

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 7 December at 5.30pm (Hybrid Meeting)

Present: J Jamieson (Chair)
C Taylor
M Docherty
S Niven
G Jackson
R Smith
Cllr S Murray
Cllr P Marshall
W Hassan (item 6 onwards)

In Attendance: S Macintyre, Director
C McKiernan, Depute Director/Housing Manager
M White, Head of Finance and Corporate Services
S Tait, Head of Development & Property Services
K Tait, Corporate Services Assistant

Before the meeting began Committee were introduced to Jamie McCabe who is the recently appointed Property Services Officer who takes over from Malcolm MacDonald.

1. APOLOGIES

Apologies were received from L Scott, A McPhee, and P O'Connell. It was noted that D Wilson is on a leave of absence and K McIntyre had requested a leave of absence until the end of February which Committee approved.

2. DECLARATIONS OF INTEREST & DEFERRED ITEMS

There were no declarations of interest

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Special Management Committee Meeting 26 October 2022

Proposed by J Jamieson and 2nd C Taylor

Management Committee Meeting 2 November 2022

Proposed by J Jamieson and 2nd S Niven

Wider Role and Regeneration Sub Committee 9 November 2022

Proposed by J Jamieson and 2nd by C Taylor

(3ii) Action List

Committee noted the contents of the Action List.

4(i) DIRECTOR'S REPORT

Rent Freeze

S Macintyre advised that the Scottish Government is yet to announce if the current rent freeze is to be extended or not. He added that a meeting is due to take place next week where a decision might be made, but if a decision is not reached it is expected that a decision will be made in the middle of January 2023. S Macintyre added that the Association's representative bodies SFHA and GWSF have been lobbying on members' behalf. It was noted that SFHA is seeking to obtain an agreement with the Scottish Government for "statement of intent" which may be viewed as an unofficial "rent cap." S Macintyre explained that GWSF have concerns about this approach however next week's meeting will ensure that things become clearer on the Scottish Government's plans. Staff agreed to keep Committee updated with the developments as things progress.

Health & Safety

S Macintyre advised that a meeting of the Health and Safety subcommittee had just taken place before the meeting of tonight's Management Committee meeting. It is expected the next meeting will take place on the 1st March 2023

Cyber Security/IT Support

S Macintyre explained that this is the first meeting to take place via Teams following the successful set up of the Committee member portal. S Macintyre added that if Committee have any feedback to inform a member of Association's staff.

Correspondence

S Macintyre provided Committee with an update on the 2023/24 pay award for staff. Following a ballot amongst EVH and Union, the proposed pay award of 5.25% along with a cash payment of £150 in the months of January, February and March 2023 was approved.

Cala Homes

S Macintyre provided Committee with an update on the Cala Homes development site. He explained that whilst there is unfortunately no real progress with the site, he did

explain that he and S Tait had met with C~urb who are our development advisors, and they were able to give us further information about site layout. S Tait added that Cala has yet to acquire the two sites as there are ongoing issues connected with the Planning consent obligations. S Tait added that he believes that once these issues are ironed out and once Cala acquire the sites, then matters should progress fairly quickly and efficiently. S Tait added that the Association has seen designs of the individual properties and house types which are not dissimilar to those which the Association has developed in previous developments. The Association is also in discussion to make sure tenants at these new properties get the appropriate car parking bays and drying areas.

Audit Committee

S Macintyre advised Committee that he is looking to arrange a meeting of the Audit Committee with the proposed meeting taking place on 13 December at 5.30pm.

Strategy review

S Macintyre advised Committee of his intentions to push back the proposed strategy review to take place in March. This was agreed.

Staffing

S Macintyre provided Committee with an update on the Association's staffing arrangements.

The committee noted that the Association has offered a fixed term appointment to Lorna Miller until the end of March 2023, due to Tracy McGrath being on a continued leave of absence and to provide admin support for the forthcoming implementation of the new Allocations Policy and online housing application.

