

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 5 June 2024 at 5.30 p.m.

**Present:** J Jamieson (Chair)  
K McIntyre  
C Taylor  
M McIntyre  
G Jackson  
S Niven  
P O'Connell (Remote)

**In Attendance:** C McKiernan, Director  
S Tait, Depute Director/Head of Assets  
M White, Head of Corporate Services  
P McCann, Head of Housing Services  
P Long, FMD (Item 5)  
E Taggart, C-urb (Item 7)  
M C Rafferty, C-urb (Item 7)

#### 1. APOLOGIES

Apologies were received from Cllr S Murray. C McKiernan advised that W Hassan had requested a 3 month extension to his leave of absence which would take the absence to after the September Management Committee Meeting. C McKiernan advised that M Docherty had also requested a leave of absence for the next 3 months. Committee approved these leave of absence requests. It was further noted that Cllr P Marshall is on a continued leave of absence but is due to return for the August Management Committee.

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

There were no Declarations of Interest.

#### 3. MINUTES AND MATTERS ARISING

Management Committee Meeting 01/05/24

Matters arising

There were no matters arising.

The minutes were proposed by S Niven and seconded by M McIntyre.

HR Sub-Committee Meeting 15/05/24

Matters Arising

There were no matters arising.

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

Policy Sub-Committee Meeting 15/05/2024

Matters Arising

There were no matters arising.

The minutes were proposed by M McIntyre and seconded by P O'Connell.

Office Bearers Meeting 22/05/2024

The minutes were proposed by S Niven and seconded by K McIntyre.

Matters Arising

Item 3 Paragraph 10.

In relation to J Jamieson's question on the variances in the number of adaptations, C McKiernan advised that Indicator 19 counts number of households while Indicator 21 counts number of individual adaptations.

C Taylor asked when the Association will schedule the next tenants' survey that is carried out every 3 years. C McKiernan advised that it is on the Association's agenda to start organising the survey with the aim of conducting the fieldwork this autumn.

Action List

Committee noted the contents of the Action List.

**4. Directors Report**

Scottish Housing Regulator

C McKiernan advised that the Association has submitted the Housing Stock and Rent Returns, the Five Year Financial Projections and the ARC to the Regulator, these were all submitted before the due date of 31 May 2024. C

McKiernan added that the Loan Portfolio Return is due to be submitted by 30 June 2024 and is included in agenda item 5 (Finance Reports) for approval.

### Governance

#### Committee Appraisal

Committee noted that the Association has now entered the 3<sup>rd</sup> year of a 3 year contract with SHARE covering the Committee Appraisal process. A draft of the survey is included with the papers and Committee were invited to make any suggested changes. Committee were happy with the survey as drafted. Committee were advised that they will shortly be issued with the survey to complete and return to Olwyn Gaffney at SHARE by 1 July 2024. Noted that a one to one meeting will be arranged with M McIntyre as a new Committee member.

#### Assurance Statement Matrix

C McKiernan advised that she is currently working on the Assurance Statement and will provide an update at the August Management Committee Meeting.

#### Health and Safety

S Tait confirmed that the Association will have a Landlord Safety Audit taking place on Monday 10 June 2024. This audit relates to gas servicing and EICR tests along with other items. ACS who work on behalf of EVH will be carrying out the audit and this will allow the Association to identify and remedy any gaps in this area. S Tait advised that he met with M McIntyre recently and discussed some tools that would improve H&S recording and monitoring.

#### Cyber Security

C McKiernan advised Committee that the Association staff continue to be reminded about Cyber Security. The Association is currently preparing for Cyber Essentials and Cyber Essentials+ re-accreditation. C McKiernan also confirmed that Wylie & Bisset will be carrying out an internal audit on cyber security in August 2024.

#### Internal Audit

C McKiernan advised that along with the internal audit on cyber security there will also be internal audits carried out in October 2024 for arrears management and allocations. Wylie and Bisset have advised that as part of our contract they are able to provide training to Committee members in areas which support the internal audit function. C McKiernan advised that these

training sessions would be 30-45 minutes long and if there was an interest from Committee the Association could look to schedule them to take place before meetings. Committee indicated that they would like to receive Fraud Awareness training in the first instance.

### Other

M McIntyre asked if the Association has any policies in place regarding electric vehicles and if any tenants has requested to install electric charging points in their properties. S Tait advised that there are currently no tenants that have an electric charging point installed at their property. S Tait did add that the properties being built at phase 1 of the new development at Fauldhead Road will have the facilities to have an electric car charging point installed. S Tait advised that if any tenants did wish to install an EV charging point at their properties, they would be advised to submit an alteration and improvement form.

