

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 3 April 2024 at 5.30pm

**Present:** J Jamieson (Chair)  
K McIntyre  
C Taylor  
M McIntyre  
Cllr S Murray  
P O'Connell  
G Jackson

**In Attendance:** C McKiernan, Director  
S Tait, Depute Director/Head of Assets  
M White, Head of Corporate Services  
K Tait, Finance and Corporate Services Assistant  
P Long, FMD

#### 1. APOLOGIES

Apologies were received from A McPhee, M Docherty and S Niven. It was noted that W Hassan is on a leave of absence. C McKiernan advised that Cllr P Marshall has requested a leave of absence until the end of June this was approved by the Management Committee.

#### 2. DECLARATIONS OF INTEREST/DEFERRED ITEMS

There were no Declarations of Interest.

#### 3. MINUTES AND MATTERS ARISING

Management Committee Meeting 06/03/24

Matters arising

There were no matters arising.

The minutes were subsequently proposed by J Jamieson and seconded by C Taylor.

Office Bearers Meeting 25/03/24

Matters Arising

It was noted in the minutes that the Office Bearers had approved a pay award of 6%, as recommended by EVH following negotiations with the union, which was higher than the budgeted pay award of 5.5%. Those in attendance at that meeting requested an update on how this would affect the budget. C McKiernan advised that with the 0.5% increase to the pay award it would add a total of £5,300 to staff costs, national insurance and pension contributions.

M White advised that at the Human Resources Sub-Committee on 17 January 2024 C Taylor is recorded as being in attendance and also as having apologies, C Taylor confirmed that she was not in attendance and did submit her apologies. It was noted that the minutes for this meeting would be changed accordingly.

The Minutes were subsequently proposed by J Jamieson and seconded by K McIntyre

#### Action List

Committee noted the contents of the Action List.

## **4. DIRECTORS REPORT**

### **4.1 Regulation**

C McKiernan advised that the Scottish Housing Regulator published its engagement plan for the year 2024/25 yesterday (2 April 2024). C McKiernan was delighted to inform Committee that the Association is compliant which is the best rating, and at this time the Regulator will not ask the Association for any more information other than the standard returns required of all RSLs.

### **Governance**

Committee noted that all Staff and Committee declaration of interest forms, code of conduct agreements and close relative information have been completed. Committee were also asked to note that all registers have been reviewed and signed by the chairperson.

### **4.2 Health and Safety**

C McKiernan advised that there was a health and safety report further on in the papers.

### **4.3 Cyber Security/IT Support**

C McKiernan advised that the Committee portal on the Association's website is now up and running. Committee were asked how they were finding using the portal with the responses from Committee members being largely positive.

### **4.4 Correspondence**

## EVH

C McKiernan informed Committee that at an office bearers meeting had taken place on 25 March 2024. The purpose of this meeting was to discuss an EVH employers ballot on a 6% pay award. Office Bearers noted that they wished to vote "Yes" in this ballot. Unite also balloted its member on a 6% pay award with a recommendation that members accept the proposed award. Both ballots subsequently recorded a "Yes" majority. EVH have confirmed, therefore, that the pay award for 24/25 is 6%.

## Glasgow and West of Scotland Forum (GWSF)

C McKiernan and C Taylor were recently in attendance at GWSF's open meeting, the session included a summary of the findings of the Forum's survey of members regarding retrofit plans, and the forums response to the Scottish Governments consultation on a new social housing net zero standard. C McKiernan added that the results from the meeting were not unexpected and that retrofit is extremely costly and will be almost impossible for Scottish social housing sector to fund anything at scale without grant funding.

C McKiernan also advised that the Forum's summer regeneration conference will be held on Friday 7 June, the topic is net zero. Members were asked to express their interest if they wish to attend.

## Scotland's Housing Network – (SHN)

Committee were advised that the Associations annual membership with SHN is now up for renewal. Committee were asked to approve this renewal at a cost of £1648.00 plus VAT. This was agreed.

## **4.5 Recruitment/Staff Matters**

### Head of Housing Services

C McKiernan advised that interviews for the Head of Housing Services role will take place on Monday 8 April. C McKiernan will conduct the interviews along with K McIntyre, C Taylor and Cllr S Murray with a total of 5 candidates being interviewed for the role.

### Staff Survey

C McKiernan also advised Committee that as it is a time of change it seems a good time within the Association to seek staff feedback. An online form was issued to all staff on 22 March 2024. The survey covers change, communication, training, succession planning and wellbeing.

The results of the survey will be fed back to staff and also to Committee at the May Management Committee meeting along with any actions emerging from the responses.

#### **4.6 Management Committee Views**

C McKiernan made the offer to meet with Committee members individually to seek their views on priorities for her as the new Director, as well as discussing what works well and what could be improved.

#### **4.7 External Funding**

C McKiernan advised that on 12 March 2024 the Association received confirmation that we had been awarded £10,000 from the EDC Community Grant Scheme for the upcoming financial year. The Association will use this funding to provide direct financial assistance to those who need it most, providing energy and food vouchers as in previous years.

The Association & the Food Bank have been working together over the last 9 months funded by the Scottish Government “Advice in Accessible Settings” fund. The funding for this project ended on 31 March 2024. The Food Bank has found the presence of our Welfare Rights staff very beneficial and wishes this service to continue. The Association has costed the provision of this service at £7366 which the Food Bank has approved. C McKiernan asked Committee to agree to providing this service and to use the income to provide food and energy vouchers. Committee approved this project and the use of the funds.

#### **CONFIDENTIAL ITEM**

[REDACTED]

[REDACTED]

#### **4.9 Land Purchase Request – Lock up Site 1-4 Whitehill Crescent**

S Tait sought Committee’s opinion following a request from a resident of Hillhead looking to purchase land situated at the lock up sites at 1-4 Whitehill Crescent. S Tait advised that this resident previously rented a lock up from the Association and would use the lock up sites to store multiple vehicles.



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**6. DEVELOPMENT AND PROPERTY SERVICES REPORT**

Newbuild Development Report

S Tait presented Committee with an update on the new build development at Fauldhead Rd which had been written by C-urb. S Tait advised that there was limited change since last month's report. The water connection and now CALA's storage of scaffolding have caused delays which McTaggart and C-urb are pushing to minimise. It is hoped that acquisition and site start will be late April / early May. Updates will continue to be provided monthly.

**7. Housing Management Report**

Lettings Plan 24/25

C McKiernan presented Committee with the proposed lettings plan for the year 2024/25. C McKiernan proposed that the Association would use the same quotas as in 2023/24. This would mean that allocations would continue to be split as follows, 45% of lets to East Dunbartonshire Council for either sections 5 referrals or nominations, 40% of lets to the Association's waiting list, and 15% to tenants who are looking for a transfer within the Association.

K McIntyre asked if the 45% agreement with EDC is a typical level nationally. C McKiernan confirmed that it was, although many local authorities are pushing for higher proportions of lets due to increasing homelessness presentations. Committee approved the 2024/25 lettings plan.

**8**     **HR Report**

M White presented Committee with EVH's updated terms and conditions as well as an updated version of the Association's Flexible Working Policy, and associated Equalities Impact Assessment. Committee approved the updated EVH terms and conditions and the Flexible Working Policy.

**9.**     **A.O.C.B**

There was no other business.

**10.**    **DATE OF NEXT MEETING**

Wednesday 1 May 2024

Minutes prepared by           K Tait, Corporate Services Assistant  
  03/04/24

Chairperson's Signature:

Date:

Copies of the above reports are available on request.