S Macintyre reminded Committee of some staffing arrangements that were implemented in the housing management team in early 2022 following the request of a member of staff to reduce their working week to 3 days a week. Following this request, the Association had recruited a 3 day per week Housing Officer on a fixed term basis until March 2023. The Committee confirmed its agreement to make this post permanent.

S Macintyre advised that the vacant post of Property Services Officer was offered to Jamie McCabe who Committee were introduced to at the beginning of the meeting. Jamie began his role on 3 December.

HR Sub-Committee

S Macintyre advised that he is looking to arrange a HR Sub-Committee meeting in January of next year and will provide Committee with an update on any relevant HR matters.

5. FINANCE REPORT: RBS FACILITY LOAN B

S Macintyre introduced this report which was drafted by P Long of FMD. S Macintyre advised that Facility B will be changed to a revolving credit agreement, although the amount would still be due to be repaid in full by December 2026. S Macintyre added that changing this Facility would give the Association the ability to better manage these funds, allowing it access to funds when required whilst not being over exposed to increasing interest rates. Committee were asked to give its approval to give delegated authority to S Macintyre to continue the process with RBS to change facility B to a revolving credit facility. Committee approved this.

6. HOUSING MANAGEMENT REPORT: RENT REVIEW CONSULTATION

C McKiernan presented Committee with the rent review consultation report. She advised the Committee that the Association knows that this is a difficult discussion to have at this time given Scottish Government intervention. Nevertheless, it remains a legal requirement to consult tenants on any rent review. C McKiernan advised of the different scenarios that have been drawn up with increases of 0%, 5% and 7% having been considered. As highlighted in the report a 7% increase would enable the Association to continue with its planned investment for 23/24 despite being considerably less than the current rate of inflation and business plan assumptions. Therefore, it is proposed to consult with tenants on a 7% increase.

The committee noted the outcome of the affordability analysis and C McKiernan explained that the staff would seek to target those single tenants with an income of around the minimum wage level with a view to offer any support we could. It was noted that there are approximately 25 tenants in this situation.

The committee agreed that the rent consultation would include paper copy, and an online form, with drop-in sessions that would be facilitated by senior staff. It was noted that a final decision on the rent increase would have to be taken by 28 February in order to be implemented by the 28 March.

Following further discussion amongst Committee members, the Committee subsequently agreed to consult on a proposed rent increase of 7% for 2023/24.

7. PROPERTY SERVICES REPORTS:

Asset Management Strategy

S Macintyre introduced the Asset Strategy Review and he advised that this had been last reviewed in 2016 so some areas were out of date. Following some discussion and after taking into account the amendments made to this strategy and its content the Committee subsequently approved the Asset Management Strategy.

Dampness and Condensation

S Macintyre presented Committee with this report detailing the number of homes that have and are being treated for dampness and condensation. The issue of dampness has been recently reported across the national press and TV following the death of the toddler in Rochdale who was a resident in a housing association property. The coroner's report found that his death was attributable to the existence of dampness and mould in his home.

S Tait presented Committee with some statistics of how the Association deals with reports of dampness, mould, and condensation. It was noted that there has been a spike in the number of reports of dampness mould and condensation in the last couple of weeks. In each case the Association offers advice to tenants on how to keep this under control while still arranging inspections from the Association's Property Services Team. He added that we have been providing hygrometers and thermometers as well as advice on how to monitor these tools in order to keep the issues under control.

S Tait provided Committee with a detailed view of the type of properties where we have the most issues with dampness and mould and information on how many inspections have been carried out. It showed that most reports come from the Association's retained stock with 39 reports coming from 4 in a block properties and 18 from retained houses. It was noted that these statistics are based on reports from 1 April 2021 to the present day.

Following some further discussion amongst Committee members, Committee noted the contents of this report.

8. ANY OTHER BUSINESS

No other business

9. DATE OF NEXT MEETING

01/02/2022

Minutes prepared by K Tait, Corporate Services Assistant

Chairperson's Signature:

Date: 09/12/22

Copies of the above reports are available on request.