

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 7 June at 5.30pm

**Present:** S Niven  
C Taylor  
G Jackson  
K McIntyre (chair)  
M Docherty  
P O'Connell  
W Hassan

**In Attendance:** S Macintyre, Director  
C McKiernan, Depute Director/Housing Manager  
S Tait, Head of Development & Property Services  
L McDonald, Finance Officer  
P Long, FMD  
Julie Ann Cloherty, SHARE

S Macintyre advised the Committee that due to sickness John Jamieson was unable to attend the meeting and as apologies have been received from Lisa Scott, Vice Chair, he asked for another Committee Member to chair the meeting. K McIntyre agreed to chair the meeting.

K McIntyre introduced Julie Ann Cloherty from SHARE who would be present throughout the meeting as part of the annual committee appraisal. She invited Julie Ann to say a few words about the committee appraisal process which was noted by the Committee.

#### **1. APOLOGIES**

There were apologies from L Scott, J Jamieson, and A McPhee.

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

There were no declarations of interest.

#### **3. MINUTES AND MATTERS ARISING**

Management Committee Meeting – 3 May 2023

These minutes were proposed by C Taylor and K McIntyre.  
Office Bearers Meeting – 18 May 2023

These minutes were proposed by S Niven and M Docherty

#### HR Sub-Committee meeting – 17 May 2023

These minutes were proposed by S Niven and M Docherty

## **4. DIRECTORS REPORT**

### Annual Returns

S Macintyre advised that returns have been submitted for the Housing Stock and Rent Returns, Five Year Financial Projections and the ARC. S Macintyre added that the Loan portfolio returns is due to be submitted by 30 June and is included within the finance reports for approval.

The Association submitted a notifiable event to the Regulator regarding the number of gas safety fails however the Association has received no further follow up from the Regulator. Committee noted that the Association is to propose that the new internal auditors conduct a gas safety audit to reassure the Committee the issue has been resolved.

The Association has also submitted a notifiable event with regards to the appointment of new internal auditors. This notifiable event has now been closed off.

### Governance

S Macintyre advised that Committee appraisals are now starting up for the year with a staff member for SHARE in attendance of the meeting.

S Macintyre asked for Committee remits to be a deferred item at the next meeting in August this is due to the remits being overdue.

S Macintyre informed Committee that the Assurance statement baseline review sessions will take place on the 22<sup>nd</sup> and 26<sup>th</sup> of June. ‘

### Cyber Security

Staff within the Association continue to participate in cyber awareness training and the Association is working to be re-credited with its cyber essentials certificate.

### Financial Conduct Authority – New Consumer Duty Rules

S Macintyre advised that as the Association is a provider of registered consumer advice (providing tenants with statutory debt advice) the Association now comes under the scope of the financial conduct authorities new regulatory consumer rules.

### Audits

Committee were advised that the annual audit up to 31 March 2023 is now available to view and has been included in the papers for Committee. The Audit Committee will continue to work through the year and have oversight over the work the internal auditors carry out.

S Macintyre advised that Cheine & Tait are in the final year of their contract. Due to time and resource constraints a procurement exercise this side of the AGM has not been possible. Instead, S Macintyre proposed that the Association that Cheine & Tait's contract be extended to 31 March 2024 and that a procurement exercise would be carried out later in the year. Committee agreed to the contract extension and for the procurement to begin in the autumn.

### Strategy Review and Options Appraisal

S Macintyre informed Committee of his proposal that the Association carry out a strategic review in advance of his pending retirement. Following some thought and taking into account other Association's experiences in similar situations he has contacted Alison Smith, who helped with the Association's strategic review a few years back, to carry out the work. He explained that this would provide his successor a clear plan to work with once appointed. In addition, the review can also be submitted to the Regulator along with the Notifiable Event formally giving notice of my retirement in March.

S Macintyre had asked Alison Smith to submit a proposal to the Association which would cost a modest sum of £2,500. He outlined what the review would entail and highlighted that it would also involve A Smith facilitating a joint Committee and Management Committee session.

The Committee agreed to this proposal.

### Development Update

S Macintyre advised that following meetings between the Association, Curb, CALA and McTaggart's it has become apparent to the Association that the proposed scheme does not stack up financially. Committee noted that for the scheme to stack up financially CALA would have to essentially reduce the land acquisition cost to nil or waive the cost of enabling works. This is to ensure that the costs meet the Scottish Government benchmark grant level.

