistant has now been offered the role on a full-time basis and confirmed that he has accepted the role. An 8-week temporary Property Services Officer has been brought in to help relieve some pressure within the Property Services Team. The Committee noted that a fixed term post until December 2024 has been advertised with interviews due to take place in the coming weeks.

C McKiernan advised that a temporary Housing Officer was brought in to cover for Suzanne McGraw who left in the summer. This post has now also been advertised on a fixed term basis until December 2024 and interviews are also due to take place in the coming weeks.

## **11. Date of Next Meeting**

**Wednesday 1 November 2023**

Minutes prepared by K Tait, Corporate Services Assistant

Date: 05 October 2023

Chairpersons Signature:

Date:

Copies of the above reports are available on request.

