

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 7 August 2019 at 6.30 pm in the Association's offices at 2 Meiklehill Road

Present:

C Taylor (Chairperson)	L Scott
S Niven	G Jackson
Cllr S McDonald	D Wilson
Cllr S Murray	Cllr J Jamieson
W Hassan	

In Attendance:

- S Macintyre, Director
- C McKiernan, Housing Manager / Depute Director
- K Tait, Corporate Services Assistant
- L Tait, Finance Assistant
- P Long, FMD Financial Services (Agenda Items 1-3 and 6)
- Mark Kyle

Committee noted that Mark Kyle, a University Undergraduate from Hillhead was attending the meeting as a guest to assist with his studies. Introductions were made accordingly.

1. APOLOGIES

There were no apologies received. It was noted that C McKay-McCann was on continued leave of absence.

2. DECLARATIONS OF INTEREST AND DEFERRED ITEMS

There were no declarations or deferred items.

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Special Management Committee Meeting – 2 July 2019

Page 4 – Item 5.2 Homeswapper

S Macdonald welcomed the Association's decision to subscribe to Homeswapper and enquired as to how tenants would be assisted in using this service. C McKiernan advised that staff had taken part in training, therefore would be able to help tenants with any queries they may have.

The minutes were approved by L Scott and seconded by S Niven

Human Resources Sub Committee Meeting – 26 June 2019

G Jackson enquired as to how the Association deals with any employment law related changes that may impact with how the Association operates. S Macintyre confirmed that any such changes would be communicated to the Association by Employers in Voluntary Housing (EVH) which is the Employers' Membership body.

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

Policy Sub Committee Meeting – 24 July 2019

C Taylor proposed some further changes to the policies that were discussed at this meeting:

Policy on Scheme of Delegated Authority for the Director (Depute Director)

An additional clause to reflect situations where by consultants may be appointed where there is a conflict of interest.

Policy on Committee Remits

Replace the reference to approving rent increases to setting rents.

Standing Orders and Delegated Authority

Remove the section regarding smoking.

These changes were agreed and the minutes were subsequently approved by L Scott and seconded by S Murray.

Community Garden Sub Committee Meetings – 31 May 2019 & 18 July 2019

Both sets of Minutes were approved by L Scott and Seconded by C Taylor

It was agreed to take Agenda Item 6 at this point.

4(i) DIRECTOR'S REPORT

1. Scottish Housing Regulator – Regulatory Framework

S Macintyre referred Committee to the report, and there followed some discussion on the requirement to submit an assurance statement this year. S Macintyre highlighted that the Association needs to demonstrate compliance with the regulatory framework in this statement. It was noted that a draft assurance statement would be presented to the October Management Committee meeting along with an assessment of the Association's current level of compliance across all 7 standards.

2. Braes O'Yetts - Update & Opening

Committee noted that the Association plans to hold an official opening for the Braes O'Yetts site the week beginning 9th September 2019, and that the Housing Minister had been invited to attend but was yet to confirm.

S Macintyre updated Committee on the status of the shared equity properties, with official offers having been made for 4 of the 8 units. S Macintyre advised that the Association would place an advert for the remaining properties on Rightmove if no further offers have been made by Friday 9 August 2019.

3. CALA HOMES - Fauldhead Road and Chryston Road

Committee noted that the Association has not been made aware of any progress with this development.

4. AS HOMES - Development Opportunity at Lennoxton

S Macintyre informed Committee that due to the excessive price set for each unit by the Land owner/Developer the Association can no longer proceed with the above mentioned development.

5. Scottish Housing Network (SHN)

Committee noted that the Association will be having its annual performance analysis visit from SHN on Tuesday 17 September. S Macintyre advised that a report on the findings would be presented to the October Management Committee meeting.

6. Tenant Survey – Action Plan

S Macintyre notified Committee that following feedback received from a second meeting of tenants which took place on 3 July, the Association has drafted an action plan that will be presented to the September Management Committee meeting.

7. Cycling Scotland – Social Housing Fund

S Macintyre confirmed that the Association was successful in applying for funding to purchase cycling equipment. It was noted that the grant awarded was £6324 and would enable the Association to purchase 2 Bikes, a secure storage pod and a public cycle pump.

8. Internal Audit – Risk Management

Committee noted that an internal audit had taken place on Friday 2 August, in relation to the Association's approach to risk management. S Macintyre advised that a meeting of the Audit Sub Committee would be arranged to consider the outcome of the audit.

4(ii) Risk Management Report

S Macintyre presented the above report and referred Committee to the risks. It was noted that currently the main risks to the Association were in relation to sale of the

shared equity properties at Braes O'Yetts, as well as issues regarding welfare reform. S Macintyre highlighted that rent arrears had risen as a result of welfare reform, due to difficulties experienced by tenants operating the Universal Credit journals. It was noted that staff were continuing to assist tenants with this as much as possible.

