

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 2 March at 5pm via Zoom

Present: J Jamieson (Chair)
C Taylor
P O'Connell
Cllr S Murray
K McIntyre
Cllr S MacDonald
D Wilson
S Niven
M Docherty

In Attendance: S Macintyre, Director
C McKiernan, Depute Director / Housing Manager
S Tait, Head of Development & Property Services

1. APOLOGIES

Apologies were received from Lisa Scott, Walid Hassan, and Robert Smith.

2. DECLARATIONS OF INTEREST

S Macintyre advised that there was an item omitted from the minutes of the previous meeting on 2 February 2022 under item 8, A.O.C.B. The item was raised by K McIntyre was in relation to the potential of a new project in Kirkintilloch called the big red phone box. S Macintyre read to Committee the omitted minute and asked for Committee's approval that the minute for this meeting be amended to include this. Committee approved this.

The minute of that meeting was amended to include under AOCB:

"K McIntyre asked if Committee had heard of the potential project to erect a giant red phone box in Kirkintilloch and enquired if there was any interest in the Committee for this project. Cllr S Murray advised that she has heard of the project and agreed that it could be beneficial for the community and is a supporter of the idea. It was noted that the project is in the very early stages and still has some hurdles to get over before it could be approved. The Committee noted .it could see the area prosper economically and would create more job opportunities for people in Kirkintilloch."

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Management Committee Meeting 2 February 2022

page 2 item 4: New Staff

J Jamieson asked if there was any update on the recent interviews that had taken place in February for the roles of Housing Officer and Property Services Assistant. C McKiernan advised that Janine Pulling had been appointed to the post of Part time Housing Officer, With Michele Stirling being appointed as the Property Services Assistant both of whom will start next week.

These minutes were approved by J Jamieson and seconded by Cllr S Murray.

Audit Committee Meeting 10 February 2022

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

(3ii) Action List

Committee noted the contents of the Action List.

4(i) DIRECTOR'S REPORT

Regulator

S Macintyre advised that the Association submitted its quarterly return to the Regulator for the period up to 31 December 2021. S Macintyre informed Committee on how well the Association is performing in comparison with other RSL's. S Macintyre advised that in the 3 specific performance areas the Regulator looks at, Rent Arrear Levels, Void Rent Loss and Average Days to Re-let, the Association performed better than the average in all 3 areas.

Corona virus

S Macintyre informed Committee of the Association's intention to open the office on Monday 7 March however this will now be delayed a week until Monday 14 March due to staff illness in the Finance and Corporate Services team. The Association is now looking at getting some temporary cover in for the reception area.

S Macintyre advised that the Association is allowing in-person meetings of up to 6 people in the Committee room. S Macintyre explained that this will continue to be the case due to space constraints and with new staff arrivals the Association is planning to use the Committee room as an overspill workspace.

S Macintyre added that there is potential for sub-committee meetings to now take place in the office where numbers attending permit. With regard to Management Committee Meetings the Association is looking at the potential of holding a hybrid format of meeting where some members attend the meeting in person and some virtually. S Macintyre advised that the logistics of this would need to be looked into further at i.e. a new venue and timing to accommodate staff and Committee's work commitments.

Health and Safety

Committee noted that the 3-yearly health and safety audit will take place on 27 April 2022. The Association will look to arrange a health and safety audit committee meeting arranged in the next few weeks.

Strategic Planning/Away Day

S Macintyre advised that the Committee Away Day would take place on Friday 11 March at the Broadcroft Hotel between 9.30am and 4pm. S Macintyre circulated a draft itinerary of the day to Committee. S Macintyre asked Committee for any suggestions that they would like to see included at the Away Day and if so her would update the programme for the day.

Correspondence

S Macintyre advised that the membership to the Glasgow and West of Scotland Forum (GWSF) is up for renewal. Committee noted the fee is £1,273 and provision has already been made for in the Budget for 22/23. Following discussion amongst Staff and Committee, Committee subsequently approved the renewal of GWSF membership.

S Macintyre added that GWSF are advertising their summer conference in June and advised Committee to let a member of staff know to if they wish to attend.

