

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 6th March 2019 at 6.30 pm in the Association's offices at 2 Meiklehill Road

Present:

C Taylor (Chairperson)	L Scott
S Niven	C McKay McCann
Cllr J Jamieson	D Wilson
R Smith	M Docherty

In Attendance:

- S Macintyre, Director
- S Tait, Property Services
- K Tait, Finance & Corporate Services Assistant
- Gary Jackson (Potential new Committee Member)
- P Long, FMD Financial Services (Agenda Item 6)

C Taylor advised Gary Jackson was considering joining the management committee and was here in an attending capacity. Introductions were made accordingly.

1. APOLOGIES

Apologies were received from Cllr Stewart MacDonald and Cllr Susan Murray

2. DECLARATIONS OF INTEREST AND DEFERRED ITEMS

C Taylor declared an interest in Agenda item 4 Directors report, Point 5 Glasgow and West of Scotland Forum Affiliation fee 19/20

D Wilson declared an interest in Agenda item 3 Minutes & Matters Arising from previous meetings/ HR Sub Committee page 4 – Salary Consultation

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Community Garden Meeting – 1st February 2019

The minutes were proposed by L Scott however a second proposer was not available at the meeting.

S Macintyre suggested that the remit of the Community Garden Sub Committee should be widened and revised into a Wider Role Sub Committee which would oversee and consider all of the Association's wider role projects and strategy. After a short discussion Committee subsequently agreed to this change and asked that staff prepare a revised Committee Remit for the Committee to consider.

D Wilson asked if there were any donations being made to the local food bank by the Community Garden and if there is a possibility to work with them. It was noted however that the Food Bank is unable to accept donations of fresh fruit and vegetables as it doesn't have adequate storage for fresh food.

The proposal to accept monetary donations from groups and members of the public who received flowers/vegetables grown in the community garden was deferred. This will be considered further after taking account of whether this would be appropriate and how the Housing Association might administer receipt of monies.

Management Committee Meeting – 6th February 2019

Page 3 item 7 – Badenheath Farm – New Development Opportunities

S Macintyre notified Committee of another new possible development opportunity in the town centre of Kirkintilloch. It consists of upper floor office space being converted into 8 x 2 bedroom flats, with 4 in a first phase. The Association had previously been notified of this opportunity some time ago but due to negotiations between the owners falling through the development was put on hold and we withdrew our interest. Committee were asked for approval to reconsider its potential involvement. After discussion Committee subsequently agreed to engage the Development Consultant to act on our behalf. D Wilson asked what the role of the consultant would be for this project. S Macintyre advised the Committee that John Mulholland, Development Consultant would assist with an initial appraisal of this project by establishing project costs, and the potential viability of the development.

Page 6 –Eviction Approval

S Macintyre informed the Committee of the decision of the Court to recall the decree and that the planned eviction had been cancelled. It was noted that CAB had successfully appealed on behalf of the tenant despite the fact that no payments of rent have been made.

The Minutes were approved by C McKay-McCann and seconded by M Docherty.

Human Resources Sub Committee – 20th February 2019

Page 3 Item 2 – Request for Flexible Working

S Macintyre provided information he had received from EVH regarding how requests from staff should be managed in future. EVH have advised that any decisions for these requests should not initially go to Committee for approval but should be taken by the Management Team allowing the Committee to consider any appeal. It was also noted that before final approval of the request is granted there should be a trial period of 3-6 months so both parties can gauge how the flexible working request is working out.

Page 4 Item 3 – Salary Consultation

S Macintyre informed the Committee of EVH's annual cost of living increase which is based on October's CPI. S Macintyre noted that EVH had agreed to a CPI increase of 2.3% and that the agreement will be in place for 3 years and is based on CPI. It was noted that a 2.5% increase in salaries has been allowed for within the 19/20 budget. Committee agreed to submit a vote in favour of accepting the pay deal to EVH.

4. DIRECTOR'S REPORT

1. Services to other Housing Associations

S Macintyre confirmed that he along with C Taylor and L Scott had attended and taken part in an interview with Abronhill Housing Association regarding the provision of part time Director Services. It was noted that Abronhill have asked to come to the Associations office and have an estate walk around on March 15th.

