

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 5 June 2019 at 6.30 pm in the Association's offices at 2 Meiklehill Road

**Present:** C Taylor (Chairperson) L Scott  
S Niven R Smith  
Cllr S McDonald D Wilson  
Cllr S Murray Cllr J Jamieson

**In Attendance:** S Macintyre, Director  
C McKiernan, Depute Director/Housing Manager  
M White, Head of Corporate Services  
S Tait, Head of Development & Property Services  
Walid Hassan  
I Murray, Scotland Excel (Agenda Item 4)

C Taylor welcomed Walid Hassan and advised he was present at the meeting in an attending capacity, with a view to potentially being co-opted to the Management Committee. Introductions were made accordingly.

#### 1. APOLOGIES

Apologies were received from M Docherty.

S Macintyre advised that leave of absence had been requested from C McKay-McCann, for ill health reasons and from G Jackson due to work commitments. Both requests were approved, and it was agreed to forward a card to C McKay-McCann.

It was agreed to take Agenda Item 4 prior to the rest of the Agenda.

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

L Scott declared an interest in item 9 (i) : Any Other Business.

#### 3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

##### Community Garden Sub Committee Meeting – 29 March 2019 2019

##### Page 1 – Item 4: Funding Update

R Smith referred to the recent funding application from the Association to the EDC Community Grants Scheme for a new water supply connection at the garden. He expressed some concern that smaller community groups could potentially be missing out on funding from such schemes.

There followed discussion on funding, and S Macintyre highlighted that as a community based organisation, the Association would seek funding in areas where the community as a whole would be benefited. He also advised that the Association did not apply for large amounts of money through such grants.

R Smith suggested that the Association look at its funding strategy to identify what areas of the community it is targeting. S Macintyre advised this could be looked at as part of the Association's wider role strategy, and it was also noted that should a Wider Role Sub Committee be formed, this could form part of their remit.

The minutes were approved by C Taylor and seconded by L Scott.

### **Management Committee Meeting - 1 May 2019**

#### **Page 1 - Item 3: Nominations and Allocations**

S Macintyre confirmed that the Council offer had been contacted in relation to the above. He advised that C McKiernan would present an interim Lettings Plan to the Management Committee meeting in August.

#### **Page 3 - Item 4.4: Braes O'Yetts – Site Visit & Handovers**

C Taylor enquired as to the position regarding rails being installed in wardrobes, and also the erection of rotary dryers. S Tait confirmed that Tom Brunton, Senior Estates Officer was currently fitting the wardrobe rails, and that some areas were still to be marked for the remaining rotary dryers.

#### **Page 3 - Item 4.7: Gartshore Estate, Waterside Road**

Cllr Murray advised that contact had been made in relation to a local development plan, as opposed to a partnership.

## **4. Scotland Excel Procurement Audit - Procurement & Commercial Improvement Programme (PCIP)**

I Murray gave an introduction to the above programme and presented the Association's audit report which was based on 14 questions divided into 4 sections which covered the breadth of procurement activity.

Committee noted the Association received an overall score of 36%, however I Murray advised this was actually a good score and informed that other organisations had received single digit scores for their first audits.

I Murray referred to the key areas of strength as well as opportunities for improvement. It was noted that the development of a Contract Register would increase scores across other areas.

There followed some discussion on the framework of the audit, and Committee expressed opinion that it should be adapted for different types and sizes of organisations. S Macintyre also suggested that applying percentages to each level met may give more context to the results.

I Murray advised that a survey would be submitted to the Association for feedback and he also agreed to forward a copy of the question set to S Macintyre.

I Murray left the meeting at this point and Committee thanked him for his presentation.

## **5i) DIRECTOR'S REPORT**

### **1. Services to other Housing Associations**

#### Abronhill Housing Association – Senior Officer, Governance & Director Services

Committee noted that the Notifiable Event had now been signed off by the Scottish Housing Regulator, with the agreements having been signed off by the Chairs of both Associations. It was further noted that C McKiernan would attend Abronhill's June Management Committee due to S Macintyre being on leave on that date.

### **2. Scottish Housing Regulator**

Committee noted that the annual ESSH (Energy Efficiency in Scottish Social Housing) Return and ARC (Annual Return on the Charter) had been approved at a meeting of the Office Bearers on 29 May, and had subsequently been submitted to the Regulator by the deadline of 31 May.

