

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 6 March 2024 at 5.30pm (Hybrid Meeting)

Present: J Jamieson (Chair)
C Taylor
M Docherty
Cllr S Murray
A McPhee
K McIntyre (remote)
M McIntyre

In Attendance: S Macintyre, Director
C McKiernan, Director
S Tait, Depute Director/Head of Assets
M White, Head of Corporate Services
L McDonald, Finance Officer
K Tait, Finance and Corporate Services Assistant
P Long, FMD

1. APOLOGIES

Apologies were received from R Smith, P O'Connell, G Jackson and S Niven. It was noted that W Hassan is on a leave of absence and had requested that the leave of absence be extended for a further 3 months. Committee approved this request.

2. DECLARATIONS OF INTEREST/DEFERRED ITEMS

C Taylor declared an interest in the Directors Report, Item 4.2: Glasgow and West of Scotland Forum.

3. MINUTES AND MATTERS ARISING

Management Committee Meeting 07/02/24

Matters arising

Item 7: J Jamieson asked if there was any update that could be given on the proposed land purchase at Friars Croft. S Tait advised that the Association has done everything required and the title is now with the Association's Solicitors prior to completion of the purchase.

The minutes were subsequently proposed by C Taylor and seconded by K McIntyre.

Action List

Committee noted the contents of the Action List.

4. DIRECTORS REPORT

Regulation

Notifiable Event

S Macintyre advised that the notifiable event with the Regulator regarding the appointment of a new director has now been closed.

Reinforced Autoclaved Aerated Concrete (RAAC)

S Tait advised that engineers from the Structural Partnership had carried out surveys on Friday 1 March on approximately 19 properties covering different property types. The results from the surveys confirmed that RAAC had not been detected in any of these properties, therefore the probability of any of the Association's stock containing RAAC was extremely low.

Regulatory Framework

S Macintyre informed Committee that the new Regulatory Framework comes into effect from 1 April 2024. Committee were asked to familiarise themselves with this framework when they have the opportunity to do so.

Cyber Security/IT

S Macintyre advised that the new Committee portal was now active, allowing members to access any information and papers for upcoming meetings via the Association's website.

Committee members were also asked to hand in their laptops if they had not already done so.

Correspondence

EVH

S Macintyre informed Committee that the EVH annual conference would take place 17 - 19 May and should any members be interested in attending they inform a member of staff.

S Macintyre referred Committee to discussions at the previous meeting relating to the proposed pay award of 5.5%. He advised that the union had rejected this proposal, and that Unite and EVH had met on 5 March 2024

however the outcome of this meeting was not yet known. Staff agreed to keep Committee informed of the situation.

GWSF

S Macintyre advised that the Association's membership with Glasgow and West of Scotland Forum was now due for renewal for the year 2024/25, at a cost of £2,121.00 which had been included in the draft budget. Committee approved renewal of the membership.

SFHA

S Macintyre advised that the Association's membership with SFHA was due for renewal for the year 2024/25 at a cost of £9,754.00 which had been included in the draft budget. Committee approved renewal of the membership.

SHARE

S Macintyre advised that the Association's membership with SHARE was due for renewal for the year 2024/25. He referred to the change in the membership fee structure, which offered a corporate membership for a fixed price of £2500.00 which would allow all Committee members access to training events as well as a new eLearning platform.

S Macintyre highlighted that, for staff members, an individual membership rate of £150 would be offered on a pay as you go basis. Committee noted that the Association had included a provision of £5,000 in the draft budget.

Committee subsequently approved the membership renewal for the year 2024/25 and noted this would allow individual memberships to be issued to staff on a pay as you go basis. They also noted that initially this would include three members of the Management Team.

Recruitment

Depute Director

C McKiernan advised that following the recruitment process described at the previous meeting, S Tait had been interviewed for the post of Depute Director which had been subsequently offered and accepted by him. It was noted that his new job title was Depute Director/Head of Assets, and that he commenced his new role on 19 February 2024.

Head of Housing Services

Committee noted that the operational housing manager role is currently being filled by Anne Miles who was recruited via an agency. As the role of Depute Director has now been filled the Association will advertise for a Head of Housing Services. This role will be a member of the Management Team. The Job Description is currently being reviewed by EVH and they will provide a

desktop grading review of the post. Committee approved the advertisement of this post.

Handover to New Director

Committee noted the handover between Stephen and Catherine is currently ongoing.

