

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 1st May 2019 at 6.30 pm in the Association's offices at 2 Meiklehill Road

Present: C Taylor (Chairperson) L Scott
S Niven Cllr Susan Murray
Cllr S McDonald
C McKay-McCann

In Attendance: S Macintyre, Director
K Tait, Finance & Corporate Services Assistant
L Tait, Finance Assistant
C McKiernan (Depute Director/Housing Management)

1. APOLOGIES

Apologies were received from D Wilson, M Docherty, Cllr Jamieson and G Jackson.

C Taylor introduced Catherine McKiernan to the Committee and welcomed her to the meeting. It was noted that Catherine will formally take up her post on 15 May 2019.

2. DECLARATIONS OF INTEREST AND DEFERRED ITEMS

L Scott declared an interest in item 4ii – Management Committee Appraisal Report.

Deferred item – Former Tenant Arrears Write Offs

S Macintyre presented this amended report to Committee for approval. At the previous meeting the figures that were presented were incorrect. Committee were asked to review the corrected figures and approve. Committee subsequently approved the write off.

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Management Committee Meeting – 3rd April 2019

Page 2 – Item 3 Minutes and Matters arising from the previous meeting – Braes O'Yettes Development

C Taylor asked if there was any development with arranging a meeting with East Dunbartonshire Council to try and arrange a new agreement in relation to nominations and allocations. S Macintyre advised that he has tried to contact East Dunbartonshire Council however is still waiting to hear back from the officer concerned.

Page 2 – item 3 Minutes & Matters Arising From Previous Meeting – Rent off the shelf

S Niven asked if there was any update on these properties. S Macintyre advised that some of the properties have now had all repairs completed and have now been re-let, whilst there are still 2 properties going through repair works. It was noted that these would be passed to Housing Management for letting as soon as possible.

These minutes were approved by L Scott and seconded by S Niven

4. Directors Report

4.1 Services to other Housing Associations

Abronhill Housing Association – Senior Officer, Governance and Director Services

S Macintyre advised Committee that he will refer to Agenda Item 4iii for a detailed report.

Welfare Rights Services – Caledonia and Arklet Housing Association

S Macintyre confirmed that both Associations have agreed to buy in these services for another year to 31 March 2020. Committee noted that this will bring in up to £22,000 in fee income for the Association in this period,

4.2 Scottish Housing Regulator – New Regulatory Framework

S Macintyre referred to the previously distributed Report which included the Regulatory Framework document. He explained that from now on all Committee Reports will include a reference to the relevant Regulatory and Guidance Standards relative to the subject matter of the Report. The cover Report will be revised accordingly and will also include a reference to the associated risk and financial impact of the subject referred to into the Report. It was agreed that this will assist the Association with its assurance mapping.

S Macintyre confirmed that from 11 November 2019 the Association will have to comply with the Freedom of Information legislation (FOI). This will require the Association to provide more information onto the Association's website so that it can be accessible to the public. It was noted that staff are actively preparing for FOI and will report on progress at subsequent meetings.

4.3 Recruitment

Committee noted that Malcolm Macdonald (Property Services Officer) and Laura Tait (Finance Assistant) had both taken up their posts on 23 April 2019, and that Catherine McKiernan (Depute Director/Housing Manager) will take up her post on 15 May 2019.

4.4 Braes O'Yettes – Site Visit & Handovers

S Macintyre informed Committee of a site meeting that took place at the new Braes O'Yettes development which was attended by staff from the Housing Management team and some members of the Management Committee.

S Macintyre asked Committee for suggestions on how to mark the completion of the development which is expected to be completed in September 2019. It was agreed to organise an opening to coincide with the Phase 2 handovers which would be towards the end of June and would also be an occasion to mark the Association's 15th anniversary.

S Murray asked if the Association would help tenants that are going to move into the units as she noticed at the site visit that there were no clothes racks or shelves

installed in the wardrobe spaces. S Macintyre confirmed that the Association will cover the costs for rails to be installed in wardrobes.

S Macintyre also informed Committee that the Association has been in contact with East Dunbartonshire Council and is waiting to hear back regarding the Council Tax banding for the units.

4.5 Townhead Flats

S Macintyre gave an update to Committee on this potential new development opportunity after reviewing information provided by the Development Consultant.

S Macintyre explained that East Dunbartonshire Council had advised the Association that funds would not be available from the Town Centre Regeneration Fund to support this project. Given that the Association's rent levels would not be able to fund a higher level of private funding necessary to make the scheme work he recommended that the Association does not proceed with this development after all. After a brief discussion Committee agreed to not pursue this development any further. S Macintyre agreed to notify the interested parties accordingly.

4.6 Cala Homes – Fauldhead Road & Chryston Road

S Macintyre presented a brief update to the Committee and it was noted that staff and the Development Consultant will be meeting with CALA Homes on 13 May 2019. C McKay-McCann asked if there were a confirmed number of units that the Association will be developing in this project S Macintyre advised that the Association expected around 60 units across both sites but due to a probable development constraint related to the adjacent Miners Social Club a revised site plan may now need to be presented which would undoubtedly mean a reduced number of units overall.