Welfare Rights Service – Caledonia Housing Association have notified the Association that they would like to continue to buy in Welfare Rights Services for the year 2019-20. The Association will continue to work with Arklet until the end of March 2019 with discussions to be held to see if these services will continue until its transfer to Hanover HA.

2. Scottish Regulator – New Regulatory Framework

S Macintyre notified the Committee that the Scottish Housing Regulator have published New Regulatory Framework which will be sent out to members under separate cover. Committee were issued with a copy of GWSF digest which summarises the key changes contained within the framework.

3. Elsbeth Sharkey – Retirement

As previously agreed the office will close at 12.30pm on Wednesday 13 March for a staff and committee lunch which is being held at Oregano Restaurant Bishopbriggs at 1pm.

4. Rent Off the shelf scheme (ROTS)

It was noted that the Association now has 6 properties within this scheme which are due to be acquired by 29 March 2019. The properties will be with Property Services Team to complete repair/upgrade works before being returned to Housing Management for re-letting.

5. Glasgow and West of Scotland Forum Affiliation Fee 19/20

S Macintyre provided Committee with information on the GWSF subscription fee for 19/20. S Macintyre asked for Committee approval for the renewal of the subscription for a fee of £1,192.00. After consultation Committee approved this request.

6. Organisational Review

S Macintyre provided an update on the progress of the ongoing recruitment process within the Association. The 3 posts advertised (Finance Assistant, Property Services Officer, and Depute Director/Housing Manager) each received 15 completed application forms. A short listing process has already been completed for 2 of the 3 posts (Finance Assistant & Property Services Officer) with 5 interviews scheduled for each post. Short listing for the Depute Director/Housing Manager post is scheduled

for Friday 8 March. Interviews for all posts will commence week beginning 18 March 2019.

S Macintyre also highlighted the Associations plan to implement the new Top Operating Model as presented by the Organisational Review consultants.

It was noted that these objectives will be incorporated into the Associations Internal Management Plan and be presented for review to Committee at the April meeting.

S Macintyre also informed Committee that a tenant had submitted a subject access request. It was noted that the form has not yet been returned.

4(i) Risk Management Report

1.0 S Macintyre presented Committee with an updated risk management report. It was noted that the Scottish Housing Regulator had informed all RSL's to consider any risks that may be associated with Brexit. Committee noted this information.

2.0 It was noted that there had been no new risks added to the report

3.0 Committee also took note of current ongoing risks within the Association

Braes O'Yetts

As stated in the report the agreed contract means any overruns and unforeseen costs rest solely with the Contractor. The Association's main risk lies within the shared equity scheme and the event that sales do not materialise on time resulting in a cash flow deficit.

Loss/Theft of cash

The Association has begun to inform tenants that cash payments will no longer be accepted at the office as of 30 June 2019.

Service levels meet tenant expectations

A Tenant Survey is currently ongoing and the report for this is due back from the Consultants in April 2019, and the 2018 Value for Money Statement is due to be published in September 2019.

Loan Covenants

The Associations quarterly management accounts now include out-turn forecasts which highlight any potential breaches of loan covenants

4.0 Committee noted that there were no deleted risks since the last report was presented. Committee noted the contents of this report and the changes to the risk scoring matrix and risk register.

(ii) Compliance Check List Report

Committee were presented the above report highlighting the completed tasks for quarter 3 and included required tasks for quarter 4. Committee noted the findings of this report.

5 Development Report

1. Grant Planning Target (GPT) – 2018/19

S Tait informed Committee that the Association has drawn down 1.335M of the 1.8M GPT 2018/19 for the first 2 phases of the Braes O'Yetts Development. Committee acknowledged that the stage 3 medical adaptation grant received will be presented within the Property Services Report.

2. Braes O'Yetts

S Tait updated committee on the progress of the Braes O'Yetts property development. Barratt Homes have alerted the Association to delays in the build programme. The Committee noted that the revised handover dates: - Phase 1 to be complete on 20 May 2019 and Phase 2 on 17 June 2019. It was noted that stage 1 trigger notices had been processed for phase 1 & 2 with the relevant payments being made and grant drawn.

