

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 4 September 2024 at 5.30 p.m.

Present: J Jamieson (Chair)
C Taylor
M Docherty
G Jackson
P O'Connell (Virtual)

In Attendance: C McKiernan, Director
S Tait, Depute Director/Head of Assets
M White, Head of Corporate Services
P McCann, Head of Housing Services
K Tait, Finance and Corporate Services Assistant
P Long, FMD (Item 5)
S Archibald, Wylie Bisset (Item 4)

1. APOLOGIES

Apologies were received from K McIntyre, S Niven and M McIntyre

2. DECLARATIONS OF INTEREST/DEFERRED ITEMS

There were no Declarations of Interest.

3. MINUTES AND MATTERS ARISING

Management Committee Meeting 07/08/24

Matters arising

There were no matters arising.

The minutes were proposed by C Taylor and seconded by P O'Connell

Human Resources Sub-Committee Meeting 14/08/2024

Matters Arising

M White highlighted item 3.3 with regards to the approval of the disciplinary policy. This should highlight that Committee approved the Disciplinary Policy and not the Shared Parental Leave Policy and associated Equality Impact Assessment.

The Minutes were proposed by J Jamieson and seconded by P O'Connell

Action List

Committee noted the contents of the Action List.

4 Committee Training – Fraud Awareness

S Archibald from Wylie Bisset was in attendance at the meeting to provide Committee with a training session on fraud awareness. Committee were very involved with the session and found it informative and useful. A couple of members shared examples from their own professional lives.

5. Finance Report

Proposed Loan Restructuring update

P Long attended the meeting to provide Committee with an update on the proposed loan restructuring. P Long reminded Committee that the Association was seeking to restructure their existing loan facilities with RBS and were seeking a further £2.5m to help fund the new development at Fauldhead Road. P Long talked through the 2 alternative options set out in the paper that have been offered by RBS for Committee to consider.

P Long advised Committee of the relative advantages of each option. Following some discussion Committee agreed to go forward with option 2 for the loan refinancing, summarised as follows;

Facility A - £8.155m, to continue with its current repayment profile

Facility B - £4.0m, an RCF facility for 10 years.

Facility C - £5.3m, a term loan with capital and interest payments over 15 years.

6. Directors Report & Notifiable Events Report

6.1.1 Notifiable Events

C McKiernan advised Committee that there had been a notifiable event submitted to the SHR since the last meeting. This was that one property missed its annual gas service by one day. Some discussion took place on how this had occurred and the further mitigations that had been implemented to prevent a future miss. C McKiernan advised that the Notifiable Event had

been submitted via the SHR portal on 28 August and that the SHR had closed it that same day with no further action required.

G Jackson noted that he felt that the Association performed extremely well in this area and that the missed service had clearly been identified at a very early stage.

6.1.2 Governance

Annual Accounts and Associated returns

The accounts will be submitted to the SHR by 30 September 2024.

The approval of the accounts in August has allowed the Association to submit its annual return to OSCR 21 August 2024, this is due by 31 December 2024.

The Association's annual return to the FCA was also submitted on 21 August 2024, this is due by 31 October 2024.

Assurance Statement Matrix

C McKiernan confirmed to Committee that the Assurance Statement Matrix is further being developed and updated as per the discussion at the August meeting. A revised version will be presented at the October Management Committee meeting along with a draft Annual Assurance Statement for consideration.

Committee Appraisals

C McKiernan advised that SHARE will present its year 3 report on Committee Appraisals at the October meeting.

Committee Training

C McKiernan highlighted the 2 brief training sessions that will take place at the October and November Management Committee meetings.

Committee Membership

C McKiernan notified Committee that W Hassan has resigned from the Management Committee as of 15 August 2024. M Docherty has now returned from her leave of absence, and everyone welcomed Mary back.

The Association now has 11 Committee members, the Rules allow a maximum of 15 Committee members and a minimum of 7. C McKiernan suggested starting some recruitment for new Committee members and asked any existing members to suggest to any friends or family to see if they would be interested.

C McKiernan also advised that in a recent tenants' survey there were some tenants who expressed an interest in getting involved in the Management Committee. C McKiernan suggested hosting an open day on the afternoon of 20 September for those respondents to come in and learn more about it and

hear from existing Committee members. J Jamieson, C Taylor & M Docherty agreed to attend

C McKiernan advised that Cllr S Murray has intimated that she intends to step down as a councillor and that this would mean that she would no longer be on our Management Committee as an EDC representative, C McKiernan added that she did ask Cllr S Murray if she would look to re-join as a regular Committee member but she is yet to hear back.

