

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 1 September 2021 at 5pm via Zoom

**Present:**

C Taylor	L Scott
S Niven	R Smith
Cllr J Jamieson	A McPhee
Cllr S Murray	Peter O'Connell
D Wilson	W Hassan

**In Attendance:**

S Macintyre, Director  
C McKiernan, Depute Director / Housing Manager  
M White, Head of Corporate Services  
K Tait, Finance & Corporate Services Assistant  
P Long, FMD Financial Services  
Jeremy Chittleburgh, Chiene +Tait

#### 1. APOLOGIES

Apologies were received from M Docherty and G Jackson.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

##### **Management Committee Meeting 4 August 2021**

Cllr J Jaimeson asked if there was any update that could be provided regarding 9 Redbrae Place. S Macintyre advised that the Association is still waiting for a written report from the engineers and when received he will provide Committee with an update.

These minutes were proposed by L Scott and seconded by Cllr J Jaimeson.

##### **Audit Committee Meeting 25 August 2021**

S Macintyre advised that the minutes for this meeting will be provided at the next meeting.

##### **Health and Safety Sub-Committee Meeting 25 August 2021.**

There were no matters arising.

These minutes were approved by C Taylor and seconded by L Scott

#### **4. Finance Reports**

##### Annual Accounts

P Long presented Committee with the annual accounts for the year up to 31 March 2021 and asked for Committee's approval of the accounts.

Committee noted that the Association had an income of £4.3 Million with operating costs sitting at £2.9 Million leaving the Association with a surplus of £1.4 Million

P Long advised that the value of the Association's fixed assets was £25.2 Million with the office fixed assets sitting at just under £1 Million.

Committee also noted that the Association's cashflow generated £1.9 Million through its day to day activities with the Association spending £475,00 on new projects and £850,000 on loan repayments. The Committee noted that this left a net surplus of £638,000.

Jeremy Chittleburgh from Chiene +Tait was in attendance to confirm the annual accounts to March 2021 along with an Audit Summary Report for the Committee. J Chittleburgh referred Committee to the Audit Summary Report and highlighted the audit had been carried out remotely due to Covid19. The auditors highlighted they did not identify any breaches based on the samples checked and they advised they are content with the Association's financial controls. The Committee noted the contents of the Audit summary Report.

Chiene +Tait confirmed the Association can comply with all financial covenants with the Royal Bank of Scotland.

J Chittleburgh confirmed that the accounts comply with all latest guidance. In terms of the accounting adjustment for pensions, the auditors are happy with the way that this is presented in the accounts.

J Chittleburgh highlighted the performance with the level of rent arrears and how well the Association has done to maintain a good level of rental income and keep arrears low during the pandemic.

J Chittleburgh confirmed that Chiene +Tait can offer an unqualified audit.

Committee subsequently agreed to approve the accounts for the year up to March 2021.

##### Management letter response

S Macintyre advised Committee of a draft letter that was included with the report and asked for the Committee's approval of its content. This was agreed.

##### Letter of Representation

S Macintyre advised that this letter is also required to be returned to the auditors on behalf of the Committee. After reading over the letter Committee also gave its approval for the letter of representation to be returned to the auditors.

## Surplus Reconciliation

P Long advised that following a previously reported surplus for the Management Accounts to 31 March 2021 at a previous meeting when it was reported that the Association had a surplus of £677,000. However due to things such as movement in the pension fund along with additional maintenance costs the year end surplus has now been adjusted and is reported as £482,000.

## 5. **Directors Report**

### Scottish Housing Regulator

S Macintyre advised that the Association continues to submit quarterly returns to the Regulator with the next submission due to be submitted in October. The Association will also submit its annual accounts for the year to 31 March 2021 to the Regulator following presentation of the accounts at the forthcoming AGM.

### Coronavirus Report

S Macintyre advised that from Monday 6 September the Association will move to a new hybrid style working which will see some staff return to the office. The model will see staff rotate between working from home and working within the office. Where applicable staff have been split into 2 teams these teams will alternate between working in the office and working from home.

The office will return to operating from 9am until 5pm however it will remain closed to the public for the time being. Tenants will be able to request face-to-face appointments within the office however they will need to request this with the member of staff they wish to meet with.

S Macintyre added that this hybrid model will be in place for an initial 6-month period however it will be reviewed after the first 4 weeks and adjusted in light of any practical or operational issues.

### Pension Salary Sacrifice Scheme

S Macintyre provided the Committee with an update on the Association moving over to the pension salary sacrifice scheme. S Macintyre advised that should the scheme be approved by the Committee the scheme would commence in April 2022. S Macintyre advised that the Association would save on National Insurance (NI) contributions and the Committee would need to decide on what it would do with this saving. S Macintyre also confirmed that adoption of the scheme is within the Association's rules as this is covered by employee remuneration.

Following discussion Committee subsequently agreed that the Association would move to the pension salary sacrifice scheme and arrange for staff to be consulted on the change prior to implementation.

The Committee also agreed that NI savings would be added back into the pension contributions it makes for staff.

## 6. **Strategic Plan**

S Macintyre presented Committee with the final version of the Association's strategic plan for the period 2021 to 2026 which had previously been discussed in some detail by the members of the Audit Committee.

Following further Committee discussion the Committee approved the Association's new strategic plan.

## **7 Benchmarking Report 1 April to 30 June 2021**

S Macintyre presented Committee with the benchmarking report for Q1 of the year 2021/22. This report compares the Association's performance with other RSLs in the Association's peer group.

S Macintyre highlighted that Committee attendance was down at 70% for the quarter compared to an average of 87.7% for other RSL's in the group.

The Association's average re-let time was 17 days compared to an average of 26.6 days for the group.

Staff attendance remained positive in this quarter with absences sitting at 0.86% compared to an average of 1.5% in the group.

Gross rent arrears sat at 3.83% with the group's average sitting at 3.54% at the same period.

Rent loss due to voids sat at 0.16% with an average of 0.5% for the group.

The number of lettable houses that became available for let stood at 1.08% at the end of June compared to 1.33% in the group.

Committee noted the contents of the benchmarking report.

## **8. A.O.C.B**

W Hassan asked if the Association expects to be asked to house any refugees through a section 5 referral from the Council and if this does happen would the council provide support with regards to interpreters. C McKiernan advised that she has been in contact with the Council already. However, she advised the Committee that after speaking with the staff at the Council she has gathered that they are still trying to work out what will happen with regards to refugees coming over from Afghanistan as they have had no referrals yet from the Home Office. C McKiernan advised that should the Association receive a section 5 referral and we are required to house a refugee then we would look to the Council for assistance.

## **9. DATE OF NEXT MEETING**

**Management Committee Meeting Wednesday 6th of October 2021**

Minutes prepared by, K. Tait, Corporate Services Assistant  
06/09/2021

Chairperson's Signature:

Date:

Copies of the above reports are available on request.