Committee noted both returns were included with the papers and that S Macintyre would be presenting a summary showing the last 3 year trend information together with a comparison to the National Average (2018).

### **3. Braes O'Yetts - Site Visit and Handovers**

Committee noted the first handover had taken place on 29 May, with the second one planned for mid to late June and the final phase expected around the end of August/September, which would incorporate the shared equity units.

S Macintyre referred to the potential options for marking the opening of the development, and it was agreed to hold an event at the final handover. It was therefore agreed that the Association should make contact with the Housing Minister to invite him.

### **4. CALA HOMES - Fauldhead Road and Chrytson Road**

It was noted that an update was included within Agenda Item 6, Development Report.

### **5. AS HOMES - Development Opportunity at Lennoxton**

It was noted that an update was included within Agenda Item 6, Development Report.

## **6. Scottish Housing Network**

Committee noted that S Macintyre had recently attended a Good Practice Exchange session and had been invited to present a workshop on Effective Report Writing and how Governing Body Reports must be relevant to the new Regulatory Framework. S Macintyre confirmed that staff would continue to attend sessions relating to preparation for the Regulatory Assurance Statements over the summer and early Autumn.

## **7. Scottish Public Ombudsman - Complaint**

Committee noted that the Ombudsman had received a recent appeal, however after having reviewed the documentation sent from the Association to the tenant it had been concluded that the Association had acted reasonably and therefore no further action would be taken.

## **8. Tenants Survey - Tenants Focus Group Meeting**

Committee noted the above meeting had taken place on 22 May 2019 and unfortunately only 4 tenants had attended. It was however agreed to run a further workshop meeting, opening it out to a wider number of tenants, as only those who had indicated an interest in becoming involved via the tenants survey had been approached. S Macintyre referred Committee to the copy of the information presented to the group and advised that a note of the meeting would be forward to the Association.

## **5(ii) ARC Return 31 March 2019**

S Macintyre referred to the above report and highlighted that this return as well as the EESSH return had been validated by Scottish Housing Network in order to provide assurance prior to submission to the Regulator.

Committee noted the appendix highlighting the Association's performance over the last 4 years, as well as the regulatory requirements in relation to reporting Scottish Social Housing Charter Performance.

S Macintyre then delivered a presentation on the above return, summarising performance reported to 31 March, highlighting 3 year trends on certain areas to allow comparisons, and showing reference to the Scottish Average (2018)

It was noted that membership figures were continuing to decrease and M White confirmed shares had to be cancelled each year as a result of Rule 11.1.3 in relation to attendance at Annual General Meetings.

Committee noted reductions in tenant satisfaction results taken from the recent Tenants Survey and it was recognised that the timing of the Tenants Survey coinciding with the rent increase consultation exercise could have had some impact.

Cllr Murray referred to the different figures relating to the number of lets with the ARC (Indicators C7 and C8) and C McKiernan explained that Indicator C7 excludes transfers and mutual exchanges whereas Indicator C8 included them.

Committee noted that discussion at a recent Glasgow & West of Scotland Forum meeting had raised options including training in-house staff to complete the works, and S Tait highlighted the recommendation to explore further the option of training the Association's in-house Estates Team to complete the necessary installations.

Following some discussion, Committee agreed that a pilot scheme be carried out in-house to bring the 71 properties within Phase 3 Newbuild up to standard. It was noted that following completion of the phase and evaluation of efficiency and effectiveness, the approach could potentially be continued throughout the remainder of the stock.

**8. NEW MEMBER APPLICATIONS**

The following member application was approved by Committee:

Al Walid Hassan  
10 Kingscourt Avenue  
Glasgow

**9. ANY OTHER BUSINESS**

**i) Share AGM**

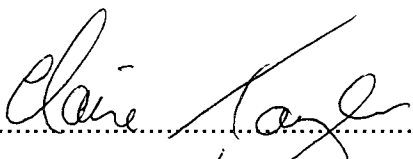
It was noted that the above would be taking place on Monday 20 Juen at 6pm within NG Homes.

**10. DATE OF NEXT MEETING**

Wednesday 26 June 2019 (Special Meeting to approve Financial Returns to the Regulator)

It was noted that F MacDonald, FMD would be in attendance.

Minuted by: M White, Head of Corporate Services  
C McKiernan, Depute Director / Housing Manager (from Agenda Item 6.9)

Chairpersons Signature:   
Date: 30/7/19