CALA then advised the Association that it would take some time to reflect on this and that CALA would inform the Association on its response in due course.

S Tait advised the Committee that the Association has also met with its employer's agent who has assessed that the build costs are in line with similar projects and reflect value for money. This would suggest that there is minimal scope if any to make savings in the build costs. Due to this and the fixed rental income the Association receives we would not be in a position to afford any compensatory increase our private funding contributions, effectively meaning the project would be unviable.

The Association is still waiting to hear back from CALA on its decision regarding the acquisition costs however should this financial obstacle manage to be overcome the proposed site start date would be May 2024.

S Macintyre lastly advised the Committee that following a meeting with RBS, they have informed the Association that they are still supportive of the development and indeed in any other future development opportunities that may materialise.

## **5. Finance Reports**

### **Treasury Management Report and Policy, and Annual Loan Return to SHR**

#### Annual Loan Return

P Long presented Committee with the Loan Portfolio Return. Committee were asked to note the contents of the return and give its approval in advance of it being submitted to the Regulator. After noting the contents of the return and some discussion Committee approved the Annual Loan Return.

#### Treasury Management Report

P Long also introduced the Treasury Management Report to Committee. He advised that this report is similar to the Annual Loan Return but is for internal use only and goes a little bit more in depth than the Annual Loan Return. Committee noted the contents of the Treasury Management Report.

#### Treasury Management Policy

P Long presented Committee with a reviewed Treasury Management Policy for approval. Committee were asked to note the amendments made within the policy and suggest any changes before giving its approval. After a short discussion noting the contents of the Policy and the proposed changes Committee subsequently approved the Treasury Management Policy.

## **6. Policies**

### Data Retention Policy and Schedule

Committee were presented with the Data Retention Policy and Schedule. Committee were asked to read and note the contents of the policy before giving its approval.

After reading over the policy and noting its contents Committee subsequently approved the Data Retention Policy and Schedule.

### Risk Management Policy Review

Committee were also presented with a reviewed Risk Management Policy again Committee were asked to read and note the contents of the policy before giving its approval.

After reading over the policy and noting its contents Committee subsequently approved the Risk Management Policy Review.

## **7. Annual Return to the Charter (ARC) 2022/23**

S Macintyre advised that the Association's Office Bearers met at the end of May to approve the ARC prior submission to the Regulator by the due date of 31 May 2023. He also advised the Committee that the Association had Scotland's Housing Network (SHN) conduct an evaluation of the ARC return prior to submission to provide assurance on data accuracy.

S Macintyre confirmed that the ARC was submitted to the Regulator on the 31<sup>st</sup> of May 2023. He presented the Committee with a summary of the ARC highlighting key elements and some trend analysis.

## **8. Strategic Plan – Delivery Plan Progress to 31 March 2023**

S Macintyre presented Committee with the strategic plan's annual progress report. He highlighted some key areas where performance has been strong as well as in those areas where progress had not been at the pace we would have anticipated. The committee noted the contents of the Report.

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

### Procurement.

S Macintyre advised that the Association has concluded its recruitment exercise for litigation services. After reviewing the 3 submissions that had been received the Association has agreed to appoint T.C Young as its new litigation services provider with effect from 1 July 2023. They will take over

from BTO Solicitors. He added that BTO will remain our solicitors for other legal services.

Staffing.

S Macintyre informed Committee that Michele Stirling who is the Association's Property Services Assistant has tendered her resignation with the Association. Michele will be due to leave her role in the next couple of weeks. S Macintyre asked for Committee approval to progress with the recruitment process for replacing Michele. This was agreed. S Tait added that in the meantime he would approach EVH for temporary cover until a suitable permanent replacement can be found.

K McIntyre asked if the Association would consider holding a Community Event, or something similar, to celebrate the Association's 20<sup>th</sup> anniversary next year. It was agreed that this could be something for the Association to look at and it was suggested that this could be raised with the wider membership at this year's AGM due to take place in September.

**10. Date of Next Meeting**

**Wednesday 2 August 2023**

Minutes prepared by K Tait, Corporate Services Assistant

Date: 11 June 2023

Chairpersons Signature:

Date:

Copies of the above reports are available on request.