

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 5 April at 5.30pm

**Present:** J Jamieson (Chair)  
C Taylor  
P O'Connell  
S Niven  
M Docherty  
Cllr S Murray  
L Scott  
K McIntyre  
W Hassan

**In Attendance:** C McKiernan, Depute Director/Housing Manager  
M White, Head of Finance and Corporate Services  
S Tait, Head of Development & Property Services  
K Tait, Corporate Services Assistant

#### 1. APOLOGIES

There were apologies from A McPhee, Cllr P Marshall, G Jackson and R Smith.

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

There were no declarations of interest.

#### 3. MINUTES AND MATTERS ARISING

##### Management Committee Meeting – 1 March 2023

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

##### Audit Sub-Committee 28 March 2023

These minutes were approved by J Jamieson and seconded by S Niven.

## 4. DIRECTORS REPORT

### Succession Plan

C McKiernan advised that the Association was asked to submit copies of its long-term projections to the SHR following S Macintyre's notification of intention to retire next year. The Regulator has now responded to the information submitted to them and advised that it is happy with what the Association has provided and our assessment of their response is that a Strategic Options Appraisal will not be necessary.

C McKiernan advised that the Association's Engagement Plan for 2023/24 has come back as compliant.

### Governance

C McKiernan advised that David Wilson has retired from the Association's Management Committee. Committee wanted to note its thanks to David for his commitment to the Association throughout his years on the Committee, and approved a small gift.

C McKiernan noted that this now frees up a place on the Management Committee and asked Committee if it was happy for the Association to advertise for new Committee members. Committee Approved.

### Health & Safety

C McKiernan advised that a Health & Safety walk round of the Associations office had just taken place prior to the meetings start.

### Cyber Security/ICT

C McKiernan advised that Staff are continuing to do cyber security awareness courses.

### New Build

S Tait provided Committee with an update on the proposed new build site. It was noted that the Association has received some indicative costs back from C~urb with the units costing around £8M with grant funding totalling £3.5M and private finance raising £2.8M this would leave the Association with a funding gap of £1.7M. S Tait added that he was hopeful that it be possible for the Association to gain more grant funding following an expected increase in grant subsidy levels, however the Association would still be £1.3M short. Following initial financial appraisal and discussion with FMD they have advised the Association will not be able to afford to progress with this

development unless some way can be found to bring the costs down or further increase in grant was made available. Staff from the Association and staff from C~urb will be meeting with the Scottish Government next week to seek additional funding, and consultants will be looking at a means of reducing the land values to make the project more affordable. Committee will be informed of the meetings that are due to take place and their outcomes at the nearest possible time.

Staff have also asked C~urb to attend the Strategy Day on 20 April to present a more detailed picture of this scheme and general development risk given it has been a few years since our last new build project. There would also be an opportunity for the Members to ask questions and have a wider discussion on this project.

The Committee confirmed the appointment of Brown and Wallace as Employer's Agent and noted this was necessary in order to be able to review build costs and other cost information.

#### Internal Audit Services

C McKiernan advised Committee on the Appointment of new Internal Auditors to the Association. Committee noted that there were four firms that were invited to tender and three were returned. Following the review of the submissions by a tender panel it is recommended that the Committee appoint Wylie Bisset as the Association's new Internal Audit providers. The appointment commences in April 2023 and will run for 3 years with a possible extension for a further two years. C McKiernan advised that there will be a meeting of the Audit Committee next week at which the new Auditors will attend. Committee approved the appointment of Wylie Bisset.

#### Strategy Review

The Strategy Review Day will take place on Thursday 20 April at Kincaid House from 9.30am to 4pm.

#### SHN

C McKiernan asked Committee for its approval to renew its membership to the Scottish Housing Network. SHN provides Committee with Benchmarking Services, helps with the ARC and also has some useful conferences for staff and committee to attend. The annual fee is £1575. Committee subsequently approved this renewal.

#### **4i. Assurance Statement Baseline Review**

C McKiernan presented Committee with the Assurance Statement Baseline Review. Committee had previously comprehensively reviewed the Regulatory

Standards for Governance and Financial Management in 2019 prior to submission of the Assurance Statement. The Association is now looking to carry this out again prior to the submission of the 2023 Assurance Statement as it was agreed that an in-depth review was required every 3 to 4 years. The Association has appointed A Cameron from Quinn Internal Audit to carry out this review. This review requires volunteers from the Committee to participate with over a few facilitated sessions in the next couple of months. Should the Committee agree to this review it will cost £2,800 and has been included within the 2023/24 budget. Following some discussion Committee agreed to progress with the review and Committee members C Taylor, M Docherty, S Niven, P O'Connell and J Jamieson volunteered to take part.

**4ii. Annual Notifiable Events Report**

C McKiernan presented Committee with the Annual Notifiable Events report. Committee noted that there were no notifiable events that were reported in the year 2022/23.

**4iii Annual Fraud Report**

C McKiernan advised that there were No Frauds reported for the Year 2022/23.

**4iv Health & Safety Review**

A Copy of the Health and Safety Policy Statement was Attached for Committees Approval. Committee noted the contents of the Health and Safety Policy Statement and approved.

S Tait advised that he is looking to arrange a Health and Safety Sub-Committee meeting soon and will inform members when this will be in the near future.

**5. LETTINGS PLAN 2023/24**

C McKiernan presented Committee with the Lettings Plan for the year 2023/24. The Association still has a long-standing agreement with EDC to offer them 45% of the Association's lets.

C McKiernan recommended that the Association retain the agreed lettings plan targets of the previous years. This will see 45% of lets going to EDC, 40% of lets going to those on the Association Housing List and 15% going to Association tenants transferring.

Committee agreed to the 2023/24 Lettings Plan.

## **6. MEMBERSHIP**

M White advised Committee that there were 2 new member applications, both tenants of the Association. Committee approved the two new members. Mary Webster and Mary Kelly.

## **7. A.O.C.B**

### Arrears Figures

C McKiernan advised that current tenant rent arrears had fallen from 2.84% or £113,131.00 at the end of February 2023 to 2.43% or £96,892.51 at the end of March 2023. Committee were pleased with this and commended the hard work of the Associations Housing Management and welfare rights team for bringing these figures down.

S Tait advised that the Associations Gas Repairs and Servicing provider James Frew's have donated Easter Eggs to the Association to distribute amongst all tenants with children under 16.

K Macintyre asked if there was anything the Association was doing to help with the current refugee crisis which is seeing refugees getting removed from their current place of residence as Scottish Government have terminated the cruise ship leases. C McKiernan advised that EDC has requested more temporary accommodation from the Association to assist with homelessness generally including Ukrainian refugees. C McKiernan advised that the Committee had previously approved leasing a further 8 properties as temporary accommodation. 2 units were provided to EDC in 22/23 and a further 6 will be offered in 23/24 as suitable vacancies arise. C McKiernan added that should a refugee family move in to a temporary property and they feel settled the Association have advised EDC that flipping of tenancies will be actively considered.

## **8. Date of Next Meeting**

**Wednesday 3 May 2023**

Minutes prepared by K Tait, Corporate Services Assistant

Date: 11/04/2023

Chairpersons Signature:

Date:

Copies of the above reports are available on request.