4.7 Gartshore Estate, Waterside Road

S Macintyre informed Committee of a potential development opportunity at the above location. Committee noted that S Macintyre & C Taylor met with representatives of the Investment Trust that own the site, the representatives have said that they are keen to involve a local Housing Association into their plans for this Development.

Cllr S McDonald and Cllr S Murray advised that representatives from this development have also made contact with East Dunbartonshire council regarding a partnership.

It was noted that no formal agreements have been entered into and S Macintyre anticipated that this Project is likely to be some years off from. However the Committee agreed to note the Association's interest in the potential development.

Agenda item 4ii Management Committee Appraisal Report

Committee were presented with a report regarding proposals for this year's Committee Appraisals. S Macintyre recommended that this year's appraisals are carried out by an external consultant. Attached to the report were 2 proposals from SHARE – a one off appraisal for this year only or for SHARE to be engaged for a 3 year appraisal programme. After some discussion Committee subsequently agreed to take part in the 3 year proposal. S Macintyre agreed to notify SHARE and to agree the timescale for the appraisal process.

Agenda item 4iii Service Level Agreement – Abronhill Housing Association

S Macintyre referred to the attached Report and the attached Service Level Agreement which provides the framework for the Service Provision. S Macintyre explained that the agreement will provide for 14 hours of services to Abronhill a week. The Committee noted and approved the content of the Service Level Agreement which had already been reviewed and agreed by Abronhill's Committee. It was noted that Abronhill has notified the Regulator accordingly. S Macintyre advised that Hillhead has also notified the Regulator and that it has requested sight of a copy of the Service Level Agreement and the respective Committee Reports from both Associations. S Macintyre highlighted that Abronhill's Committee agreed last week to amend one of the tasks listed in the Schedule to now read "*Supervise the Association's staff and support staff development.*" This was noted and duly agreed.

The Committee noted that the Agreement covered an initial 2 year period with a formal start date of Monday 13 May 2019. The Committee thanked S Macintyre for his work in successfully securing the contract.

Agenda item 4iv Annual Compliance Checklist Report

S Macintyre presented Committee with the annual compliance checklist for the year 2019-20. Committee noted the content of the Report and subsequently approved it.

Agenda Item 4v – Annual Fraud Return To the Management Committee

Committee noted the Report and that there were no frauds to declare.

Agenda item 4vi – Internal Management Plan

S Macintyre presented Committee with the Association's internal management plan business objectives for 2019-20. C McKay-McCann was concerned that the performance measure detailed at Objective 11 - "re-let voids within an average of 21 days" may be onerous given the level of recent void repairs that have had to be carried out. S Macintyre agreed that the staff team would review this but also consideration would need to be taken of any recommendations presented by the Service Improvement Panel whose final report on Void Re-let Standards is still pending.

It was noted that objective number 12 will be amended to reflect that Committee Appraisals will take place in August 2019.

S Niven asked for clarification on what was meant by a business planning review in objective 15. S Macintyre advised that a business planning review would be an in depth review at the Association's approach to how it develops its strategy and operational framework and how these are linked into the financial resources at its disposal. It would be facilitated by an external consultant.

After taking note of the changes the Committee approved the business objectives for the year to 31 March 2020.

Agenda Item 5 – Health & Safety Report

Committee were presented with a Health & Safety report and the Health & Safety policy for approval. Committee noted the contents of the report and the policy, and

subsequently approved the policy which was signed by all members who were present at the meeting.

Agenda Item 6 Finance Report

Pat Long from FMD Financial Services was in attendance at the meeting to present the Management Accounts for the period to 31 March 2019.

P Long referred to the statement of comprehensive income and highlighted an operating surplus of £661,236 which he advised is mainly due to the delay in environmental works programme. P Long advised that this figure is likely to reduce as adjustments will be made for year end.

P Long explained the majority of finance that is currently owed to the Association relates to rent arrears stated at £165,193 as of 31 March 2019.

P Long informed Committee of an under spend in staffing costs due to staff changes in the year 18/19.

P Long also informed Committee in an overspend in external financial services for the year 18/19. This was due to the decision taken not to immediately recruit a replacement for the outgoing Finance Officer pending the outcome of the Organisational Review.

The Committee approved the Management Accounts to 31 March 2019 and noted that there would be a year end adjustment which would be the subject of a future finance report.

Agenda Item 7- Braes O'Yetts, Shared Equity Units

S Macintyre presented Committee with a report giving an update on the progress of the shared equity homes at the Braes O'Yetts Development site. Committee were also referred to the attached draft of a shared equity marketing policy for approval.

S Macintyre confirmed that there are around 80 people who have already expressed an interest in the shared equity housing. It was noted that the current marketing policy is now with the Association's solicitors to ensure the policy wording is correct before marketing information is sent out to interested parties.

S Macintyre confirmed that successful applicants will be able to buy a share of between 60-80% of the property's value and that all eligible applicants must be able to provide the Association with proof of an offer for a mortgage. All successful applicants will then be required to pay a £200 deposit after they have supplied the Association with this information. Committee subsequently approved this policy.

8. Date of Next Meeting

Wednesday 5th June 2019 at 6.30PM

Minutes Prepared by: Kieran Tait, Corporate Services Assistant

Date: 07/05/2019

Chairpersons Signature: 

Date: 30.7.19