

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 2 April 2025 at 5.30 p.m.

Present: J Jamieson (Chairperson)  
K McIntyre  
S Niven  
R Smith  
M Docherty  
M McIntyre  
P O'Connell (Remote)  
C Taylor  
A Coll  
H Bremner  
G Jackson

In Attendance: C McKiernan, Director  
S Tait, Depute Director/Head of Assets  
P McCann, Head of Housing Services  
M White, Head of Corporate Services  
P Long, FMD  
G Johnston, Rodgers and Johnston (Item 4)

#### 1. APOLOGIES

No Apologies were received.

#### 2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

There were no declarations of interest.

#### 3. MINUTES AND MATTERS ARISING

##### **Management Committee Meeting 05/03/25**

The minutes were proposed by M Docherty and seconded by M McIntyre.

##### **Matters Arising**

There were no matters arising.

##### **Wider Role & Regeneration Sub-Committee 30/01/2025**

The minutes were proposed by J Jamieson and seconded by C Taylor.

##### **Matters Arising**

There were no matters arising.

## **Wider Role & Regeneration Sub-Committee 13/03/2025**

The minutes were proposed by J Jamieson and seconded by K McIntyre.

### **Action List**

Committee noted the contents of the Action List from 5 March 2025.

#### **4. Rodgers and Johnston (R&J) Update**

Greg Johnston of Rodgers and Johnston attended the meeting to update Committee on recent changes to the company and what that means for the Association. G Johnston advised that his brother, who he ran the company with for many years, retired last year. G Johnston advised that R & J have now partnered with Cardo Group who are based in Cardiff. This allows R&J to continue to work in social housing and provides additional security and backing, as well as the benefits of economies of scale and greater purchasing power. G Johnston added that the day to day operational staff remain the same and that the Association should continue to expect the same high levels of service. Members asked a number of questions and were satisfied with the responses provided. J Jamieson thanked G Johnston for his attendance at the meeting.

G Johnston left the meeting.

#### **5. Finance Reports**

##### **Revised Budget 2025/26**

P Long of FMD was in attendance to present Committee with the Revised Budget for the year 2025/26, noting that this was slightly later than normal due to the timing of the new loans from RBS. P Long advised that the budget now reflects the actual pay award of 4%, an increase of £11,400 from the draft budget which has assumed 3%. Interest rate assumptions have also changed. Professional fees are increasing from the draft budget by £13,800 to £32,900 to allow for surveys and drawings of attenuation tanks which should lead to vesting (adoption) by Scottish Water. Along with other small changes the net surplus for the year will be £40,600 a decrease of £6,100 from the draft budget.

In the statement of Financial Position P Long advised the cost of a new van has now been included in the budget at a cost of £35,000. The starting positions for loans, cash balances, reserves etc. have been adjusted to account for the revised timing of the new loan drawdowns and repayments. The net effect of this is an increase in the opening cash balance of £365,700. Cash balances at March 2026 will now be £1.057m, a decrease of £176,500 from the draft budget. Sundry debtors will now be £179,800 an increase of £57,800 on the draft budget, sundry creditors will now be £296,700 a decrease of £36,200. The balance of loans, deferred income and pension liability will remain unchanged from the draft budget. The Association's reserves at March 2026 will now be £3.206m.

P Long advised that the Association will continue to comply with the Financial Covenants in the loan agreement with the Royal Bank of Scotland.

Committee approved the revised budget for 2025/26.

## **6. Directors Report and Notifiable events**

### **(i) Directors Report**

#### Scottish Housing Regulator (SHR)

C McKiernan informed Committee that there were no new notifiable events to report.

The SHR has published all RSL Engagement Plans for 2025/26. The SHR has assessed Hillhead as being compliant and requiring to submit only the standard regulatory returns. This is the equivalent of the old “low engagement” status and is a positive for the Association. Copies of the Association’s Engagement Plan have been sent to RBS & our external auditor.

#### Governance

C McKiernan advised that East Dunbartonshire Council (EDC) are to meet on Thursday 3 April and one of the agenda items is appointments to our Management Committee. A copy of the paper going to Council was shared with Committee. C Taylor added that she spoke with someone at EDC who advised her that the Council may wish to scrap the need for EDC councillors on the Association’s Committee. C McKiernan said that the Association will wait to hear results of the Council meeting and consider the position from there. It was noted that any changes in relation to numbers of Council appointees would require a change to the Association’s Rules.

C McKiernan reminded Committee about the SHARE e-learning portal which allows Committee to take part in short training sessions which would support them in their role as governing body members. C McKiernan also highlighted an SFHA course on Social Housing Finance taking place on 20 May which may be of interest to members.

