

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 4 March 2026 at 5.30 p.m.

Present: J Jamieson (Chairperson)  
K McIntyre  
S Niven  
R Smith  
M McIntyre  
C Taylor  
G Renwick (remote)  
P Marshall (remote)  
R Gray

In Attendance: C McKiernan, Director  
S Tait, Depute Director/Head of Assets  
M Wong, Finance & Corporate Services Assistant  
C McGinley, Wbg  
A Smith, Allanpark Consultants

Committee formally approved the co-option of Rob Gray to the Management Committee

#### 1. **APOLOGIES**

Apologies were received from G Jackson, P O'Connell, J Dunsmore and M Docherty.

Committee approved a Leave of Absence for M Docherty until the end of June 2026.

#### 2. **DECLARATIONS OF INTEREST / DEFFERED ITEMS**

The staff present at the meeting noted an interest in the additional public holiday in June.

#### 3. **MINUTES AND MATTERS ARISING**

##### **Management Committee Meeting 04/02/26**

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

##### **Matters Arising**

There were no matters arising.

##### **Audit Sub-Committee Meeting 28/01/2026**

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

## Matters Arising

There were no matters arising.

## Action List

Committee noted the contents of the Action List from 4 February 2026.

### **4. INTERNAL AUDIT ANNUAL REPORT 2025/26**

#### **Review of 2025/26**

C McGinley of Wbg was in attendance to present Committee with the Association's internal audit annual report for 2025/26. He confirmed that the service continues to operate in line with the new Global Internal Audit Standards.

C McGinley confirmed that the Association has appropriate control arrangements in place and proper arrangements to secure value for money.

C McGinley noted his thanks to the Association's Management Team for their cooperation and support throughout the year.

Committee noted the findings of the presentation and summary report.

#### **Internal Audit Plan 2026/27**

C McGinley presented the proposed Internal Audit Plan for 2026/27, noting that this is the first year of the contract extension period and that the plan had been developed in consultation with the Audit Sub Committee and Management Team.

He outlined three proposed audit areas for the coming year: fire safety, risk management, and complaints handling. Committee members agreed that they were appropriate, with no additional areas proposed.

Members also discussed and noted emerging issues such as environmental sustainability and cybersecurity and noted they could be included in future years. The Management Committee approved the internal audit plan for 2026/27.

C McGinley left the meeting at this point.

### **5. STRATEGIC PLAN – A Smith, Allanpark Consultants**

#### **Strategic Plan 2026-2031**

A Smith presented the first full draft of the new Strategic Plan and outlined the extensive engagement undertaken to inform the draft, including two Committee planning sessions, staff workshops, engagement with the senior management team, external stakeholder interviews, and discussions with tenants at both a scrutiny session and the AGM.

A Smith noted that a couple of sections were still to be fully completed—namely the tenant profile, the culture section, and the finance and targets sections, which will be finalised closer to the year-end once outturn financial information is available.

Committee members provided feedback, expressing that the document was clear, positive, and authentically reflected the organisation’s culture and aspirations.

The Committee also discussed the availability and limitations of local authority data, the need for balance across sections, and the importance of avoiding an overly technical presentation for external audiences.

Members sought assurance that the strategic priorities were realistic in scope, particularly those relating to net zero preparation, and staff confirmed they were achievable and appropriately framed.

Once completed, the final draft will return to Committee for approval prior to being passed to a designer for formatting. The Committee confirmed they were very pleased with the direction of the plan and approved the approach to completing the remaining work.

A Smith left the meeting at this point.

## **6.1 DIRECTOR’S & NOTIFIABLE EVENTS REPORT**

### **Director’s Report**

#### **Notifiable Events**

C McKiernan advised that there are no ongoing notifiable events within the Association.

### **Governance**

#### **Committee Training**

A Committee training day will take place on Friday 28 August 2026 in the Committee Room.

#### **Kitchen Programme**

S Tait reported that the programme was ongoing and that the Association had previously asked contractor CCG to increase labour to ensure completion of the current year’s phases.

S Tait reported that performance from CCG remained very good, with largely positive feedback from tenants and staff conducting post-inspections.

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C Taylor sought clarification regarding refusals, specifically whether tenants understood the 15–16-year replacement cycle. S Tait confirmed that this was explained. He added that refusals did not automatically mean they would be excluded for the next 16 years—properties would still be reconsidered if they became void or their kitchen deteriorated significantly.

Committee approved the reappointment of CCG Scotland Ltd for the kitchen replacement contract scheduled for 2026/27 via the Procurement for Housing (PfH) framework agreement.

