

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 6 September at 5.30pm

**Present:** J Jamieson (Chair)  
M Docherty  
L Scott  
C Taylor  
W Hassan

**In Attendance:** S Macintyre, Director  
S Tait, Head of Development & Property Services  
M White, Head of Corporate Services  
K Tait, Corporate Services Assistant  
Fettes McDonald, FMD (Item 6)  
Alison Smith (Item 5)

#### 1. APOLOGIES

There were apologies from S Niven, Cllr S Murray, Cllr P Marshall, G Jackson, P O'Connell, K McIntyre and A McPhee.

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

C Taylor declared an interest in item 4 section 1.3 review of regulatory framework.

Staff present declared an interest in item 4 section 5.1 consultation on salary review 2024.

#### 3. MINUTES AND MATTERS ARISING

Management Committee meeting 02/08/2023

These minutes will be deferred to the meeting on the 4<sup>th</sup> of October 2023 for formal approval due to J Jamieson being the only member in attendance at the August Management Committee meeting here tonight.

HR Sub-Committee meeting 23/08/2023

These Minutes were proposed by J Jamieson and seconded by M Docherty.

### 3.2 Action List

Committee noted the contents of the action list.

## **4. DIRECTORS REPORT**

### Scottish Housing Regulator

S Macintyre advised that the Annual Financial Statement to 31 March 2023 is due to be submitted by 30 September 2023. Designated Committee members are due to sign a copy of the accounts, Management letter and the response from the Association before being submitted.

### Annual Assurance Statement 2023

A draft Annual Assurance Statement is currently being prepared in line with the most recent guidelines. A draft of the Assurance Statement will be presented at the October meeting for consideration and approval.

### Governance

S Macintyre advised that Olwyn Gaffney from SHARE will be in attendance at the October meeting to present the Annual Committee appraisal report.

S Macintyre added that the Associations AGM will take place on Wednesday 13 September at 5.30pm in the Associations office. A sign interpreter and someone from CT accountants will be in attendance.

### Cyber Security/IT Support

The Association was awarded cyber essentials accreditation on June 29 2023 the Association is now looking to acquire its cyber essentials plus accreditation and noted that a pre-assessment for this took place on August 29 2023.

On August 24 2023 the management team took part in cyber management exercises facilitated by the Association's IT provider LUGO.

### Correspondence – Pay Award 2024

S Macintyre presented Committee with EVH'S 2024 pay award consultation. The consultation provided compares pay awards over the years compared to CPI and RPI along with pay awards in other sectors. Committee were asked to note the contents of the consultation.

### Retiral of director

S Macintyre advised that he has submitted his notice of retirement to the Association's secretary. His retiral date is set for 22 March 2024 however due to annual leave accrued his final day is expected to be 15 March 2024. S Macintyre provided a summary of what will happen once he submits his letter of resignation.

A submission of a notifiable event will need to be submitted to the Scottish Housing Regulator accompanied with a minute of this meeting and a decision taken by the Committee on whether to continue as an independent organisation and will therefore look to recruit a successor.

A formal notification will also need to be submitted to the Association's funder RBS. Although he advised that the bank is already aware of his intention to retire.

Abronhill HA has also been informed of S Macintyre's intention to retire and have been informed that the services provided will end in March 2024.

### Recruitment Process

S Macintyre advised that the Association should agree on a panel of 4 members from the Management Committee to form a recruitment and selection panel. Proposals from 3 recruitment agencies that specialise in the social housing sector have been received. It has been agreed when the panel is formed from the Committee it will choose which recruitment agency is best suited to the Association. The agencies which have submitted proposals include Employers in voluntary Housing (EVH), Morgan Hunt and Aspen People. S Macintyre added that once the agency has been selected, he will arrange an introductory meeting and that he would be able to support the panel in anyway he can. The vacancy is expected to be advertised at some point in October with a view to having an appointment ready before the end of the calendar year.

Committee were asked to give delegated authority to the recruitment panel to oversee the process and make any recommendations to the Committee before a final decision is made to appoint a new director. Committee subsequently approved this.

Committee noted the contents of the Directors Report.

## **5. Strategic Plan – Options Appraisal**

Alison Smith who works as a Housing Consultant was in attendance at the meeting to present Committee with the option appraisal report. A Smith provided reports on the Association's 5-year strategic plan which is at the 3-year midway point detailing the Association's strengths and weaknesses at this time. The report also detailed results from the business planning days where Committee and the management team were asked to score how they thought the Association would work best in the future. These options included the Association remain independent and improve, which is the current business model, all the way to seek a transfer of engagements to another RSL. The results showed that both Committee and the Management Team agreed that they see the Association remaining independent and looking to improve as the best option for the Association to ensure it meets its strategic objectives. Following the results of the options appraisal scoring it was of the opinion of A Smith that the Association retains its current business model and remain an independent organisation and improve.

