

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 1 March at 5.30pm (Hybrid Meeting)

Present: J Jamieson (Chair)
C Taylor
A McPhee
P O'Connell
S Niven
M Docherty
Cllr S Murray
Cllr P Marshall

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
L McDonald, Finance Officer
P Long, FMD (ITEM 5)

1. **APOLOGIES**

There were apologies from G Jackson and R Smith. L Scott, K McIntyre and D Wilson are on a continued leave of absence.

2. **Declaration of Interest/Deferred items**

There were no declarations of interest.

3. **Minutes and Matters arising**

Management Committee Meeting – 8 February 2023

S Macintyre advised Committee that the minutes of the audit sub-committee were not approved at the last meeting and asked if members could approve them. The minutes were subsequently approved by C Taylor and seconded by J Jamieson.

S Macintyre advised that the services agreement between the Association and C~urb regarding the CALA Homes new build site has been returned so

that amendments can be made to it. Once the Association has received this back it will be circulated amongst Committee members.

J Jamieson asked if there was any development in relation to the procurement of tenancy support services. C McKiernan advised that the Simon Community have agreed to continue to provide the tenancy support service until the end of June 2023. The Simon Community have also indicated that they will make a proposal to provide the service beyond that date, the details of this are awaited.

P O'Connell suggested that an amendment be made to the minutes at item 5.2 draft budget 2023/24 in relation to the proposed rent increase. Committee agreed to this amendment.

Following some discussion Committee subsequently approved these minutes subject to the amendments that were agreed.

These minutes were approved by J Jamieson and seconded by P O'Connell.

HR Sub-Committee 16 February 2023

J Jamieson asked if an amendment could be made to the title of the Smoke free Policy in item 3. M White advised that she has looked into this and has amended the policy name already.

These minutes were approved by J Jamieson and seconded by M Docherty.

4. Directors Report

Succession Plan

S Macintyre advised that he has been in contact with the Association's Regulation Manager at SHR advising them of his intention to retire. The Regulator requested a set of long-term projections which was provided on 8 February 2023. The Association has had no more contact from the Regulator since.

Health & Safety

S Macintyre advised that the arranged Health & Safety sub-committee meeting had to be rescheduled and that Committee will be informed of the re-arranged date.

Cyber Security/ICT

Nothing to report.

EVH

S Macintyre advised that EVH have issued members with consultations on 2 new proposals. Committee are asked to agree or not with these proposals and respond to EVH.

The first consultation is for members to have a mental health first-aider. This would see a member of staff get trained on how to help with any mental health issues someone may be experiencing in the workplace. Similar to the regular first aiders if agreed this would see the member of staff receive a pay award for being a mental health first aider.

The second consultation is in relation to shared parental leave. This would allow eligible parents to share leave to take care of their new-born child.

Committee agreed to both proposals.

New Builds

S Macintyre informed members that the Association has received indicative work costs from McTaggart's this week. The Association has forwarded this on to the valuer of the site and C~urb to read over and advise the Association on their thoughts. S Macintyre advised that costs per unit are £193,000, a cost appraisal will be drawn up and a cost plan will be sent to the Scottish Government. The Association will then wait to hear what type of finance grant will be received from the Scottish Government before we can see the amount of private finance will be needed for this development and may need to apply for extra grants from the Government to fund the Development. Following some discussion S Macintyre advised that there will be a more detailed report on the Development to come at a future meeting and that the Association is looking to get a representative from C~urb to attend the Committee away day to give a presentation.

Equalities

Committee noted that there was an updated equalities action plan attached to the report.

Audit & Risk Management

S Macintyre advised that an interim external audit will be carried out by Chiene+Tait starting the first week in April.

Internal Audit Services

S Macintyre explained that the tender process for internal audit services closed on Monday 27 February 2023. The Association received three responses from the four companies invited to bid. S Macintyre advised that the Association has invited one firm for a meeting and Committee will be advised of how this meeting went in due course.