S Tait added that the Association had asked for further clarification on the development of phase 3. As prior to Barratt's notifying the Association with the delays to phase 1 and 2 Barratt had informed that they would be handing phase 3 in a staged format. It was indicated to the Association would receive these plots between May 2019 to mid August 2019.

S Tait advised that Iain Thomson of Thomson Cost Consultants (TCC) has contacted Barratts requesting an update of when the trigger notices are likely to be issued. It was also noted that TCC had issued a £303k valuation certificate to ensure that maximum draw down of grant from Scottish Government.

S Tait also provided a brief summary of the Clerk of Works service being provided by Ross Quality Control, (RQC). RQC have reported back that all works on site are progressing well and are being completed to a high standard, and that the site is compliant with the appropriate Health & Safety procedures and safe work practices.

3. Cala Homes – Fauldhead & Chryston Road

S Tait gave an update on the progress on the above development. As noted at the previous Management Committee meeting Cala Homes has indicated that a Planning Application for this development will be submitted to the council in April 2019 with a site start pencilled in for January 2020. Cala also expect the issues relating to the Waterside club to be resolved by March 2019.

S Tait also advised that the Association would be expected to submit a tender application between April-June 2019. The tender would show the Association the amount of money that would need to be privately financed. It was noted that spend in 19/20 would include all pre tender costs including fees, acquisitions as well as some works.

4. Rent off the Shelf Scheme (ROTS)

As noted in the Directors report the Association is in the process of acquiring 6 new properties which will be 50% funded by the Rent off the Shelf Scheme. It was noted

that the houses being acquired consisted of 4x 2 Bedroom four in a block properties, 1x 2 bedroom flat and 1x 1 bedroom flat.

S Tait detailed the costs of these acquisitions with the overall purchasing cost of the 6 properties being £388,000 with £194,000 being grant funded. Committee noted that the Association will contribute £500 to each owner's legal fees and £120 registration fees for each unit. This amounts to a total purchase of £197,720 by the Association excluding our legal fees.

Committee were also asked to note that all 6 properties will require improvement works with the anticipated cost being approximately £40,000 inc VAT. As stated in the report a provision for this has been included in the draft budget for 2019/20 although final costs for improvement will not be known until quotations/tenders are received.

S Tait clarified that the grant received will only cover acquisition costs and will not cover any of the improvement and legal fees.

5. Estate Based Regeneration Strategy

S Tait advised Committee that procurement for these works would begin as soon as possible once the Bill of Quantities has been updated. It was noted that the Association hopes to have the tender out for the week commencing 25 March 2019 with works commencing in May 2019.

6. 21-31 Blackdyke Road

As previously agreed at the Management Committee Meeting on 6 February 2019 the Association will proceed with Environmental Improvement Proposals for this block.

It was acknowledged that the Association had instructed Grant Murray Architects to provide the Association with a detailed cost plan with their proposals for the planned environmental improvements for these enhance environmental works at this location.

7. Wider Role Projects

S Tait updated the committee on the Hillhead Community Garden. As noted previously the sub-committee meeting that took place in February 2019 was not quorate and that the Association will look to merge this sub-committee into a wider role sub-committee.

Committee also noted that a funding application has been submitted to East Dunbartonshire Council's Community Grant Scheme for the sum of £2108.04 for a new water supply connection at the garden.

The Community Garden Sub-committee has requested that the Association investigates if it is possible to install electricity at the garden.

8. Canal Cycle Path Project

Committee were asked to note the content of the attached tender report by Thomson Cost Consultants which states following the tender submissions and quality assessments McKenzie Construction are the preferred contractor. S Tait confirmed

that the Association has previously worked with McKenzie Construction on the development of the community garden.

It was also noted that as previously reported there are a few issues that need to be resolved in relation to the final design of the path including the rerouting of the path at point 14-20. Sustrans & LEADER will not confirm the exact amount of funding they will provide until an agreement can be made with Historic Environment Scotland (HES and East Dunbartonshire Council (EDC) on the re-routed section of the path and final project costs are confirmed.

