**HILLHEAD HOUSING ASSOCIATION 2000**

**Minutes of the Management Committee Meeting held on Wednesday 7 October 2026 at 5.30 p.m.**

Present: P O'Connell (Chair – Item 3.3 onwards)
J Jamieson (Chair – Items 1 – 3.2)
C Taylor
M Docherty
M McIntyre
R Smith
R Gray
J Dunsmore (From Item 4)
S Niven
Cllr P Marshall (remote)

In Attendance: C McKiernan, Director
S Tait, Depute Director/Head of Assets
M White, Head of Corporate Services
P McCann, Head of Housing Services
M Quinn, Finance & Corporate Services Assistant
CJ Scott, Wbg (Agenda Item 5)(remote)

## 1. APOLOGIES

Apologies were received from K McIntyre, Provost G Renwick and G Jackson.

## 2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

There were no Declarations of Interest or deferred items.

## 3. ELECTION OF OFFICE BEARERS & SUB COMMITTEE MEMBERSHIPS

3.1 For the position of Chair, K McIntyre was nominated by J Jamieson and seconded by C Taylor. J Jamieson noted that while K McIntyre had given apologies for tonight, he was aware that she was happy to be nominated and elected to serve as Chair. K McIntyre was elected as Chair.

3.2 For the position of Vice-Chair, P O'Connell was nominated by J Jamieson and seconded by S Niven. P O'Connell was elected as Vice Chair.

J Jamieson passed the chairing of the meeting to P O'Connell.

3.3 For the position of Secretary, M McIntyre was nominated by P O'Connell and seconded by M Docherty. M McIntyre was re-elected as Secretary.

3.4 For the position of Treasurer, S Niven was nominated by M Docherty and seconded by C Taylor. S Niven was re-elected as Treasurer.

The current Sub Committees composition was detailed in the papers and P O'Connell invited other members to join. There were no changes made. C McKiernan advised that members could be added to sub committees at any point throughout the year.

## 4.1 MINUTES AND MATTERS ARISING

**Management Committee Meeting 02/09/26**

The minutes were proposed by J Jamieson & seconded by M McIntyre.

Matters Arising

There were no matters arising.

## 4.2 Action List

Committee noted the contents of the Action List from 2 September 2026. C McKiernan provided an update on recruitment to the Management Committee. It was noted that the interested party hoped to attend a future meeting as an observer, subject to his work shift commitments.

## 5. COMMITTEE TRAINING – RISK MANAGEMENT – CJ SCOTT, WBG

CJ Scott, Internal Audit Manager, delivered a risk management training session for Committee members. The session provided an overview of risk management principles, including risk identification, assessment, mitigation, monitoring, risk appetite and governance responsibilities.

Members noted that a recent internal audit of risk management had resulted in a strong level of assurance, with only a small number of low-priority recommendations identified. Although this was still to be fully reported at the next Audit Sub Committee meeting on 21 October 2026.

Discussion took place on the use of strategic and operational risk registers, the recording of near misses and the importance of regularly reviewing risks and mitigating actions.

The Committee thanked CJ Scott for the presentation and noted that the training slides would be circulated to members.

## 6 DEVELOPMENT REPORT

## 6.1 Fauldhead Phase 2 Progress Update

S Tait provided an update on Phase 2 of the Fauldhead Road development. Members noted that the previously approved contract remains subject to completion of due diligence, contract documentation, a satisfactory employer's agent report and grant approval.

The Committee noted that Scottish Government Allia Funding is expected to be available and that a formal tender application will be submitted. Current indications remain that work could commence in mid-November.

An update was provided on the proposed rent levels for the new homes. Officers advised that rents would remain affordable and that discussions were ongoing with the Scottish Government and EDC regarding benchmark rent levels.

Members noted that the development will comprise 16 units, with electric vehicle (EV) charging provision and air source heat pumps included within the design.

Committee noted the update and agreed to progress the tender and grant application process.

## 7. DIRECTOR'S & NOTIFIABLE EVENTS REPORTS

### 7.1.1 SHR

The Committee noted an update on the ongoing notifiable event relating to properties at Banks Road and Hillhead Road. Monitoring remains in place and, to date, no significant issues have been identified.

C McKiernan drew members attention to the recent SHR thematic review of the ARC damp and mould indicators which was included with their papers.

### 7.1.2 Governance

The Committee noted arrangements for upcoming training based on individual learning plans.

Committee noted the update on the submission of annual accounts and other regulatory returns.

### 7.1.4 SHN Performance Analysis Visit

Members were invited to attend the SHN Performance Analysis Visit on Wednesday 21 October at 2.00 p.m. and noted the benchmarking benefits arising from the exercise.

### 7.1.5 Property Disposal

The Committee considered a proposal to market and sell a vacant property at 57 Friars Croft where the Association owns only one property within the block. Members discussed the management and financial implications and agreed that disposal should be progressed.

Committee approved the sale of the property and requested a further report on options for the use of any capital receipt.

### 7.1.6 Treasury Management

The Committee noted that the Insignis cash deposit platform is now operational and that £1.4 million has been deposited in line with the Treasury Management Policy, achieving improved interest rates.

### 7.1.7 Correspondence

The Committee considered the Glasgow and West of Scotland Forum's consultation on its strategic priorities and agreed they reflected the key issues facing the sector.

Committee approved submission of a response supporting the proposed strategic priorities.

The Committee also noted that the Director of EVH was moving on and that recruitment arrangements were underway.

### 7.2 Assurance Statement

The Committee considered the draft Annual Assurance Statement and supporting assurance framework and evidence bank. Members noted the ongoing work undertaken by the Audit Sub-Committee to monitor compliance with regulatory standards, legislative requirements and charter outcomes.

Members noted that an electrical safety inspection at one property remained outstanding due to a complex access issue and agreed this should continue to be referenced within the Assurance Statement.

An update was provided on the stock condition survey programme, with a risk-based approach being used to select properties for inspection.

Committee approved the Annual Assurance Statement for submission to the SHR.

## 8. POLICIES

### 8.1 Gas Servicing Policy

S Tait presented the revised Gas Servicing Policy. Members noted that the updates provided greater detail on the policy scope, asset register arrangements, compliance targets, tenant access requirements, roles and responsibilities, and the reporting of notifiable events.

Operational procedures would be updated to reflect the revised policy.

Committee approved the revised Gas Servicing Policy.

## 9. HOUSING MANAGEMENT REPORT

### 9.1 Write Off Report

P McCann presented the mid year write-off report. The Committee considered proposed write-offs totalling just over £5,000 in former tenant arrears and rechargeable repairs, together with a small credit balance write-off.

An update was provided on ongoing efforts to recover a number of higher-value former tenant debts through tracing and legal recovery processes via TC Young before any future write-off is considered.

Committee approved the proposed arrears, rechargeable repair and credit balance write-offs.

## 10. ANY OTHER BUSINESS

Committee approved the membership application from tenant [redacted].

Members were advised that annual declarations of interest and contact information forms would be circulated for completion.

[redacted]

## 11. DATE OF NEXT MEETING

Wednesday 4 November 2026 at 5.30 p.m.

Minutes prepared by M Quinn, Finance & Corporate Services Assistant
Date: 12 October 2026

Chairperson's Signature:
Date:

Copies of the above reports are available on request.