

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 2 September 2026 at 5.30 p.m.

Present: J Jamieson (Chairperson)
C Taylor
M Docherty
K McIntyre
M McIntyre
R Smith
R Gray
Provost G Renwick (remote)
G Jackson (remote)

In Attendance: C McKiernan, Director
S Tait, Depute Director/Head of Assets (remote)
M White, Head of Corporate Services
E Taggart, C~urb (Agenda Item 5)
D McIntosh, Share (Agenda Item 4) (remote)

1. APOLOGIES

Apologies were received from J Dunsmore, S Niven, P O'Connell and Cllr P Marshall.

2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

C McKiernan declared an interest in Agenda Item 9.9 and advised she would leave the room while this item is being discussed.

3.1 MINUTES AND MATTERS ARISING

Management Committee Meeting 05/08/26

The minutes were proposed by J Jamieson & seconded by M McIntyre.

Matters Arising

There were no matters arising.

Audit Sub Committee Meeting 29/07/26

The minutes were proposed by J Jamieson & seconded by C Taylor.

Matters Arising

There were no matters arising.

Human Resources Sub Committee Meeting 12/08/26

The minutes were proposed by C Taylor & seconded by M Docherty.

Matters Arising

There were no matters arising.

3.2 Action List

Committee noted the contents of the Action List from 5 August 2026.

4. COMMITTEE APPRAISALS

4.1 Committee Appraisal Feedback Report

D McIntosh from SHARE presented the feedback report on the recent appraisals carried out with Committee Members.

It was noted that those with more than 9 years' service had retained their objectivity and were contributing effectively to the Management Committee.

The importance of succession planning was highlighted, with a number of Committee members indicating they may step down within the next 12 to 24 months. Members were encouraged to consider future office bearer roles and development opportunities to support succession arrangements.

Committee noted the positive outcome of the appraisal exercise, which highlighted strong member participation, a clear focus on tenants, decision making based on organisational values and compliance with regulatory standards.

4.2 Committee Learning & Development Plan

Recommended training areas included annual assurance statements, governance, asset management, procurement, housing management, community regeneration, environmental issues, legislative updates and office bearer skills.

Members welcomed the report's findings and agreed it provided an accurate reflection of the Committee's strengths and ongoing commitment to effective governance.

Committee noted the appraisal report and approved the Learning and Development Plan.

4.3 Committee Succession Planning & Recruitment

C McKiernan presented a paper on Management Committee succession planning, outlining the current Committee composition, membership status and future succession considerations.

It was noted that existing tenant engagement activities, including scrutiny work and tenant events, may provide opportunities to develop interest in Committee membership. Discussion also highlighted the importance of

attracting younger members and encouraging greater diversity of representation.

Members suggested engaging with local schools and colleges and one name was suggested as a potential lead.

The Committee also reflected positively on the recent Committee training day, noting the value of the interactive sessions, networking opportunities and external presentations on allocations, media engagement and regulatory compliance.

5 DEVELOPMENT REPORT

5.1 Fauldhead Phase 2

E Taggart of C~urb presented a report seeking Management Committee approval to enter a Design and Build Contract with McTaggart Construction for Phase 2 of the Fauldhead Road development, comprising 16 new homes. The Committee noted the estimated contract value of £3.47 million and that approval remained subject to completion of due diligence, contract finalisation and receipt of a satisfactory tender appraisal.

The Committee noted that a funding decision from Scottish Government was expected within the coming weeks and that any contract award would remain subject to receipt of an acceptable grant offer.

The Committee heard that the proposed development would follow a similar specification and delivery model to Phase 1.

The risk assessment was discussed and noted.

Committee approved progressing with the Design and Build Contract for Phase 2 of the Fauldhead Road development, subject to completion of the outstanding due diligence, legal requirements and funding approval.

6. DIRECTOR'S & NOTIFIABLE EVENTS REPORTS

6.1 Director's Report

6.1.1 Notifiable Events

Committee noted an update on the Notifiable Event and insurance claims relating to Banks Road and Hillhead Road. Monitoring work had commenced at Banks Road, while officers continued to seek clarification regarding the position at Hillhead Road.

6.1.2 Governance

The Committee noted recent publications from SHR relating to Notifiable Events and Annual Assurance Statements, both of which had been included with this month's papers. Members were encouraged to review the guidance in advance of consideration of the Association's Annual Assurance Statement at the October meeting.

An update was provided on Committee training and conference attendance opportunities.

The Committee noted that the Annual Accounts had been amended following the correction of a minor transposition error and would now be submitted to the SHR and published on the Association's website.

Committee noted the Rule 68 declaration.

6.2 Health & Safety

Committee noted the Health & Safety update.

6.3 Cyber Security/IT Support

Members welcomed confirmation that the Association had successfully achieved Cyber Essentials Plus accreditation and congratulated staff on the achievement.

6.4 Sale of 12 Newdyke Road

The Committee noted that the sale of the property at Newdyke Road had completed and that the proceeds had been received.