S Tait informed Committee that a meeting had been arranged with HES and EDC to attempt to resolve this issue.

Committee agreed to delegate authority to staff to appoint McKenzie Construction as contractor assuming all agreed costs are within the scope of the funding provided.

9. Arts Roots Fund – Signage at Hillhead Swing Bridge

S Tait advised of the Association's attempts to contact Scottish Canals to erect a sign at the Hillhead Swing Bridge. It was noted that the Association is still waiting for permission to be granted on this issue before we can proceed with the design of the new signs.

5ii. Maintenance Report

Reactive Repairs Contract – Rodgers & Johnston

S Tait referred Committee to the performance statistics presented in the report for Q3. Committee noted that urgent and routine repairs were met with a 100% completion on time whilst Emergency repairs had an on time completion percentage of 97.37%. S Tait advised however that this was down to one job slightly running over the 2 hour timescale.

S Tait detailed the average length of time taken to complete emergency and non-emergency repairs. Emergency repairs took an average of 1 hour 10 minutes whilst non-emergency repairs took an average of 3 days. The Association's results are very favourable compared to the Scottish Housing Regulator's Scottish average for completions with emergency repairs being an average of 4 hours and non emergencies being 6.4 days.

S Tait presented the Committee with the expenditure for the reactive contract for 18/19. It was noted that actual spend to date was higher than expected however the recent monthly spend has reduced this.

Committee noted that the number of repairs carried out in Q3 of 2018/19 was 315 which was a reduction from 372 from 2017/18. It was also noted that at the end of Q3 the total number of voids was 41 compared to 42 at the same point last year. S Tait added that the total spend on voids between 1 April 2018 to 31 December 2018 was £91,540.87 compared to a budget figure of £96,800.00 for this period.

Gas Services Maintenance Contract – James Frew

S Tait referred Committee to the performance statistics presented in the report for Q3. Committee noted that the performance for emergency repair completion was 87.5% due to 1 repair running over the time scale. Urgent and routine percentages were 98.79% and 96.43% respectively. It was noted that figures can be affected when tenants are not in or where follow up works may be required. The Association's average length of time for gas repairs was 1.44 hours for emergencies and 1.96 days for non-emergency repairs. Again the performance for completion times is very favourable compared to the Scottish average.

S Tait presented the Committee with the expenditure for the Gas contract for 18/19. Again the table presented showed spend to date was slightly above what was budgeted for this period. This is not unexpected as the numbers of services completed each month can vary considerably.

S Tait advised Committee of the current gas service situation within the Association. Out of the 796 units with gas central heating 100% have valid CP12's with 787 or 98.87% of those CP12's where the gas service had been complete and 9 or 1.13% having a CP12 where the gas supply has been capped.

S Tait gave an update on the number of external gas servicing audits being carried out. The target percentage for audits is 10% of gas services every quarter. For Q3 the percentage of services that were audited was 14%.

Pre & Post Inspections

S Tait confirmed that pre and post inspections both exceeded expectations with pre inspections being carried out from Q1-Q3 at 31% compared to a target of 15% and post inspections in that same period being 17% compared to 15% again.

Landscape Maintenance Contract – Priory Bridge Landscaping

S Tait confirmed that the landscape maintenance contractor is only present over the growing period.

S Tait informed Committee that the landscape maintenance contract short listing had taken place with himself, L Scott and C Taylor. After assessing the tenders, 2 companies have been invited to attend an interview. These companies are McDermotts and ID Verde which means it is unlikely that Priory Bridge will be retained as the current contractor.

Committee agreed to delegate authority to the short listing panel to appoint the winning contractor.

Cyclical works

Electrical Testing:

Committee noted that the number of properties due to have an electrical test was 122 and at this time 61 have been completed. It was noted that the Contractor has increased resources in order to speed up progress.

Carbon Monoxide Detector Checks:

S Tait confirmed that CO detectors continue to be tested by James Frew at the time of gas servicing.

