

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 7 April 2021 at 5pm via Zoom

**Present:**

C Taylor	S Niven
L Scott	Cllr S Murray
Cllr J Jamieson	G Jackson
M Docherty	D Wilson
W Hassan	

**In Attendance:**

- S Macintyre, Director
- C McKiernan, Housing Manager / Depute Director
- S Tait, Head of Development & Property Services
- M Escreet, Welfare Rights Officer (Introduction only)

Before the meeting began M Escreet, Welfare Rights Officer joined the meeting to say goodbye to the Committee. Moira is to leave the Association having been at the Association since 2005. The Committee thanked her for her commitment to the Association and its tenants and wished her well in her new job.

#### 1. APOLOGIES

There were no apologies received

#### 2. DECLARATIONS OF INTEREST AND MEMBERSHIP OF SUB COMMITTEE

There were no declarations of interest

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

##### Management Committee Meeting – 3 March 2021

###### Page 2 – Cala Homes

S Macintyre advised that Cala homes are to submit their planning application next week and have invited the Association to add some comments to their local press release which the Association will do.

The minutes were approved by L Scott and seconded by M Docherty

##### Audit Committee – 9 March 2021

###### Page 2 – Date of next meeting

S Macintyre asked if the date of the meeting could be pushed back to the 21<sup>st</sup> of April as a property services audit will need to be presented however S Tait is on leave the

scheduled date of the 14<sup>th</sup> and would be required to attend this meeting. Committee approved this.

These Minutes were approved by L Scott and seconded by S Niven.

### **Policy Committee Meeting – 24 March 2021**

The minutes were approved by Cllr S Murray and seconded by S Niven.

#### **4(i) DIRECTOR'S REPORT**

##### **Scottish Housing Regulator**

The monthly return to the regulator for February was submitted by 8 March 2021 with the March return due to be submitted by April 9 2021.

S Macintyre advised that the ARC return to the regulator is due to be submitted by 31 May 2021 and the 5 year projections to be submitted on 30 June 2021.

The Regulator had published Engagement Plans for all Housing Associations and Councils. With the Association being assessed as compliant which is the lowest level of engagement.

##### **Corona Virus Report**

S Macintyre advised that the Association has issued a questionnaire to staff looking to get an understanding of how staff feel about returning to the office when it is safe to do so a report will be brought back to Committee when all questionnaires are returned.

##### **TPAS and Energy Action Scotland**

Committee were asked for its approval to renew the Associations memberships with TPAS and EAS for another year. The renewal prices come in at £210 for TPAS AND £120 EAS. Committee subsequently approved the renewal.

#### **4(ii) Staffing Report**

C McKiernan presented Committee with the staffing report. C McKiernan explained to Committee that due to staff leaving such as Betty who retired at the end of last year and Moira who is to leave on April 9 2021 it has given the Association time to look at the Association's staffing structure and what replacements are required for the roles that are left open.

C McKiernan advised that the Association has looked at the gap which will be left within the welfare rights team after Moira leaves and explained that it is the recommendation of the Management Team to create a new role of Welfare Rights Assistant. The Assistant would be the first port of call for people seeking some support and advice from our welfare rights service; and would also help out with other case work. C McKiernan added that the job would initially be a temporary post and suggested that it be offered to Heather Montgomery for the reasons outlined in her Report. This was agreed. It was also agreed that should the post be made permanent then the Association would follow an open recruitment process.

S Niven asked if there was anything within the Association's contract with the Simon Community which means there could be ramifications to the contract as a result of Heather leaving them to take a role at the Association. C McKiernan advised that having had a brief look over the contract there is nothing within it that meets those concerns. C McKiernan added that the Simon Community would be required to provide the Association with a new tenancy support officer as they are contractually obliged to.

S Tait provided the next update on a new role that has been proposed to be introduced. He explained that this post would fall under the within the Property Services Team and would be on a permanent post. The role would see the member of staff be in charge of taking care of all estate based issues such as dog fouling in gardens, rubbish being left in gardens and parking disputes. It would enable the Association to provide a more pro-active estate management service than can be provided currently. The Committee agreed to the establishment of this post subject to further work being done on drafting a Job Description and Person Specification.