Authorised Signatories

S Macintyre advised as part of the handover process the Association needs to update the Authorised signatories for the following banks: Nationwide, Close Brothers and RBS. Committee were asked to approve the removals of Stephen Macintyre for all mentioned banks. Committee were also asked to remove Lisa Scott and change Laura Tait to Laura McDonald with RBS. Finally Committee were asked to note and approve the addition of Stephen Tait to the Nationwide and Close Brothers banks.

Committee formally approved changes suggested to authorised signatories for the banks.

Confidential Item



4ii. Staff Appraisal Report

S Macintyre presented the Staff Appraisal Report and Committee noted the contents therein and the feedback given by staff from each team within the Association.

4iii. Annual Compliance Checklist

S Macintyre presented Committee with the Annual Compliance Checklist for the year 2023/24 and Committee noted the contents therein.

5. FINANCE REPORT

Budget 2024/25

P Long presented Committee with a revised budget for the year 2024/25. He advised that there would be a change to the statement of comprehensive income. The operating surplus for the year will be £1.079m, a decrease of £5,700, this is due to staff changes including an anticipated pay award of 5.5%, however this figure is still being negotiated. The net surplus for the year will therefore be £291,700.

P Long advised that the Statement of Financial Position will also change, the biggest change being in relation to the new development at Fauldhead Road with the total amount of grant payable being reduced by approximately £180,000 to £4.600m but this will now be paid in full by March 2024, prior to the start of the financial year. In addition, fees payable to the Association's development agent (C~urb) of £75,000 will be added to the total development cost.

In addition to this, boiler replacement costs will increase by £2,900 in the year, Housing Assets at March 2025 will now be £41,892m, an increase of £78,000. Cash balances at March 2025 will now be £2.215m, a decrease of £263,000 from the draft budget.

The balances of debtors, creditors, loans, pension liability will all be unchanged from the draft budget. The amount of deferred income will decrease by £180,000 to £15.509m, in line with the reduction in grant income.

The Association's reserves at March 2025 will now be £3.153m.

P Long added that a recent update suggested that the grant might not now be paid by 31 March 2024 and that if were all to be received in the new year the budget could be adjusted to reflect this without coming back to the committee for further approval. The committee agreed to this.

Committee subsequently approved the Budget for the year 2024/25.

Refinancing Update

P Long presented Committee with an update on the proposed refinancing and loan restructuring. He advised Committee that FMD have contacted five different lenders to see if they would be interested in the Association's refinancing and what they could offer. Lenders have until 8 March 2024 to respond to the request. A report will be drawn up and presented to Committee at the next meeting.

C Taylor asked if RBS had been informed that the Association was looking at other options for refinancing and loan restructuring. P Long advised that FMD did inform RBS who have no problem with it and understand the Association's situation and advised that their offer for refinancing still stands.

Write-Off Report

C McKiernan presented Committee with the write off report. Committee were asked to write off £1139.54 in rent arrears. Committee were also asked to write off some historic sundry debts (rechargeable repairs and court costs), which were no longer realistically recoverable. Lastly a small number of credit balances were recommended for write off. Committee approved all the proposed write offs contained within the report.

6i. DEVELOPMENT AND PROPERTY SERVICES REPORT

Newbuild Development Report

S Macintyre and S Tait presented Committee with a further update on the Fauldhead Road development. S Macintyre reminded Committee that the funding for the development had been secured with a site start date proposed for 26 February 2024. This has unfortunately not worked out due to an issue with CALA homes and Scottish Water, CALA also had further delays due to their hired ground worker being no longer in business. This has caused delays and the site start now looks likely to be the middle of April 2024 which therefore pushes back all plans by a few weeks. C Taylor asked if the Association has appointed a Clerk of Works for the site. S Tait advised that a Clerk of Works had been appointed from C-urbs framework. Committee were advised that any updates will be provided to them as soon as possible.

7. RISK MANAGEMENT REPORT

S Macintyre presented Committee with the risk management report The Register adopts a system of scoring risks using a 5 x 5 matrix (Impact x Likelihood). The risks are split across the four main business areas: Governance, Housing Management, Finance and Corporate and Development and Property Services. Committee noted the contents of the Risk Management Report.

8. A.O.C.B.

Committee and Staff present at the meeting wished S Macintyre all the best in his retirement from the Association and expressed their gratitude for all the hard work and effort he has put in for the Association and the Hillhead area in over 20 years of service.

9. DATE OF NEXT MEETING

Wednesday 3 April 2024

Minutes prepared by

K Tait, Corporate Services Assistant
07/03/24

Chairperson's Signature:

Date:

Copies of the above reports are available on request.