Committee approved a recruitment programme starting with the open afternoon and thereafter to consider some form of advert.

AGM

C McKiernan reminded Committee that the Association's AGM takes place on Wednesday 18 September 2024. A representative from Glasgow Samaritans will be present to deliver a short presentation. C McKiernan asked if Committee would be willing to donate an amount to Glasgow Samaritans as a thank you for taking time out to attend our AGM. Committee agreed to a donation of £100.

As reported at the 7 August 2024 Management Committee meeting, the rules require confirmation that rules 62 to 67 relating to Committee minutes and registers had been followed. Committee noted that these rules have been followed.

6.2 Health and Safety

C McKiernan advised that the next meeting of the Health & Safety Sub Committee will take place on 6 November 2024.

6.3 Cyber Security/IT Support

The Association's formal Cyber Essentials+ assessment took place on 27 & 28 August, C McKiernan was pleased to inform Committee that the Association has passed and will be reaccredited. Committee noted their thanks to Maureen Cameron, Seniors Systems & Innovation Officer, for her work in achieving reaccreditation.

6.4 Internal Audit

C McKiernan advised that the internal audit report on cyber security will be presented to the Audit Committee at its meeting on 23 October 2024.

Further internal audits on Arrears Management and Allocations have been scheduled to take place during October 2024. Meetings of the Audit Sub-Committee have been scheduled to fit with Wylie & Bisset's planned reporting dates.

6.5 SHN Performance Analysis Visit

As part of the Association's subscription with SHN we receive an annual performance analysis visit where they run through the Association's

performance against similar organisations and peers. A presentation has been arranged for Wednesday 23 October at 3 p.m. and all Committee members are welcome to attend. A copy of the presentation will be made available to all Committee members following the visit.

6.6 Correspondence & Events

Committee noted the recent EVH briefing and the guidance note from BTO in relation to changes in charity law.

6.7 Tenant satisfaction survey

C McKiernan advised that Knowledge Partnership have been appointed to carry out the Association's 3 yearly tenant satisfaction survey. The fieldwork is due to start week commencing 9 September 2024 and will run for approximately 4 weeks.

7. **Development Report**

S Tait presented Committee with an update on the new development at Fauldhead Road. S Tait advised that the enabling works that have not been carried out by CALA will be carried out by McTaggart at no extra cost. S Tait advised that piling at all blocks should now have been completed at the end of business on Wednesday 4 September 2024. S Tait confirmed that the foundation works at the block of flats have been completed and works on the other units have now started.

S Tait advised that he attended a site visit along with C McKiernan and J Jamieson today. He added that the site looks to be progressing well. S Tait highlighted a suds pond that is in close proximity to HHA units, he explained that he has been in touch with CALA to see if this will be fenced off and asked for clarification of any other safety measures that will be in place. The pond is not within the Association's red line boundary. S Tait confirmed that the block of flats will have a sprinkler system installed and the houses and cottage flats will have a misting system, therefore servicing and maintenance requirements must be considered. C McKiernan advised that McTaggart have offered to welcome Committee members to the site for a visit as it progresses and they are willing to do this on a day that suits whether that be a weekday or a weekend.

8. **Policy Reviews**

M White presented two policies which are due for review, and Committee were asked to read and note the contents of the policies before approving. These policies were the Lone Working Policy, the Right to Repair Policy. An – Equality Impact Assessment for the Membership Policy (which was approved last month) was also presented.

Lone Working Policy

M White advised that this policy was for review and that no amendments were proposed. Committee noted the contents of this policy and approved the Lone Working Policy Review

Right to Repair Policy

M White Advised that this policy was up for review and that there were some minor amendments made to this policy. Committee were asked to note the contents of this policy, and the changes made before approval. Committee approved the Right to Repair Policy.

Membership Policy – Equality Impact Assessment

M White advised that the Equality Impact Assessment is to pair with the Membership Policy that was approved at the 7 August 2024 meeting. Committee were asked to note its contents before approval. Committee subsequently approved the Membership Policy – Equality Impact Assessment.

9. A.O.C.B

M White presented Committee with two new membership applications for Committee approval. The names and addresses of those applying were detailed. Committee approved the membership applications.

10. DATE OF NEXT MEETING

Wednesday 2 October 2024 at 5.30 p.m.

Minutes prepared by K Tait, Finance & Corporate Services Assistant
06/09/24

Chairperson's Signature:

Date:

Copies of the above reports are available on request.