Smoke Alarm Testing:

S Tait confirmed that Smoke Alarms continue to be tested by James Frew at the time of gas servicing.

Stage 3 Medical Adaptations

Committee noted that the budget allocated by the Scottish Government in 2018/19 is £47,000. The amount of grant received up to quarter 3 is £21,171.45. Approximately £25,500 worth of work has been issued for quarter 4.

Insurance Claims

S Tait confirmed that there are currently 3 liability claims ongoing which insurers are currently investigating.

Tenant satisfaction surveys

Committee noted that since October 2018 tenant satisfaction surveys have been sent out to all tenants who have indicated they wish to take part via text. Committee were also asked to note that although this has resulted in less surveys being sent out the percentage being returned has increased.

Remedial Works – Phase 6 Windows

S Tait informed Committee that there have been 6 properties where access has been difficult to complete the necessary survey work. S Tait confirmed that the Association's property services staff will now carry out a visual inspection from outside and should any rot be found the tenant will be notified and access will be required to measure window sizes

It was also noted that additional windows have been identified to be replaced and a final programme will begin after all current installations are completed.

Boiler Replacement Programme

S Tait informed Committee that 32 of the 35 new boiler installs had been complete and that all new boilers will be audited when complete.

Scottish Housing Quality Standards

Committee noted the information relating to stock meeting the above standards. S Tait confirmed that there is only one property that does not meet the above standards due to the tenant refusing the works. The Scottish Housing Regulator's Scottish Average in compliance with the above standards was 94.2%, compared to the Association's compliance of 99.9%

ESSH

As reported in previous reports the amount of properties within the Association that met ESSH standards was 41%. S Tait confirmed that that figure to date had now risen to 81% of all properties were compliant with ESSH standards.

New Fire & Carbon Monoxide Detection Regulations

S Tait notified committee that as of February 2021 the Association will need to meet with new standards for Fire and Carbon Monoxide detection. These standards require the fitting of one smoke alarm in the most frequently used room, one smoke alarm in every hallway or landing, and one heat alarm in every kitchen. All heat and smoke alarms are to be ceiling mounted and to be interlinked.

6. Finance Report

Draft Budget 2019/20

P Long of FMD Financial Services was in attendance to present the draft budget for 2019/20. P Long referred to the report previously worked on at the budget workshop in which a number of committee members were in attendance.

Committee noted the general increase in salaries to 2.3% however the budget had allowed for 2.5% and P Long advised of staff increments and other staff changes as well.

It was noted that the total turnover will be just over £4.8m for the year to 31 March 2020.

Committee noted that maintenance costs for the year will amount to £1.358m. Overheads will amount to £333,000 and other costs including the cycle path will total £700,000, although this project is being 100% grant funded.

P Long informed the Committee that total operating costs will be just over £4.273m

It was noted that there will be an operating surplus of £536,000. P Long advised that there will be a net deficit for the year of £202,000

Committee subsequently approved the Association's Budget for 2019/20.

SHAPS – Auto Enrolment Pension Scheme

P Long advised Committee of the increased rates required by employers and employees in the auto enrolment scheme from 6 April 2019. Committee noted that the Association must offer a pension that totals a minimum 8% with a minimum employer rate of 3%. This would mean that the employee contribution would need to be 5%. After discussion Committee approved this increase in Employer contribution to 3%.

P Long did notify committee of the Associations "opted in" or SHAPS DC scheme where the employer contribution is 8.45% and where the minimum employee contribution is 3%. After discussion it was agreed that the Association would provide information to all staff in the auto enrolment scheme detailing all options given these new increased contribution rates.

7. AOCB

S Macintyre asked for Committee approval to take E Sharkey's name off of the Association's bank line and remove her from the list of Authorised signatories and for S Tait to be added on in her place. This was approved.

S Tait confirmed a representative from Utilita would be visiting the Association's office to discuss their acquisition of Our Power void management portal.

8. Date of next meeting

Wednesday 3rd April 2019

Minuted by: K Tait, Corporate Services Assistant
12 March 2019

Chairperson's Signature:



Date:

30/7/19.