

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 1 June at 5pm via Zoom

**Present:** J Jamieson (Chair)  
L Scott  
C Taylor  
Cllr S Murray  
W Hassan  
M Docherty  
S Niven  
D Wilson  
G Jackson  
R Smith  
A McPhee

**In Attendance:** S Macintyre, Director  
M White, Head of Finance and Corporate Services  
S Tait, Head of Development & Property Services  
M Stirling, Property Services Assistant  
Julie-Ann Cloherty - SHARE

Before the meeting began S Macintyre introduced Michelle Stirling to the Management Committee. Michelle is the Associations new Property Services Assistant.

Julie-Ann Cloherty from SHARE was in attendance for the purpose of presenting the Committee with the details as to how the Association's annual committee appraisal programme would work this year.

Following on from her presentation Julie-Ann remained in the meeting to observe Committee for the duration of the meeting. It was agreed that S Macintyre would distribute the link to the committee member survey along with details on when it was to be returned.

#### 1. APOLOGIES

Apologies were received from K Macintyre and P O'Connell.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

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

##### Management Committee Meeting 4 May 2022

C Taylor and J Jamieson asked for an update on the CALA Homes project however S Macintyre advised that he has an update for this later on in the meeting.

These minutes were proposed by J Jamieson and seconded by M Docherty.

**(3ii) Action List**

Committee noted the contents of the Action List.

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

Covid Returns

S Macintyre advised that the final quarterly return to the regulator had been submitted with a report now available for viewing on the regulator's website.

Returns

S Macintyre advised that the five-year financial projections and the ARC return have now been submitted. Committee also noted that the loan portfolio return is due to be submitted by 30 June and that a special management committee meeting has been arranged on Wednesday 22 June to approve this.

Health & Safety

The 3 yearly Health and Safety audit has been deferred until June this has resulted in the scheduled Health and Safety Subcommittee meeting to be rearranged.

Strategic planning/Away Day

S Macintyre advised Committee that most evaluation forms have been received with the results of the away day being positive. S Macintyre advised that it may be useful for the Committee to meet again to review the strategic plan.

Cyber Security/IT

S Macintyre advised that there is updated business continuity plan and an ICT Security policy to be approved in item 6. S Macintyre added that the Association is running into some problems with regards to getting the Committee portal up and running. It was noted that the Association's IT provider LUGO is currently working on this and once this issue is fixed Committee can be issued with their laptops.

EDC – Appointees to HHA Committee

S Macintyre advised that EDC have appointed their representatives to the Association's Management Committee. EDC have re-appointed Cllr Susan Murray with Cllr Pamela Marshall joining her. This means that Stewart MacDonald will no longer be on the Management Committee. S Macintyre has made contact with Stewart to thank him for his service on the Committee and asked Committee for approval to thank Stewart for his service with an appropriate gesture. This was agreed by the Committee who wished to record their appreciation for his service.

New Build – CALA Homes/McTaggart Construction

S Tait provided an update on this project. McTaggart have been in contact with the Association to inform that they have yet to hear from CALA homes to with regards to the costs of the project. McTaggart have advised that they will stay in contact with CALA and once they have a sense of timescales and costs the Association will be informed and Committee can be provided with a more detailed development report.

### Equalities

S Macintyre advised that the Association is currently in the process of completing an equalities gap analysis which will be assessed by the Network for Equality and Inclusion. We will then receive a report with recommendations to follow up on.

An equalities training session has been arranged for staff that is taking place on Wednesday 29 June. Any Committee who would like to attend were asked to inform the Association.

## **4.2 Strategic Plan - Progress Report to 31 March 2022**

S Macintyre presented the Committee with the strategic plan delivery plan progress report up until 31 March 2022. J Jamieson asked how the Association has performed compared to other Associations. S Macintyre advised that we will find this out through the release of the ARC performance reports from the Regulator and Scotland's Housing Network later in the summer.

Committee noted the contents of this report.

## **5. Annual Return of the Charter (ARC)**

S Macintyre provided Committee with a summary of the ARC return and asked Committee to note its contents. S Macintyre advised that as the due date for the ARC return was the 31<sup>st</sup> of May the office bearers had met for a special meeting to approve the Return before it was submitted to the regulator.

S Macintyre explained that the return for the year previous was severely impacted by Covid and he added that this spilled over into this latest return. D Wilson asked about compliance with the electrical testing requirements which requires that all properties must be tested every 5 years. He asked what approach we are taking with regard to properties where access has not been possible resulting in the 5 year period being breached. S Tait advised that at present we were not "forcing access" and outlined the reasons why.

Cllr S Murray asked if the Association has seen any sign of rent arrears starting to creep back up as the cost-of-living crisis continues to get worse. S Macintyre advised that there has been no indication of rising arrears but performance is always closely monitored. He added that the Committee is informed on performance through the quarterly reports.

## **6. Policy Reviews**

Committee were presented with 7 policies for review and approval.

### ICT Security Policy

After reading over and noting the contents of this Policy Committee subsequently approved the ICT Security Policy.

### Business Continuity & Disaster Recovery Plan

S Macintyre presented this Policy to Committee which details what action should be taken in the event that a disaster strikes the Association. This plan covers events such as a fire at the office or being subject to a ransomware attack by hackers. Following some discussion and after noting the contents of the policy Committee subsequently approved the Business Continuity & Disaster Recovery Plan.

### Committee Training Policy

After reading over and noting the contents of this policy Committee subsequently approved the Committee Training Policy

### Committee Expenses Policy

After reading over this policy and noting the contents of the Committee Expenses Policy Committee subsequently approved this subject to some small amendments.

### Freedom of Information Policy

After reading over and noting the contents of this policy Committee subsequently approved the Freedom of Information Policy.

### Environmental Information Regulations Policy

After noting the contents of this policy Committee subsequently approved the Environmental Information Regulations Policy.

### Welfare Rights Case Recording Policy

Committee were presented with the Welfare Rights Case Recordings Policy. Following some discussion and noting the contents of this Policy Committee subsequently approved the Welfare Rights Case Recording Policy.

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

D Wilson asked if the Association would be applying for the Investing in Communities Fund? The committee noted that this fund grants Associations up to £350k over 3 years however the closing date for this is soon. S Macintyre advised that the welfare rights officer is considering submitting an application as well as a Lottery Fund application.

## **8. DATE OF NEXT MEETING**

**Special Management Committee Meeting  
Wednesday 22 June 2022**

Minutes prepared by K. Tait, Finance & Corporate Services Assistant

Chairperson's Signature:

Date:

Copies of the above reports are available on request.