

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 6 April at 5pm via Zoom

Present: J Jamieson (Chair)
C Taylor (Joined item 4)
P O'Connell
A McPhee
L Scott (Joined item 4)
G Jackson
D Wilson
S Niven
M Docherty

In Attendance: S Macintyre, Director
M White, Head of Finance and Corporate Services
S Tait, Head of Development & Property Services

1. APOLOGIES

Apologies were received from Cllr S MacDonald, Walid Hassan, K McIntyre and C McKiernan.

2. DECLARATIONS OF INTEREST

S Macintyre expressed an interest on behalf the staff members present in item 4.6 regarding the EVH (Employers in Voluntary Housing) Pay Award.

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Management Committee Meeting 2 March 2022

S Macintyre asked for Committee approval to redact Item 7 from the public copy of the minutes of the previous meeting. Committee subsequently approved this.

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

(3ii) Action List

Committee noted the contents of the Action List.

4(i) DIRECTOR'S REPORT

Covid Returns

S Macintyre advised that the final quarterly return to the regulator for the period to 31 March 2022 is due to be submitted by 29 April 2022. S Macintyre added that the regulator has informed all RSL's and Councils that this will be the last return that is required to be submitted.

Notifiable Events

Committee were advised that there had been a further 3 Notifiable Events submitted to the Regulator on 30 March 2022. These were to inform them of 3 properties where the Association was not able to carry out the Gas Safety Inspections on time due to Covid-19 related issues.

Engagement Status

S Macintyre explained that the Association had received its engagement status from the Regulator with the Association receiving a Compliant status.

Corona Virus

S Macintyre informed Committee that the office had now re-opened to the public allowing them to attend the office should they wish to report repairs in person, pick up a form or attend an appointment. The Office is open 9am to 12pm and 1.30pm to 4pm Monday to Friday this is to enable extra cleaning of the reception areas to maintain a safe environment.

S Macintyre also added that due to restrictions being in place that the office could not host a meeting of more than 6 people. Therefore, the Association may be able to host sub-committee meetings in person however it was recommended that the Management Committee Meetings remain on zoom until the July recess. Committee were asked if the time the meetings take place still suits them or if they would like to be pushed back from 5pm to a later time. However, after discussion Committee agreed to continue the Management Committee meetings starting at 5pm.

Health & Safety

The 3 yearly Health and Safety audit will take place on 27 April 2022 with a Health and Safety Subcommittee meeting being held the day before on 26 April 2022.

Cyber Security/IT Support

The Association is currently reviewing our business continuity plan which is being updated to reflect recent changes to our IT setup and structure. The Association is currently undergoing an IT audit and as the results form part of the plan a report will be presented once the findings of the audit are made.

EVH Pay Award

Committee were asked to discuss and agree upon the proposal from EVH regarding the cost-of-living increase pay award for 2022. Following discussion, the Committee agreed to approve the proposal of 4.1% by EVH. S Macintyre agreed that he would inform EVH of the Committee's decision and would report back on the outcome of EVH/Trade Union negotiations.

Equalities Training

S Macintyre advised that unfortunately the training arranged with Glasgow City College has been cancelled due to funding for the training being suspended. However, the Association has been in contact with a company called Employers Network for Equality & Inclusion who can provide training to both Staff and Committee. The Association has joined for an initial year at the price of £1,500 plus VAT.

Equalities Monitoring

S Macintyre explained that the Regulator has brought in new requirements from April 1, 2022, to collect equalities data across all 9 protected characteristics from Applicants, Tenants, Staff and Committee Members. All data that is collected will be anonymous.

As a start all tenants will be invited to complete a survey in the coming days and to return it to the office. The Association is proposing that this be on a 3-yearly basis. With regard to applicants and new tenants these groups will be asked to fill out a form when applying for housing and or at tenancy sign up.

S Macintyre advised that staff and committee members will be issued a form in due course.

New build – CALA Homes

S Macintyre was pleased to advise Committee that the Council had approved the planning for both sites of the new CALA Homes developments. Staff will now meet with CALA Homes to discuss the next stage and will report back to Committee with a development update and report, hopefully for the May Management Committee meeting.

Annual Review of Registers

S Macintyre informed Committee that all the Association's registers have been reviewed and were signed by the Chair, John Jamieson.

P O'Connell asked if the Association will be looking to apply for funding through the Social Housing Net Zero Heat Fund. S Macintyre advised that the Association had just received a report from its consultants on how we might best approach the decarbonisation of our housing stock and that we are early in the process of fully understanding what the implications are. S Macintyre added that the Heat Fund would be a source of funding that the Association will look into; however, until the Association fully understands what the requirements of the fund are then we would not want to rush into applying.

4.2 Notifiable Events Report

S Macintyre presented Committee with the Notifiable Events report detailing all the Notifiable Events that have been submitted to the Regulator from the Association for the year 2021/22.