Committee noted the contents of the Risk Management report and the changes to the risk scoring matrix and risk register.

4(iii) Compliance Checklist Report

S Macintyre referred to the Annual compliance checklist report for the year 19/20 and confirmed that all items on the checklist for the period to 30 June had been completed. Committee noted the contents of the Annual Compliance Checklist report and approved the report.

4iv Internal Management Plan - Business Objectives 2019-2020

S Macintyre presented Committee with the Internal Management plan quarterly review for the period 1 April to 30 June 2019. Committee noted that of the 16 Business objectives presented on the report 2 objectives were not on track to be achieved.

S Macintyre explained that item no.4 "To achieve a site start of the canal cycle path by September 2019" was delayed due to the Association being required to submit a new planning application. It was noted that revised drawings were currently with Sustrans for approval.

S Macintyre also highlighted item no.7 in the report "To maintain rent arrears below 4.0% by March 2020" He advised that as of 30 June 2019, rent arrears were sitting at 4.5%. However C McKiernan advised that the figure reduced to 4.2% at the end of July, and attempts would continue to further reduce the arrears.

In relation to the item no.16 "To complete the Organisational Review by September 2019", S Macintyre advised that the recruitment process would be commencing soon for the post of a Systems Support Officer on a 2 year fixed term contract. He also advised that C McKiernan was currently reviewing the structure of the Housing Management team.

4(v) Environmental Works – Tender Report

S Macintyre notified Committee that the Association had appointed a contractor for the planned environmental works that. Committee noted that P1 Solutions Ltd had been awarded the contract.

S Macintyre confirmed that these works were due to start on Monday 19 August. It was noted that Meiklehill Road, Cleddans Road, Shells Road and Hillhead road would be the first locations where work will take place with house numbers and work sequence confirmed in due course.

It was noted that P1 solutions have confirmed that they expect garden areas to be opened up for no more than 1 week, depending on weather conditions. It was further noted that fencing works would be undertaken first, followed by any necessary hard works such as slab works and clothes poles.

5. COMPLAINTS REPORT

Committee referred to the complaints report detailing complaints received within the period 01/04/2019 to 30/06/2019. Committee noted that all complaints had been resolved within the timescales. C Taylor highlighted one of the complaints regarding sealing of windows and asked if any other tenants had the same issue. S Macintyre agreed to check with Property Services staff.

6. FINANCE REPORT

P Long presented the Management Accounts for the period to 30 June 2019.

P Long referred to the statement of comprehensive income and highlighted an operating surplus of £338,523 which he advised was mainly due to the delay in environmental works programme and lack of activity with the proposed cycle path.

P Long referred to rent income and advised that this was lower than budgeted due to Braes O'Yetts income starting later than expected.

P Long referred to the statement of financial position which shows the majority of money that is currently owed to the Association relates to rent arrears currently showing a balance of £190,905 as of 30 June 2019. Committee noted that more detailed information relating to rent arrears figures would be shown in Housing Management reports at the September meeting.

Committee referred to the Management expenses and noted an under spend in staff costs due to all new staff starting later than when budgeted for. Committee also noted a favourable under spend in maintenance costs although it was noted this figure may rise.

Committee were advised of an increase in insurance premiums, and it was noted these would be shown in the management accounts for the end of Q2 as these were not paid until July.

P Long referred Committee to the covenant analysis details and confirmed that the Association was comfortably satisfying all covenants.

Committee subsequently approved the management accounts for the period to 30 June 2019.

7 ANNUAL GENERAL MEETING (AGM)

S Macintyre confirmed that this year's AGM would take place on Wednesday 11 September 2019 at Hillhead Community Centre. S Macintyre informed Committee that at least 1/3rd of the Management Committee must retire (excluding EDC appointed members) this means co-opted and casual members automatically stand down.

In compliance with the Rules, it was noted that the 3 longest serving members of the Management Committee required to stand down but could seek re-election without nomination. It was noted that these members were R Smith, M Docherty and S Niven.

It was noted that, as co-opted members, G Jackson and W Hassan were also required to stand down but again may seek re-election without nomination. It was agreed that they seek election as full members at the AGM.

S Macintyre confirmed that a Special Management Committee meeting will take place on Wednesday 28 August 2019 to approve the annual accounts before they are presented at the AGM. Stephen also confirmed that he & P Long would be meeting with the auditors Cheine and Tait to finalise the accounts.

8. ANY OTHER BUSINESS

S Macintyre confirmed that Olwyn Gaffney from Share would be conducting Committee Appraisal interviews week commencing Monday 12 August. S Macintyre advised that G Fitzpatrick would contact Members to arrange days and times for.

9. DATE OF NEXT MEETING

Wednesday 4 September 2019 (Housing Management)

Minutes prepared by: Kieran Tait, Corporate Services Assistant
9 August 2019

Chairpersons Signature:.....

Date: 