Equalities

S Macintyre advised that the Association has enquired with Glasgow College in relation to becoming a possible training provider. A programme of training called Service Across Cultures can be provided with grant support being made available. Once the outcome of the grant application is known arrangements for the training sessions to take place will be made in the coming weeks.

Reactive Maintenance Contract – Rodgers and Johnstone (R&J)

S Tait advised that the reactive repairs contract was last procured during the early months of 2020. The Contract was advertised for an initial 2-year period with an option to extend for a further 3 x 12-month period

S Tait explained that R&J had been performing excellently in the 2-year period. Key Performance indicators regularly exceed targets and in terms of value for money the valuation/invoices are issued within the expected budget parameters.

S Tait suggested that the Association look to extend the contract for a further 3 years to March 2025 and asked Committee for their suggestions. There was some suggestion from Committee that the Association should stick to the initial plan of extending the contract by a further 12 Months and bring it to review at a Committee Meeting next year. However following further discussion amongst Committee, it was agreed to extend R&J's contact by 3 years to March 2025.

Procurement Policy – Update of thresholds

S Macintyre informed Committee that the Association's procurement policy requires 2-yearly uplifts in procurement thresholds to be included. S Macintyre referred to the uplifts notified by the Scottish Government in January 2022 and asked for Committee's approval to amend the Policy accordingly. Committee subsequently approved this.

Annual Performance Report Feedback – 2 Stars and a Wish

S Macintyre provided Committee with an update on the tenants' responses to the Annual Performance Report. Tenants were asked to return a form detailing 2 things they were happy with the Association doing and 1 thing they would like to see us do better.

The Association received 12 forms back from tenants and the contents of the returned forms were included for the Committee to read.

5. Finance Reports

Final Budget 2022/23

Committee were presented with the Final Budget for 2022/23 and asked to give its approval. S Macintyre advised that the only change to the draft budget is a change to the Association's requirement to draw down the funding of Facility B from RBS which has now been deferred to December 2022 from December 2021.

Following some further comment, the Committee gave its approval of the Final Budget for the year 2022/23.

6. Write Offs

C McKiernan presented Committee with a report seeking approval to write off debts and credits accrued by former tenants. C McKiernan also advised that the Association has been granted approval by EDC to write off all individual historic EDC Former Tenant Arrears under £3,000. These debts dated from the time of the stock transfer. This leaves one debt greater than £3000 where EDC officers are seeking their own Committee approval for write off prior to giving authorisation to us.

The sums recommended for write off were as follows;

Former tenant arrears	£ 9,807.56
Former tenant sundry debts	<u>£ 1,492.50</u>
Total	£11,300.06

Former tenant credits £ 1,206.25

EDC FT arrears £ 9,393.69

Committee approved the write offs as recommended in the paper.

6(ii) Tenant Survey – Tenant Engagement Follow Up

C McKiernan presented Committee with a report on follow up meetings that took place with some tenants following the tenants survey. C McKiernan advised that these meetings were very good and very productive and herself and S Tait are planning on holding more of these tenant meetings in the future. J Jamieson highlighted within the report that there were some tenants who had issues with dampness in the property and asked S Tait why this would be. S Tait advised that there are a lot of factors that contribute to this mainly the properties having issues are 4 in a block property but other contributing factors are poor ventilation in the property among others. However S Tait

advised that the Association has been in contact with these tenants to improve these issues.

7. Confidential Report

8. A.O.C.B

C McKiernan advised that the Association received £18,800 from Cash for Kids which the Association has used to purchase Tesco Food Vouchers. Staff have now distributed these to tenants.

S Tait advised that the deadline for submissions to the landscape maintenance contract was on Monday the Association has received 3 bids. The Committee noted that staff are in the process of scoring the submissions and that an update will be provided at the next meeting.

9. DATE OF NEXT MEETING

6 April 2022

Wednesday 6 April 2022

Minutes prepared by K. Tait, Finance & Corporate Services Assistant

Chairperson's Signature:

Date:

Copies of the above reports are available on request.