Following A Smith's presentation Committee were asked to discuss the findings and come to an agreement allowing the Association to look for a replacement to S Macintyre. There then followed some discussion amongst Committee on the findings however the Committee subsequently approved the findings of the options appraisal.

## **6. Finance Report – Proposed Newbuild**

Fettes McDonald referred to the Management Committee papers issued in respect of the proposed new build at Fauldhead Road, reiterated the progress to date and noted that the Association had been successful in securing additional grant in order to achieve a viable proposal based on the projected future rents and running costs. It was noted that S Macintyre and P Long (FMD) had meetings with RBS who were keen to continue to support the Association's plans.

F McDonald referred to the updated long term projections which incorporated the new build proposals based currently on a 10 year loan facility and advised Committee of the projected annual cash position in this scenario. It was noted that a viable position remained over the short, medium and long term. F McDonald noted that the Association, prior to finalising the long term projections, should consider the period of real rent increases (given that a CPI less 4% rise applied in 23/24), whether there was a desire to revisit the scheduling of major repair costs in the early years and whether added staff resources were required within the asset management team for a period of time. Once these matters have been agreed internally FMD could then run the most appropriate debt model in order to ensure that a positive cash position remains. It was noted that RBS could be flexible in their approach; debt could

be for 10 years on an equal instalments basis, could be for 10 years on a 25 year repayment profile or the current facility B debt could be rescheduled if required. F McDonald noted that in each of these scenarios a positive position should result.

The Committee thanked F McDonald for his report and noted that a more detailed development report would be presented at the October meeting. The Committee agreed that staff should review the assumptions within the longer term financial plans and liaise with FMD prior to making any formal request to RBS for funding.

S Macintyre presented an update on the newbuild project and referred to the report that has been prepared by C~urb, the Association's Development Advisors. The Committee noted the contents of the report.

## **7. Policy Reviews**

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

### Financial Regulations Policy

S Macintyre presented Committee with the reviewed Financial Regulations Policy. Committee noted the contents and the proposed amendments were considered and subsequently approved.

### Financial Procedures Policy

S Macintyre presented Committee with the reviewed Financial Procedures Policy. Committee noted the contents and the proposed amendments were considered and subsequently approved.

### Gas Servicing Policy

S Tait presented Committee with the reviewed Gas Servicing Policy. Committee noted the contents and the proposed amendments were considered and subsequently approved.

### Gas Servicing Procedures Policy

S Tait presented Committee with the reviewed Gas Servicing Procedure policy. Committee noted the contents and the proposed amendments were considered and subsequently approved.

### Equality & Diversity Policy

M White presented Committee with the revised Equality and Diversity Policy for approval. The Committee noted the revised policy and subsequently approved it.

## **8. Allocations Policy Equality Impact Assessment**

S Macintyre presented Committee with the Allocations Policy Equality Impact Assessment Report, and the Committee were asked to note the contents of the report. The report details the impact of the new allocations policy being Implicated and if it has a positive impact on each equality group.

Committee noted the contents of this report.

## **9. Hillhead Locality Profile August 2023**

S Macintyre presented Committee with the Hillhead Locality profile for 2023. Committee were asked to read over the report and note its contents. The report provided an overview of the population of Hillhead and its characteristics. Some of the stats included provide an insight into the ethnicity and religion of the population of Hillhead.

Following some discussion Committee noted the contents of this report.

## **10. A.O.C.B**

### Payments & Benefits Report - Allocation of a Tenancy to a Staff member

S Macintyre presented Committee with a report for approval. The report is in relation to a member of the Association's staff who is being offered a transfer of tenancy within the Association's stock. Committee noted that the staff member was actually 14<sup>th</sup> in line for this property that is being allocated, however due to the Association's policy the 13 applicants above her are not eligible for the property and therefore the staff member is the next applicant in line to be eligible for the property.

The Director certified that following his review of the selection process for this tenancy he could confirm that the allocation is in line with the Association's allocations policy and would be entered into the Association's Payments & Benefits register. The Committee subsequently gave its approval for the allocation of a Tenancy.

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

**Wednesday 4 October 2023**

Minutes prepared by K Tait, Corporate Services Assistant

Date: 08 September 2023

Chairpersons Signature:

Date:

Copies of the above reports are available on request.