C McKiernan provided an update on the role of the System Support Officer. This new role was advertised last year and Maureen Cameron took on the role in February 2020. The original post is for fixed term contract of 2 years and is due to expire in February of 2022. However it is the recommendation of the Management Team that the role be made permanent. S Macintyre added that the impact of the pandemic has shown highlighted more than before on the importance of this post being retained in order to progress the digitalisation of our services and upgrading of the Association's IT infrastructure. The Committee agreed that this post be made permanent.

S Tait provided the Committee with a report in relation to the post of Property Services Assistant, Diane Bridges. The recommendation was approved.

S Tait provided the Committee with a report in relation to the post of Property Services Officer, Marie Savage. The Committee agreed to the recommendation included in the report.

L Scott asked if the roles of Housing Assistant and Corporate Services Assistant which are to become vacant will be filled. C McKiernan advised that the role of the Housing Assistant would be incorporated into the new Estate Officer post. The post of Corporate Services Assistant which will become vacant when Gail Fitzpatrick retires in June would not initially be replaced.

Following discussion Committee subsequently approved all of the proposed items within the staffing report.

#### **4(iii) Annual Compliance Checklist Report**

S Macintyre presented Committee with the Annual Compliance Checklist report. The report's content includes a checklist of regulatory and statutory returns for the period to 31 March 2021. Committee noted the contents of the report.

#### **4(iv) Review of SWOT & PEST analysis**

Committee were presented with the SWOT and PEST analysis report. Committee were asked to read over the reports and give any feedback they may have. These reports form part of the ongoing review and update of the Association's strategic plan.

Following discussion S Macintyre advised that he will redraft both the SWOT & PEST reports and that these would be incorporated into the new draft Strategic plan which would be presented at a future meeting for further review and approval.

## **5. Lettings Plan**

C McKiernan presented Committee with the Lettings Plan for 2021/22. C McKiernan began with providing an update on the lettings statistics for the previous year with the Association granting 39 new lets up to 31 March 2021. Committee noted that there are currently 609 applicants currently on the Association's waiting list.

C McKiernan proposed to Committee that the targets from last year's lettings plan be rolled over and kept the same for 21/22. This would mean 45% of lets would go to EDC Referrals and Nominations, 40% would go to applicants on the Association's Housing List and 15% would go to the Association's own tenants looking for a transfer.

Committee subsequently approved the Lettings Plan for 2021/22.

## **6. Property Services Update**

### **9 Redbrae Place**

S Tait advised Committee on an issue that has appeared at the void property of 9 Redbrae Place. Committee noted that the defect issues that have arisen here are similar to the issues previously reported at 168 Hillhead Road where the unreinforced floor slab has heaved due to the degradation of the fill material underneath.

Consequently the Association is required to remove the degraded materials and form a new insulated reinforced floor. S Tait advised that although the property is smaller than 168 Hillhead Road the cost is still estimated to be around £35,000.00. S Tait added that it is the intention of the Association to seek competitive quotations from a number of suitably experienced contractors and that he will publish the contract on Public Contract Scotland and Quick Quotes Portal.

Following discussion it was agreed that the S Tait would reconsider whether there are any alternative options that can be found to resolve the issue with the floor more economically. This will be brought to a later meeting.

### **1 Banks Road**

S Tait explained to the Committee that the Association has received a major adaption request from EDC Occupational Therapy requesting for a wet floor toilet area to be constructed at this property. This adaptation would mean building an extension to the house.

S Tait added that Grant Murray Architects were asked to carry out a feasibility study to assess all options that were available. Along with Grant Murray the Association's own Housing Management team looked at any potential alternative housing stock that the Association may have that would be suitable for the family; the team has also spoken with other housing providers to see if there was something more suitable; however no suitable property could be found.

S Tait explained that the Property Services Team has expressed its concerns regarding this project with the Council's Occupational Therapist. However the

Occupational Therapist has assured the Association that all possible aspects of this project have been thought through and can be achieved.

The Committee noted that indicative build costs have been estimated at £42,000.00 excluding VAT. S Tait confirmed that the Association has enquired with the Scottish Government regarding potential funding for this project. However we are as yet still awaiting confirmation as to what level of funding support we may receive. S Tait advised that this project will be brought back to a meeting at a later date to provide Committee with an update.

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

No other Business

**8. DATE OF NEXT MEETING**

Wednesday 5 May 2021

Minutes prepared by; K. Tait, Corporate Services Assistant  
13/04/21

Chairperson's Signature:

Date:

Copies of the above reports are available on request.