Committee noted the contents of this report.

4.3 Annual Compliance Checklist Report

Committee were presented with the Annual Compliance Checklist report and asked to note its contents.

After reading over this report Committee noted its contents.

4.4 Benchmarking Report 1 October to 31 December 2021

S Macintyre presented Committee with the Benchmarking Report for the period 1 October to 31 December 2021. Committee were asked to read over the report and note its contents.

S Macintyre highlighted item 2.2 advising that the Association has asked for Scotland Housing Network to validate our ARC (Annual Return on the Charter) return before it is submitted to the Regulator. The outcome of the validation would be reported to the Committee.

Committee noted the contents of this report.

4.5 Membership Application

Committee were asked for its approval of a new member to the Association. Committee subsequently approved this membership application from Helen Bremner.

4.6. Health & Safety Report

S Macintyre presented Committee with the Health and Safety Report and asked for Committee to note its contents. S Macintyre advised that a Health & Safety subcommittee meeting has been arranged for 26 April at 4.30pm and that this meeting will be held the day prior to the Health and Safety audit that is taking place in the office.

S Macintyre referred to the Health and Safety Policy Statement within this report and advised that the Committee are required to review it annually and once approved S Macintyre and J Jamieson would sign it off.

He also referred Committee members to their responsibilities as outlined within the Report and advised that each member would be asked to sign their acceptance of their collective responsibilities. The Committee subsequently agreed to this.

5. Lettings Plan 22/23

S Macintyre presented Committee with the 2022/23 Lettings Plan for approval. S Macintyre advised that there is no change to the Lettings Plan from last year which will see the Association allocate 45% of lets to EDC (EAST DUNBARTONSHIRE COUNCIL) for either section 5 referrals or nominations, 40% will be allocated to those on the Association's waiting list and the remaining 15% will be allocated to current tenants looking to transfer within the Association's stock. S Macintyre highlighted that the Association's waiting list currently has 661 applications.

D Wilson asked if the Allocation Policy is due for review soon. S Macintyre confirmed that this is the case, and that the revised policy will be brought to Committee in either to the May or June Management Committee meeting for approval.

C Taylor asked if there has been any correspondence with EDC in regard to changing the percentage of the Association's stock that they receive nominations for. S Macintyre advised that nothing has been discussed yet however that he expects to raise this point the next time the Association and Council meet in May.

Following discussion Committee subsequently approved the 2022/23 Lettings Plan.

5.2 Welfare Rights Policy Review

S Macintyre presented Committee with the revised Welfare Rights Policy for approval. S Macintyre advised Committee that there have been some minor amendments made to the wording of the policy and invited the Committee to comment on the policy. Having been highlighted by J Jamieson, S Macintyre agreed to amend the wording to item 1.2 within the policy.

Following some further discussion Committee subsequently approved the Welfare Rights Policy.

6. Property Services Report – Appointment of Landscape Maintenance Contract

S Tait presented Committee a Property Services Report detailing the procurement and appointment of new contractors for the Landscape Maintenance Contract. S Tait advised that the Association had received 3 bids for this contract, and these were received from Inex Works Group, Nurture Landscapes and Caledonian Maintenance Services. Following an initial scoring procedure Inex Group and Nurture were invited to interviews.

Following the interview process the Association appointed the contract to Inex Group with work starting this week. Committee noted that the contract is for an initial year with an option to extend for a further 2 years pending a review of the services at the end of year 1.

7. A.O.C.B

S Tait advised that the Association's reactive maintenance contractors, Rodgers & Johnstone (R&J), had informed the Association of its annual uplift in costs of 2.5% which was included in the tender. However, very recently R&J have advised that they were seeking an additional uplift due to current economic circumstances. S Tait advised that this may be an uplift of 4% which is the 2.5% quoted plus an additional 1.5%. S Tait has advised that the Association is still waiting to hear confirmation from R&J but wanted to flag this to the Committee in advance. S Tait will report back to committee once written request from R&J received, however in principle 4% uplift recognised as reasonable.

S Tait also advised Committee of a fire in one of the Association's properties at the weekend where the tenant had died. It was noted that the keys are now with the police pending an investigation into the fire and a post-mortem would be carried out; however, details are scarce at the moment. S Tait advised that the Association has been in contact with the Police, the Fire Brigade and the Association's contractors who received

an initial call of the smoke alarms sounding. S Tait has advised that the property was up to date with its gas and electrical safety inspections and all alarms were operational. However, until the Association receives the final report from the emergency services details of what happened cannot be disclosed until a later meeting.

8. DATE OF NEXT MEETING

Wednesday 4 May 2022

Minutes prepared by K. Tait, Finance & Corporate Services Assistant

Chairperson's Signature:

Date:

Copies of the above reports are available on request.