## **HR Update**

### **Public Holidays**

Committee approved the granting of an additional public holiday on Monday 15 June 2026 to all Association staff.

## **Finance**

### **Budget**

C McKiernan advised that only minor changes had been made since the draft budget had been presented the previous month. C McKiernan clarified that an allowance had now been added for Clerk of Works fees for the end of the defect liability period for the Fauldhead Road project. In addition, a small increase to the IT budget had been included to allow the purchase of Microsoft Copilot licences, which were currently available at a discounted introductory rate, enabling the organisation to test potential benefits.

Committee approved the proposed changes and therefore the final budget for 2026/27.

### **Treasury Management**

C McKiernan advised that following the February Management Committee meeting, just under £450,000 was withdrawn from Close Brothers and temporarily placed in the RBS accounts, leaving only an FSCS-protected balance with Close Brothers.

Committee agreed that the Treasury Management Policy will be updated in June to use credit-rating and other criteria instead of naming individual banks; and permit deposits with any UK institutions meeting those criteria within FSCS limits to support diversification.

Committee agreed that C McKiernan will arrange a presentation from a national deposit platform provider for a future meeting.

### **Tenant Power**

C McKiernan noted that there was no significant update at this stage. She advised that she and S Tait were scheduled to meet again on 17 March, after which she anticipated being able to bring a fuller update to the committee in April.

## **Development**

### **Fauldhead Road Phase 1 Opening Ceremony**

C McKiernan reminded members that the opening would take place the following day and encouraged as many committee members as possible to attend.

It was noted that representatives from the Scottish Housing Regulator, the Scottish Government, and EDC had all accepted invites. Representatives from McTaggart, Curb, and Brown & Wallace would also be present.

### **Fauldhead Road Phase 2**

No further progress to report at this time.

### **Redbrae Road – Oxfangs Holdings**

Committee agreed that the Association would not pursue this opportunity due to the significant risks and concerns associated with the site.

### **Reactive Repairs Contract – Rogers & Johnston (R&J)**

Brian Pettigrew, Managing Director of Cardo Scotland (who acquired R&J), will attend the April Management Committee.

## **6.2 Annual Compliance Checklist**

C McKiernan confirmed that all actions had been completed other than signature of the Registers by the Chairperson. These are ready and J Jamieson will sign them tonight. Committee approved the Annual Compliance Checklist for 2025/26.

## **7. HOUSING MANAGEMENT REPORTS**

### **Write Off Report**

C McKiernan presented the write off report. Committee approved the proposed write offs.

## **8. POLICIES**

### **Training & Development Policy**

Committee approved the Training & Development Policy and EQIA.

### **Staff Induction Policy**

Committee approved the Staff Induction Policy and EQIA.

## Recruitment & Selection Policy

C McKiernan noted that this review had been brought forward following a recommendation from the recent internal audit completed by Wbg. C McKiernan highlighted the tracked changes in red. Committee approved the revised Recruitment and Selection Policy.

## Flexible Working Policy

C McKiernan explained that update was also being brought early due to a recent query with EVH on a minor element of the policy. Committee approved the Flexible Working Policy.

## CCTV Policy

C McKiernan introduced the new CCTV Policy developed by M White and S Tait in conjunction with our Data Protection Officer.

M McIntyre queried the date shown on the document, noting that if the policy was new, a version dated 2022 seemed inconsistent. C McKiernan confirmed that the date would be amended.

Committee approved the new CCTV Policy.

## **9. HR REPORTS**

### **Staff Absence Report**

The Committee noted the quarterly Staff Absence Report and agreed that there were no concerns within the reporting period, with members expressing satisfaction at the continued low absence levels. It was also noted that the new comprehensive Staff Wellbeing Policy, which will incorporate existing policies such as Stress Management and the proposed Menopause Policy, will be brought back to the committee for approval once drafted.

### **Staffing Report**

S Tait presented a report on the outcomes of two recent recruitment exercises within the Property Services Team. It was also noted that there was an ongoing long term absence within the team.

### **Staff Appraisals Report**

The committee noted the Staff Appraisals Report and agreed that staff development and wellbeing should continue to be prioritised. It was further agreed that the anonymous staff survey will be repeated this year to allow year-on-year comparison and monitoring of staff satisfaction and organisational culture.

## **10. MEMBERSHIP REPORT**

Committee approved the three applications for membership of the Association.

**11. AOB**

**No matters raised.**

**12. DATE OF NEXT MEETING**

Wednesday 1 April 2026 at 5.30 p.m.

Minutes prepared by M Wong, Finance & Corporate Services Assistant  
Date: 10/03/2026

Chairperson's Signature:  
Date:

Copies of the above reports are available on request.