

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 2 October 2024 at 5.30 p.m.

Present: J Jamieson (Chair)
G Jackson
S Niven
K McIntyre
R Smith
M McIntyre
M Docherty (Item 1-7)

In Attendance: C McKiernan, Director
S Tait, Depute Director/Head of Assets
P McCann, Head of Housing Services
K Tait, Finance and Corporate Services Assistant
P Long, FMD (Item 7)
O Gaffney, SHARE (Item 6)

1. APOLOGIES

Apologies were received from P O'Connell and C Taylor.

2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

There were no Declarations of Interest or deferred items.

3. Election of Office Bearers and Sub-Committees

C McKiernan took the Chair and invited nominations for Chairperson. J Jamieson was nominated by K McIntyre, this was seconded by R Smith. J Jamieson was re-elected as Chairperson, and resumed his role in chairing the meeting. For the position of Vice-Chair, K McIntyre was nominated by G Jackson and this was seconded by S Niven, K McIntyre was re-elected as Vice Chair. For the position of Treasurer, S Niven was nominated by M Docherty and seconded by G Jackson, S Niven was re-elected as Treasurer. For the position of Secretary, M McIntyre was nominated by M Docherty and seconded by J Jamieson, M McIntyre was elected as Secretary.

The current Sub Committee composition was detailed in the papers, C McKiernan asked if there were any changes. G Jackson was added to the HR Sub Committee.

4. MINUTES AND MATTERS ARISING

Management Committee Meeting 04/09/24

Matters Arising

There were no matters arising.

The minutes were proposed by J Jamieson and seconded by G Jackson.

Action List

Committee noted the contents of the Action List.

5. Committee Training – SHARE E-learning Portal

This item has been deferred to a later date, due to the external trainer being off sick.

6. Committee appraisal feedback report

O Gaffney of SHARE was present at tonight's meeting to present Committee with feedback on their recent Committee appraisals. The report was extremely positive with only one standard recommendation. Committee were reminded of the importance of succession planning, identifying and addressing skills gaps, and ongoing training and development. Committee noted the contents of the report.

7. Finance Report

30 Year Forecasts

P Long of FMD presented the 30-year projections to Committee, along with adverse and positive sensitivity analyses.

P Long began by describing the current operating environment and context, while highlighting uncertainty around future costs and funding, much of which is outwith the Association's control. He noted where there had been changes made to previous forecast versions presented to Committee.

P Long advised that continued high interest rates affect the Association's projections. The projections assume that the Association will continue to use CPI +1% as the rent review figure up until year 6. The new development at Fauldhead Road, revised loan structure and revised loan covenants have been included within the projections.

P Long highlighted Facility A would be fully repaid by year 8 31/32, Facility B would be reset to £0 with a cap of £4m and be extended for 10 years, this will be fully repaid by year 11 34/35. The new Facility C of £5.4m and the remaining balance of Facility B would be repayable over 15 years and paid in full by year 17, 40/41.

P Long advised that the projected outcome based on all the standard assumptions would see the Association's cash balance at year 30 be £18.8m. There would be a surplus each year with a positive cash balance. The Association would be covenant compliant with all loans being fully repaid by year 17, 2040/41.

However, P Long ran through some potential negative sensitivities, for example, CPI only rent increases from now, an increase in voids and bad debts, higher than expected increases in staff costs and maintenance costs. If all of these negative scenarios were combined the Association would be in deficit of around £2.9m at year 30.

P Long highlighted that the projections require regular updates of major repairs costs and plans. It is vital that all costs are kept within budget every year. It was noted that the projections take no account of any new potential developments.

P Long informed Committee members that a full breakdown of figures is available to them in the Committee portal.

It was agreed that this report would be brought to Committee around this time every year to assist with decision making for the rent review exercise. Committee recognised that, while the preparation of this information was a significant undertaking, it was vital to their planning and decision making.

J Jamieson asked if the Association would be charging higher rents for the new build development. C McKiernan advised that the rents have been set in accordance with the Scottish Government's guidelines, and grant funding was dependent on their approval of our proposed rent levels.

8. Directors Report & Notifiable Events Report

Notifiable Events

C McKiernan advised that there were no notifiable events.

ARC consultation

C McKiernan advised that the Scottish Housing Regulator has commenced a consultation on the ARC indicators it uses to assess and compare RSL

performance. The consultation will run until 8 November 2024. The Regulator will confirm the revised ARC indicators by January 2025 with the new ARC being in place for the year 2025/26.

Committee were informed that the most significant changes to the ARC will be in relation to tenant health and safety with new indicators on electrical safety and fire safety, there will also be 3 new indicators on damp and mould. Committee were advised that the Management Team have begun reviewing proposals for their area of responsibility. Committee were asked to give approval for the Association to respond to the Consultation which was granted.

Governance

Accounts

The accounts, as approved by Management Committee on 7 August 2024, have been signed by Office Bearers and by Chiene + Tait. These were submitted to SHR, along with the required Audited Financial Accounts (AFS) return, on 9 September 2024.

A copy of the annual accounts was sent to RBS on 13 September 2024, along with our annual Covenant Compliance Certificate.

The Association's annual SHAPS Risk Assessment Return to The Pensions Trust was submitted on 2 September 2024.

Committee Training

Committee were advised that training has been arranged for the start of the next meeting on Wednesday 6 November 2024. This will cover Committee awareness of the Cyber Security landscape affecting Housing Associations and was a recommendation following the Association's recent Cyber Security internal audit.

Committee membership

C McKiernan reminded Committee that following some retirements from the Management Committee the Association is now down to 11 members out of a maximum of 15 (the minimum is 7). It was agreed at a previous meeting that the Association look to attract new members through a range of methods. In the recent tenant participation survey 20 people expressed an interest in finding out more about the Management Committee.