6.5 SHN Performance Analysis Visit

Members were advised that the SHN Performance Analysis Visit had been arranged for 21st October 2026.

6.6 Insignis Update

The Committee considered the proposed procedure and checklist for cash deposits. It was noted that, following feedback from the Association's Treasurer, the procedure should align with the Treasury Management Policy and allow deposits exceeding £120,000 where institutions meet the required credit rating criteria and better returns can be achieved.

Committee approved the procedure, subject to this amendment.

7. **POLICY REVIEWS**

C McKiernan referred Committee to the covering report on governance policies which had been reviewed as a suite to ensure consistency and remove contradictions and duplications. It was agreed to remove the Policy on Scheme of Delegated Authority for the Director/Depute Director from the Policy Library as the Scheme of Delegation covers this.

7.1 Standing Orders and Delegated Authority

The Committee considered the revised Standing Orders and noted that the amendments primarily reflected current practice, legislative requirements and improved clarity, with no material changes to governance arrangements.

Committee approved the revised Standing Orders and Delegated Authority.

7.2 Scheme of Delegation

The Committee noted that the document had been reviewed to ensure clarity regarding the responsibilities of the Management Committee, Sub-Committees and senior officers, and that no significant changes to existing arrangements were proposed.

Committee approved the revised Scheme of Delegation.

7.3 Committee Remits and Role of Committee Member Policy

The Committee reviewed the revised policy and agreed the suggested minor changes.

The future role of the Wider Role and Regeneration Sub-Committee was discussed. Members agreed that wider role activities remain important and that they should be considered in line with the Association's new Strategic Plan.

Committee approved the revised policy and agreed that officers would bring back proposals on the future structure and remit of the Wider Role and Regeneration Sub-Committee.

7.4 Committee Appraisal Policy

Committee reviewed the policy and noted that the proposed amendments were minor in nature and intended to improve clarity. Committee approved the revised Management Committee Appraisal Policy.

7.5 Committee Induction Policy

Committee approved the revised Committee Induction Policy.

7.6 Domestic Abuse Policy (updated)

The Committee considered the final version of the new Domestic Abuse Policy following its initial presentation last month, which had been updated following feedback from external agencies.

Members welcomed the policy and noted that it would support the Association's response to domestic abuse cases and meet requirements introduced through recent housing legislation.

Committee approved the Domestic Abuse Policy.

7.7 Damp & Mould Strategy EQIA

Committee approved the equality impact assessment for the Damp & Mould Strategy which had been approved at the August Committee meeting.

7.8 Equality & Diversity Policy

M White referred Committee to the above policy which was due for review. She highlighted that it had been updated to reflect reference to the 2024 SHR Regulatory Framework rather than the 2019 framework.

Additional references to inclusion within the policy were noted and it was agreed that the policy be renamed Equality Diversity & Inclusion Policy. Committee noted the EQIA undertaken for this policy.

Committee approved the Equality Diversity & Inclusion Policy.

7.9 Senior Officer Remuneration Policy

C McKiernan left the meeting.

M White advised Committee that she had reported at the Human Resources Sub Committee meeting last month that EVH were carrying out a review of their model policy. Committee noted this review was now complete and referred to the proposed revisions which mainly related to changes in wording and increased clarification on the remuneration of the Senior Officer.

M White highlighted Section 5 which sets out a requirement to consider the senior officer remuneration on an annual basis. Committee agreed this was a sensible approach and that the next meeting of the Human Resources Sub Committee should discuss arrangements for this. It was also noted that assistance from EVH can be sought if deemed necessary.

Committee approved the Senior Officer Remuneration Policy.

C McKiernan rejoined the meeting.

7.10 Pet Policy

The Committee considered the new Pet Policy, developed to support the Association's commitment to responsible pet ownership and reflect changes introduced through the Housing (Scotland) Act 2025.

Members noted that the policy formalises existing practice, sets out the rights and responsibilities of pet owners, and supports the Association's participation in the Dogs Trust accreditation scheme.

Discussion took place regarding property management, tenant responsibilities and enforcement arrangements. Members were satisfied that the policy provided an appropriate framework for managing pet ownership within Association properties.

Committee approved the Pet Policy.

8. ANY OTHER BUSINESS

The Committee approved three Chair's Fund applications to support children attending Hillhead Primary School residential trip. The total contribution approved was £861.

Members thanked staff for organising the recent Committee Training Day and recognised the successful achievement of Cyber Essentials Plus accreditation.

R Smith advised that a Recovery Week was taking place 21-25 September with activities on at the Community Centre, as well as a Recovery Walk in Peel Park. Officers agreed to support promotion of the event through the Association's communication channels.

Members were reminded that the AGM is on 16 September and were encouraged to attend.

9. DATE OF NEXT MEETING

Wednesday 7 October 2026 at 5.30 p.m.

Minutes prepared by	M Quinn, Finance & Corporate Services Assistant
Date:	9 September 2026

Chairperson's Signature:
Date:

Copies of the above reports are available on request.