

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 4 December 2024 at 5.30 p.m.

Present: J Jamieson (Chair)
S Niven
K McIntyre
R Smith
C Taylor
A Coll
P O'Connell
H Bremner

In Attendance: C McKiernan, Director
S Tait, Depute Director/Head of Assets
P McCann, Head of Housing Services
Mandy White, Head of Corporate Services
A Kennedy, Knowledge Partnership

1. APOLOGIES

Apologies were received from M McIntyre, M Docherty and G Jackson.

2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

There were no Declarations of Interest or deferred items.

3. MINUTES AND MATTERS ARISING

Management Committee Meeting 06/11/24

Matters Arising

There were no matters arising.

The minutes were proposed by K McIntyre and seconded by C Taylor.

Health and Safety sub-committee 06/11/2024

Matters arising

There were no matters arising

The minutes were proposed by J Jamieson and seconded by C Taylor.

Audit sub-committee 20/11/2024

Matters arising

There were no matters arising

The minutes were proposed by S Niven and seconded by J Jamieson.

Action List

Committee noted the contents of the Action List.

4. Tenant satisfaction survey results

As noted at previous meetings the Association conducts a 3 yearly tenant satisfaction survey. The survey gathers views across a range of areas, including the prescribed questions required by the Scottish Housing Regulator (SHR). This year the Association commissioned Knowledge Partnership to conduct the survey on our behalf. Alan Kennedy of Knowledge Partnership was in attendance at the Management Committee meeting to present the results of the survey. Committee members noted the results of the tenant satisfaction survey and discussed its findings following the survey presentation.

5. Directors Report

Notifiable Events

C McKiernan advised that there were no current outstanding notifiable events.

Assurance Statement

C McKiernan advised that all Assurance statements from RSLs have now been posted on the SHR website along with all the final accounts.

Governance

C McKiernan informed Committee that the Association has been in discussion with SHARE with regard to conducting the Association's Committee appraisal

process for the next 3 years. SHARE's proposal document and costs were included with the Committee papers, and the prices have been held at the same rate as the previous 3 years. Committee approved the appointment of SHARE to conduct the Committee appraisal process for 2025 to 2027 inclusive.

Committee Training

C McKiernan reminded Committee that the SHARE E-learning portal is now active and Committee members should have received their log in details for the portal.

Cyber Security and I.T

C McKiernan advised that the Association is continuing to stay vigilant in relation to cyber security, The Association is currently reviewing cyber security measures within our supply chain. The Association is also working towards a finalised cyber incident response plan (CIRP).

Internal Audit

Committee were reminded that internal audits on Arrears Management and Allocations took place in October 2024. The results of these audits were discussed in full at the audit sub-committee meeting held on 20 November 2024.

Correspondence and events

C McKiernan advised that herself and S Tait recently attended the SFHA Finance conference which turned out to be very beneficial for both. S Tait also attended the GWSF annual conference along with P McCann, C Taylor and J Jamieson.

Kitchen Replacement Programme

C McKiernan advised that the Kitchen Replacement Programme continues to run smoothly with no issues being reported. Following the departure of Charleene Dupree from the Association cover has been provided by Ross Quality Control with Alan Hogg, Clerk of Works, covering 10 hours per week.

Loan Restructuring

C McKiernan informed Committee that work on the proposed loan restructuring is progressing. The Association has received drafts of the Amendment and Restatement Agreement and the Facilities Agreement from RBS's legal representatives. Having reviewed the documents with FMD, C McKiernan advised that she is satisfied that they meet our needs and expectations as agreed at previous meetings, barring some minor amendments. These documents are now with the Association's solicitors, BTO, for review. C McKiernan advised that a report will be presented to Committee at the February 2025 meeting for final approval with the aim that the Association can draw down funds in April 2025.

Strategic Planning

C McKiernan reminded Committee that it was previously agreed that the Association would use an external consultant to support and facilitate a new strategic plan. A proposal document including costs is awaited from Alison Smith at Allanpark Consultants. As part of this project, Committee agreed that joint staff and Committee Strategy Days would take place on Friday 14 March and Friday 29 August 2025.

2025 Calendar

C McKiernan presented Committee with a draft 2025 calendar which plans out all meeting dates and strategy days. Committee approved the 2025 draft calendar.

6. Development Report

S Tait presented Committee with an update on the new development at Fauldhead Road. S Tait advised that there have been no changes on the financial side of things. S Tait was pleased to inform Committee that the site work is progressing well with the kits of blocks 1, 2, 3 & 5 now being erected and the floor slab pours at block 4 complete. S Tait added that he will keep monitoring the ongoing situation with the boundaries and the suds pond and will continue to update the Management Committee at future meetings. S Tait advised that the Association continues to support community benefits with the development allowing young people from local schools to carry out work experience placements. It was also agreed at this month's progress meeting that any information relating to future job opportunities would be sent directly to HHA to advertise within the local community.

P O'Connell noted that it would be helpful to see information on valuations and actual spend in future reports, and it was agreed that this will be included for all future meetings.

7. Housing Management Reports

Rent Review 2025/26

P McCann presented Committee with the rent review report for the year 2025/26. Committee were asked to note the contents of the report before discussing and coming to an agreement on a percentage increase to consult tenants with for the year 2025/26.

P McCann reminded Committee that the business plan is based on an increase of CPI plus 1%. Committee were reminded of the negative impacts inflation only rent increases would have on the Association's 30 year financial projections as presented at the October Management Committee meeting.

P McCann highlighted the affordability factors for tenants that has been drawn up within the reports and advised that the Association would look to consult on an increase of 3.3%. This rate of increase will allow the Association to continue to service its loans, cover maintenance and management costs and to continue with a significant programme of planned works. This figure is