Those individuals were invited to an informal presentation and event on 20 September 2024. 4 tenants attended on the day along with some Committee members and staff. There was also an interested party who had attended the AGM but was unable to attend the 20 September event. Those 5 tenants now have the brief application form should they wish to progress their interest, and one completed form has been received so far. A further update will be provided at the next meeting, and it is hoped that we will have some new faces along as observers / potential co-optees.

G Jackson noted that he knows somebody who may be interested in joining. K McIntyre asked about measures to enhance ethnic diversity on the Committee, and a discussion around underrepresented groups followed. C McKiernan advised that she would look into ways of potentially reaching such groups / communities.

Authorised Signatories

An annual check of the Association's authorised signatories in October was noted in the Annual Compliance Checklist. C McKiernan advised that it would make more sense to push this review back to each November following the election of Office bearers in October. Committee approved this minor change to the Annual Compliance Checklist.

Health and Safety

The next meeting of the Health & Safety Sub Committee will take place on 6 November 2024.

Cyber Security & IT

No new update.

Internal Audit

The Internal Audit report on Cyber Security will be presented to Audit Committee at its meeting on 23 October 2024.

The Association also has Internal Audits on Arrears Management & Allocations timetabled to take place during October 2024. Further meetings of the Audit Sub-Committee have been scheduled to fit with Wylie & Bisset's planned reporting dates.

SHN Performance

C McKiernan advised that the SHN Performance analysis presentation will take place on Wednesday 23 October 2024 at 3pm in the Association's office. Committee members are welcome to attend.

Tenant Satisfaction Survey

Fieldwork for the Tenant Satisfaction Survey is currently being carried out by Knowledge Partnership. The results from this survey will be available in November and will be presented to Committee at December's Management Committee meeting.

Wider Role

Members of the Management Team met recently with Community Links Scotland to better understand what funding opportunities might be available to us to deliver projects which fall under the umbrella term of wider role activities.

A number of different funding streams and potential projects were discussed. At this time the Association will progress with funding bids to upgrade the playparks at Ivanhoe Drive and Highfield Road which are in the Association's ownership.

Other funding opportunities that may be considered in the future include, funding for upgrades to the Community Garden, energy advice/utilities in void properties and support to fund the 21st birthday Gala Day.

Loan Restructuring

C McKiernan advised that following on from Committee's approval of the proposed loan restructuring at the previous meeting the formal acceptance letter of the RBS terms and conditions has been submitted. RBS will now move forward with the formal credit approval process, at the same time JLL will carry out valuations that satisfy the requirements of the bank, and thereafter there will be legal work to review the terms of the new Facility Agreement. It is anticipated that this will be brought to Committee at the December meeting for approval.

8ii. Assurance Statement

C McKiernan presented Committee with a draft Annual Assurance Statement. Committee were advised that the statement is due to be submitted to the SHR by 31 October 2024. S Tait presented enhanced information around tenant health and safety, Committee noted that the information was very clear and provided transparent exception reporting. Committee were made aware that they will now receive this quarterly alongside the other performance reports.

The supporting evidence matrix was also included with Committee papers, Committee particularly noted the items supporting compliance with the new standard 4.2 around easy and effective ways for customers to provide feedback to the Association.

C McKiernan advised that ways to make all of this information more accessible to Committee were being explored.

Committee approved the Assurance Statement as presented for submission to the SHR.

9. Development Report

S Tait presented Committee with an update on the progress of the new development at Fauldhead Road. S Tait advised that there are no changes to costs since the last report. Steady progress is being made, with foundations and piling works being completed for all blocks. S Tait advised that timber kit fitting for block 5 is due to start mid-October. All parking bays have been formed and tarred. S Tait reminded Committee that the suds pond that is visible in the provided report is not within the Association's red line boundary. The Association will continue to work to ensure this is /blocked off from access before the properties become tenanted.

10i. Housing Management Report – Write Offs

P McCann presented Committee with a write off report for approval. The total amount proposed to be written off is £8738.51, this is made up of £3779.14 in former tenant arrears and £4959.37 in former tenant sundry debts. There is also £379.03 in former tenant credits proposed for write off. Committee noted that these debts are considered unrecoverable, however, should a former tenant reapply for housing with the Association they would be expected to have a repayment arrangement in place before being considered for an offer of housing. Committee approved the write offs as presented.

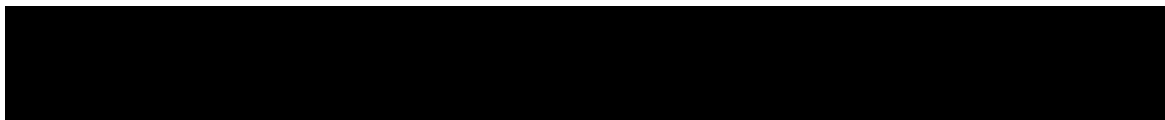
10ii. Tenant Participation Survey

P McCann presented Committee with a report summarising the results of the recent tenant participation survey that took place. The survey was sent to all tenants. The purpose was to establish tenants' views and existing knowledge of participation opportunities as well as their priorities for future activities. Committee were asked to note the contents of the survey's results and that this will be used along with the Tenant Satisfaction Survey to help formulate the Tenant Participation Strategy which is currently being reviewed by P McCann.

11. Membership Report

C McKiernan presented Committee with 2 new member applications for approval. It was noted that the new applicants are tenants. Committee approved both new members.

12. A.O.C.B



13. DATE OF NEXT MEETING

Wednesday 6 November 2024 at 5.30 p.m.

Minutes prepared by K Tait, Finance & Corporate Services Assistant
03/10/24

Chairperson's Signature:

Date:

Copies of the above reports are available on request.