Committee noted that there are currently no electric charging points in the Hillhead area for tenants who do not have a drive and may not have the opportunity to install an EV charging point at their address. S Tait advised that he does have a contact in relation to installing electric charging points somewhere in the Hillhead area and should Committee wish he can look into opportunities the Association can explore. Committee agreed that it would be a good idea to explore this avenue.

#### **5i Finance Reports – Loan Portfolio Return to SHR**

P Long presented Committee with the Loan Portfolio Annual Return 2023-24 which must be approved and submitted to SHR by 30 June 2024. P Long explained that the document was in the format required by SHR and some sections are not applicable to Hillhead. Committee noted the contents of the return and approved its submission to SHR

#### **5ii Finance Reports – 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 and goes a little bit more in depth than the Annual Loan Return. Committee noted the contents of the Treasury Management Report.

### **6. Annual Return on the Charter**

C McKiernan advised that the Association's Office Bearers met at the end of May to approve the ARC submission to the Regulator by the due date of 31 May 2024. C McKiernan 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.

C McKiernan confirmed that the ARC was submitted to the Regulator on 23 May 2024. C McKiernan then presented the Committee with a summary of the ARC highlighting key elements and some trend analysis.

## **7. Development Report**

E Taggart and M C Rafferty of C-urb were in attendance to provide Committee with an update on the new development at Fauldhead Road. Committee noted that funding had been granted for the development from Scottish Government through the Allia fund. This will be drawn down in full once a site start date can be provided. Committee also noted that the main terms of the design and build contract have been agreed and the Association will be ready to enter into the contract once the missive for the land acquisition has concluded.

McTaggart's have advised C-urb that they hope to acquire the site from Cala on Wednesday 25 June 2024, and a back to back sale to Hillhead would take place on the same date. It was also advised that the recommendation for a site licence, as noted within the report, was unlikely to be required as all works within the red line boundary that will be acquired by Hillhead will be completed by Cala prior to site acquisition. It was however noted that infrastructure works on the road (outwith HHA boundary) would not be completed. Committee were presented with a drawing detailing the layout and what areas the Association will acquire. It was advised that although the Association will acquire the properties shown the Association will not take ownership of the roads and car parking spaces. This will remain the responsibility of Cala and will then move on to East Dunbartonshire Council once the roads have been adopted.

E Taggart clarified that for the acquisition to complete on the 25 June 2024, all enabling works must be completed within Hillhead Housing Associations red line boundary. Should this not be the case then there would need to be a site licence and McTaggarts would need to pay the cost of putting the site licence in place.

Following discussion Committee approved the proposal to acquire the site on Wednesday 25 June 2024 with the inclusion of a site licence if required.

## **8. Request to Enforce Eviction Decree**

P McCann advised that there has been an update in this case whereby the full arrears balance has been cleared excluding legal costs. This is due to tenant being in receipt of backdated UC and DHP and crucially receiving funding from EDC to clear the remaining balance. The funding is designed to prevent repeat homelessness. The tenant has been advised however that he will need to clear the legal costs which are rechargeable to him of £250.61. The tenant is now in receipt of Universal Credit which will be paid directly to the Association. The decree is still enforceable for the next six months, however

as the balance has been cleared the Association will not look to pursue the eviction at this time. If anything changes significantly during this period the matter will be brought back to Committee.

K McIntyre asked if the Association had any idea of the percentage of tenants that are in receipt of Universal Credit. C McKiernan advised that around 60% of tenants were in receipt of partial or full housing costs, either via Housing Benefit or Universal Credit.

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

C McKiernan advised that the Association has been awarded a grant of £20,000 from the National Lottery. C McKiernan advised that £5,000 of this funding will be used to create hygiene packs for tenants which includes supplies such as toilet rolls, toothpaste, washing up liquid and other nonperishables. The other £15,000 will be used to continue to support tenants with food and energy costs.



C Taylor asked if C McKiernan believes there may be a change in the bedroom tax mitigation should there be a change in the government at the forthcoming general election. C McKiernan advised that the current Scottish Government seems fully committed to ongoing mitigation of the Bedroom Tax, and therefore a change in Westminster government would have no impact..

C McKiernan noted that it was Volunteers Week and thanked Committee members for their valued contribution to the Association.

**DATE OF NEXT MEETING**

Wednesday 7 August 2024 at 5.30 p.m.

Minutes prepared by K Tait, Finance & Corporate Services Assistant  
07/06/24

Chairperson's Signature:

Date:

Copies of the above reports are available on request.