#### HR Matters

C McKiernan confirmed the outcome of the EVH employer’s ballot and that the pay award for 25/26 was 4%, as noted in the budget presentation.

C McKiernan informed Committee that an anonymous staff survey has recently been conducted. The survey is similar to the one issued in March 2024 and the results will be presented to Management Committee at a later date.

## Welfare Rights Services

C McKiernan confirmed to Committee that Caledonia HA have renewed their agreement with us for the purchase of 7 hours per week of welfare rights support to Caledonia tenants, this will generate £15,321.28 for the year 2025/26.

C McKiernan added that the Association has been providing support at the East Dunbartonshire Food bank for the last 2 years, with a member of the welfare rights team attending the food bank every Wednesday. However, the food bank has requested that attendance at the food bank be reduced to once every 2 weeks due to funding issues. This will generate an income of £3830.32 for 2025/26. Committee agreed that this income should be used to offset the cost of providing the service.

## Refinancing update

C McKiernan advised that the new loans are now in place and the drawdown of the funds took place on 31 March 2025.

## Strategic planning

C McKiernan thanked those that attended the strategy day and noted that it had been an interesting and productive day. A full report will be provided in due course by Alison Smith. In the meantime, Alison has shared a brief note on the session relating to mission and values and this was circulated to members at the meeting. A further day with Committee members and senior staff will take on Friday 29 August 2025.

### **(ii) Annual Notifiable Events report**

C McKiernan presented Committee with an annual summary of all notifiable events for the year 2024/25. Committee were asked to read over the report and note its contents. C McKiernan advised that there was 1 notifiable event in the year relating to gas servicing which was reported to Committee at the time.

### **(iii) Annual Fraud Report**

C McKiernan presented Committee with the annual fraud report for the year 2024/25, noting that there were none.

### **(iv) Annual Health and Safety Report**

C McKiernan presented a Health and Safety report. Committee noted and approved the policy statement and its signing by the Chair & Director, they also noted and approved the Committee Responsibilities and agreed to sign the appropriate section.

## **7. PROPERTY SERVICES REPORTS**

### **(I) Fauldhead Road Development Update**

S Tait presented Committee with an update on the Fauldhead Road development. S Tait advised that there have been no changes to the

finances, with the completion dates still scheduled for August 2025. S Tait advised that concerns around the SuDS pond remain, however, there has been communication between the Association and McTaggart's. A solution will continue to be sought by the Association. G Jackson suggested, we may wish, at some point, to propose to Cala and McTaggart's that a fence be erected around the pond and cost of the fence be split between the 3 organisations. Following some discussion S Tait advised that he would take the Committee's concerns to McTaggart's.

P O'Connell asked how confident the Association is that the site will be completed for the proposed date of August 2025. S Tait advised that there has been no indication of any delays from McTaggart's and having visited the site it looks promising. P O'Connell also asked how the Association plans to let these properties when they become available. P McCann advised that a lettings plan has been drawn up. The Association will seek to target current tenants currently under-occupying family size homes as part of the lettings activity.

## **8. Housing Management Reports**

### **(i) Lettings Plan 2025/26**

P McCann presented Committee with the proposed overall lettings plan for the year 2025/26. The plan proposes the same proportions as previous years, i.e. 45% of lets to EDC for homeless lets and nominations, 40% of lets to those on Hillhead HA's waiting list and the remaining 15% of lets to Hillhead tenants looking to transfer.

M McIntyre asked if there is any way that the plan can increase the percentage of allocations to the Association's waiting list. P McCann advised that the only way this could be done would be to reduce the allocation to transfers as the 45% figure to EDC must remain in place. It was noted that the Association advises applicants to apply to both the Association and EDC, and the majority of applicants are on both lists.

Committee approved the Lettings Plan for 2025/26.

### **(ii) Policies**

#### **Welfare Rights Service Policy**

P McCann advised that this policy has undergone some minor amendments. After reviewing the policy and noting the amendments made Committee approved the Welfare Rights Service Policy

#### **Case Recording Document**

P McCann advised Committee that following review this document is more beneficial as a procedural document and recommended it be removed from the policy schedule. Committee approved the case recording document and its removal from the policy schedule.

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

C Taylor highlighted that the EVH conference takes place Friday 16 – Sunday 18 May 2025. This will take place at Dunblane Hydro. Staff advised that if anyone would be interested in attending to get in touch with a member of staff.

**10. DATE OF NEXT MEETING**

Wednesday 7 May 2025 at 5.30 p.m.

Minutes prepared by K Tait, Finance & Corporate Services Assistant  
Chairperson's Signature:

Date: 17/04/2025

Copies of the above reports are available on request.