Strategy Review

S Macintyre advised that a provisional date of Thursday 20 April has been set for the Management Committee's strategy review away day. The meeting will take place at a local venue and will be confirmed to committee soon. S Macintyre also provided a draft plan of subjects that will be discussed at the strategy review day which Committee noted.

Annual Report Feedback

Committee noted the contents of the table provided with the responses from the Association's most recent annual report. Tenants were issued with a form which they are asked to provide two things they think we are doing well and one thing they wish we could improve on. Committee noted the responses received.

5. Finance Report

(i) Final Budget 2023/24

P Long presented the Final Budget for 2023/24 to the Committee for approval.

P Long advised of some amendments that have been made to the draft budget which was discussed at last month's meeting and highlighted them below as follows.

Statement of Comprehensive income

P Long summarised some changes to the budget that will be made to the Statement of Comprehensive income. The Committee noted these included in an increase in Stage 3 Grant income of £70,000, a decrease in reactive maintenance costs of £55,000, a decrease in Bad Debt charges of £10,700 and an increase in Staff Costs of £6,600. P Long added that there is an increase in Cyclical Maintenance costs of £19,900, an increase in Major Repairs costs of £70,000 and finally an increase in Overheads at £25,400.

The Association's operating surplus will now be £1.066m which is an increase of £13,800 from the draft budget, but interest receipts and payments will remain unchanged therefore there will be a net surplus of £339,200

The value of fixed assets will remain unchanged at £24.338m. Cash balances will increase by £13,800 from the original budget to £2.076m. This represents a decrease of £1.714m in the year.

The Association's reserves at 31 March 2024 will now be £3.042m which is an increase of £13,800 from the draft budget.

Covenants

P Long advised that the Association will be able to comply with all the financial covenants in the loan agreement with the Royal bank of Scotland.

Following discussion Committee subsequently approved the draft budget for 2023/24. In the event of any changes a Final Budget will be presented to the Committee at the March meeting.

6. Housing Management Reports

Write offs

C McKiernan presented Committee with this report detailing proposed write offs in advance of year end. Committee were asked to read over the report and give approval. C McKiernan advised that the majority of the write offs are former tenant arrears. This includes one former EDC case that remains outstanding of £3,717.07. The Association is also proposing a write off for a current tenant arrear which cannot be pursued following the tenant entering a trust deed.

Committee approved the proposed write offs as laid out in the report.

Crossreach Lease Request

C McKiernan presented Committee with a report detailing a request from Crossreach to lease a property from the Association.

The property would be occupied by a young care leaver and Crossreach would provide intensive support to ensure that the young person is tenancy ready. At that stage the tenancy would be flipped and the young person given a full SST with the Association. A new property could then be identified for Crossreach. Only one property would be leased to Crossreach at any one time.

Committee agreed to lease a one-bedroom property to Crossreach.

7. A.O.C.B

Allocation Policy

C McKiernan advised that the Association is now implementing the Allocation Policy that was approved by Committee last year. The Association has been in contact with current applicants (including transfer applicants) advising them of the changes and requesting that they review their housing application details. Applications can now be made online.

Tender Rates increase

S Tait advised that the Associations reactive maintenance contractors Rodgers & Johnston have asked to uplift their tendered contract rate. R&J currently have an agreement to uplift costs by 2% each year however had asked the Association to uplift costs to 7%. S Tait advised that the Association then responded to R&J and asked if they would accept an uplift cost of 4.5% for the year. However S Tait informed Committee that R&J have asked if the Association can meet in the middle and agree to an uplift of 5.75% for the year. S Tait asked Committee for their thoughts and sought approval to R&J's request to an uplift of 5.75% for the financial year 2023/24 Following discussion to agree to an uplift of 5.75% to the contract with Rodgers and Johnstone.

8. Date of Next Meeting

Wednesday 5 April 2023

Minutes prepared by K Tait, Corporate Services Assistant

Date: 08/03/2023

Chairperson's Signature:

Date: 05/04/23

Copies of the above reports are available on request.