

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 1 April 2026 at 5.30 p.m.

Present: J Jamieson (Chairperson)
K McIntyre
S Niven
R Smith
C Taylor
Provost G Renwick (remote) until end of Item 4
P O'Connell
J Dunsmore (remote)

In Attendance: C McKiernan, Director
S Tait, Depute Director/Head of Assets
P McCann, Head of Housing Services
M Wong, Finance & Corporate Services Assistant
B Pettigrew, Cardo (Item 4)
S Beattie, CT (remote) (Item 5)

1. APOLOGIES

Apologies were received from M McIntyre, R Gray, G Jackson and Cllr P Marshall. M Docherty is on leave of absence.

2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

There were no declarations of interest or deferred items.

3.1 MINUTES AND MATTERS ARISING

Management Committee Meeting 04/03/26

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

Matters Arising

There were no matters arising.

3.2 Action List

Committee noted the contents of the Action List from 4 March 2026.

Members agreed that a savings platform provider should be invited to attend the May meeting to present their offering, enabling the Committee to consider this in advance of the planned review of the Treasury Management Policy.

4. Rodgers & Johnston / Cardo – Brian Pettigrew, Managing Director, Cardo

Introductions & Organisational Plans

B Pettigrew, Director for Scotland, Cardo Group, attended the meeting and delivered a short presentation following Cardo Group's acquisition of Rodgers & Johnston.

Members sought reassurance that service quality would be maintained as Cardo Group evolves. B Pettigrew confirmed that the acquisition model focuses on retaining existing staff, maintaining service continuity and enhancing efficiency through shared support services and increased self-delivery. Clarification was sought on contractual implications arising from the change of ownership. Officers noted the need to ensure that any contractual change-of-control requirements had been addressed.

Assurance was provided that health and safety for operatives, including mental health and wellbeing, remained a priority. He confirmed that Cardo Group operates with established equality, diversity and wellbeing policies and promotes social value through apprenticeships, employability initiatives and local supply chains. Brian will provide copies of their equality, diversity and wellbeing policies to the Association.

Members expressed interest in apprenticeship and employment opportunities for local young people and requested further engagement on this. Cardo Group and Association staff to explore local apprenticeship and employability opportunities linked to future works.

B Pettigrew and G Renwick left the meeting.

5. External Audit – Stuart Beattie, CT

Arrangements for 2026/27

S Beattie, Audit Director of CT, joined the meeting and outlined the proposed audit timetable, scope and key audit risks. He advised that audit work would focus on financial viability, governance and regulatory compliance, valuation of housing stock, loan balances and covenant compliance, completeness of income, and controls over expenditure, including fraud and management override.

It was noted that the Association is required to submit both thirty-year and five-year financial forecasts, with audit focus primarily on the five-year forecast. The external auditors will review the assumptions underpinning the forecasts, including projected income, expenditure and cashflow usage, and will benchmark these against sector peers. This work will inform the auditors' assessment of going concern.

Members were advised that governance assurance work would include review of committee minutes, internal audit reports, risk and fraud registers. The auditor confirmed that data analytics would be used alongside sample testing to strengthen assurance.

S Beattie provided an update on forthcoming changes to Financial Reporting Standard 102, noting that these would not impact the March 2026 accounts but would apply from March 2027. He confirmed that the auditor would provide advance guidance to support future compliance.

It was confirmed that CT's role remained independent and limited to audit services.

S Beattie left the meeting.

6. DIRECTOR'S & NOTIFIABLE EVENTS REPORT

6.1 Director's Report

Notifiable Events

C McKiernan advised that there are no ongoing notifiable events within the Association.

Engagement Plan

Members were advised that the Scottish Housing Regulator had confirmed that the Association will again have a standard engagement plan from April 2026. This was welcomed. It was noted that this requires completion of routine regulatory returns only.

Members noted that our Regulation Manager is now Laura Gillespie.

Annual Assurance Statement

Members considered the requirements for the Annual Assurance Statement following recent correspondence from the SHR. It was noted that the Regulator may specify areas of focus each year and that, for 2026, emphasis has shifted to the integrity and quality of stock data. It was confirmed that references to Gypsy/Traveller sites do not apply to the Association.

Members were advised that the Audit Sub-Committee will review the remaining regulatory standards and consider how these should be reflected in the Annual Assurance Statement. Any actions required to provide assurance on stock data quality will be identified.

Committee Training

Members noted confirmation of a committee training session scheduled for 28 August 2026.

Electrical Safety Testing (EICRs)

S Tait updated Members on the electrical safety testing programme. It was noted that the previous five-year contract with AC Gold had ended. S Tait confirmed that all required electrical safety testing for the year had now been completed.

Subject to final verification of costs, members approved the appointment of BRB Ltd initially for one year, with rates fixed for two years. The contract may be extended following satisfactory annual review of performance for an additional four years.

Kitchen Replacement Programme

S Tait noted that 13 properties would be carried over into the new financial year. Assurance was provided that contractor performance remained strong and that tenant feedback continued to be largely positive.

Members were advised that alternative kitchen suppliers had been reviewed to assess value for money; however, given the limited market options and satisfactory performance of the current supplier, no change was recommended.

Staff Survey

C McKiernan advised that the staff survey for 2026 is currently ongoing and is due to close this week. It was noted that feedback received to date has been positive and informative. A full report on survey responses will be presented to the Committee in due course.

Fauldhead Phase 2

S Tait gave a brief update on Fauldhead Phase 2. It was noted that there were no significant developments to report at this stage. Officers have reviewed layout proposals and it was confirmed that Stephen will attend a meeting with the Scottish Government and EDC in the coming weeks.

It was noted that cost information is awaited from the developer.

Pulse Pharmacy

S Tait gave a verbal update on the pharmacy premises following new contact from the owner after the report was written, specifically that he was looking for change of use approval from EDC prior to any purchase.

It was noted that the pharmacy owner had indicated a willingness to meet associated costs, including loss of rental income.

Members agreed that officers should continue to progress matters in the best interests of the Association.

Play Park – Highfield Road

S Tait advised that the upgrade project is now on site and that we are in week 3 of an anticipated six to eight week programme. It was reported that the first £25,000 funding contribution has been received. Members noted that the design had been informed by consultation with local school children.

Welfare Rights Service

Members noted that the Association will continue to deliver this service to Caledonia Housing Association and the local Food Bank on the current basis for 2026.

6.2 Annual Notifiable Events Report

The Committee noted the contents of the annual summary of Notifiable Events reported to the Scottish Housing Regulator during the year to 31 March 2026. It was noted that two notifiable events were reported in the year, both relating to gas safety servicing timescales, and that these had been reported to the Committee at the time.

6.3 Annual Fraud Report

C McKiernan confirmed that there were no instances of fraud or attempted fraud during the year.

6.4 Health & Safety Report

C McKiernan noted that the Health and Safety Sub-Committee currently comprises C Taylor, M Docherty, J Jamieson, M McIntyre and G Jackson. Members were invited to express interest should they wish to join the Sub-Committee.

It was noted that the next meeting of the Health and Safety Sub-Committee is scheduled for 6 May, prior to the next Management Committee meeting.

Members approved the Health and Safety Policy Statement and agreed to sign the Responsibilities section for Committee members

7. HOUSING MANAGEMENT REPORTS

Lettings Plan 2026/27

P McCann summarised the Annual Lettings Plan, which sets out proposed allocations percentages for the year ahead. It was noted that the Association has a longstanding agreement with East Dunbartonshire Council (EDC) that 45% of lets are made available for Council nominations and Section 5 referrals.

Members were advised that the Council has indicated it is reviewing nomination agreements, although no further information has been received to date. P McCann confirmed that Members would be fully informed of any future discussions.

It was noted that the Association fell slightly below the 45% target in 25/26, largely due to timing, property suitability and internal transfer requirements. Members were assured that allocations are monitored monthly and that decisions can be robustly justified where properties are not suitable for nomination, in order to support sustainable tenancies.

Members were reminded of their previous decision which allows for up to 20 leased properties to EDC for use as temporary homeless accommodation, EDC currently have 17 leases for this purpose.

Members also considered a request for a special let to support the National House Project, which provides housing and wrap-around support for care-experienced young people. P McCann outlined the project model, the level of support provided, and how risks would be managed through close partnership working. Members discussed potential risks and benefits and noted that similar support-based arrangements already operate successfully within the Association.

Members agreed to approve the 26/27 Lettings Plan, including provision for up to two special lets to accommodate either additional EDC leases or approval of special lets to the National House Project.

P McCann left the meeting.

8. POLICIES

Entitlements, Payments & Benefits Policy

C McKiernan presented this policy for consideration and approval, noting that it was based on the updated SFHA model policy. Members approved the Entitlements, Payments and Benefits Policy.

Out of Hours Emergency Call Out Policy

Members also considered a refreshed Out-of-Hours Emergency Policy. It was noted that updates were largely factual, reflecting current job titles and operational arrangements. Members discussed the proposal to introduce a minimum call-out period, with agreement that where staff are contacted out of hours, a minimum payment of 30 minutes should apply. Members approved the Policy, including the proposed minimum call-out provision.

9. AOCB

S Tait advised of an emerging possible structural issue affecting a block of terraced properties on Banks Road, identified during recent works. Officers outlined that signs of movement and cracking had been observed, including within internal finishes, and investigations are ongoing.

It was reported that initial structural engineers' advice confirmed the properties remain safe and habitable. Further inspections and monitoring are being progressed, including consideration of historical works carried out prior to stock transfer. S Tait confirmed that the Association's insurers have been notified and are aware of the situation.

Members noted that additional investigative works are planned, subject to relevant consents, to establish the underlying cause and determine appropriate remedial action. Officers advised that engagement with structural engineers, insurers and relevant external bodies will continue.

Members discussed the importance of ensuring appropriate procedures are followed, including consideration of whether the matter may require notification to the Scottish Housing Regulator once further information is available. It was agreed that Officers should continue to progress investigations and keep the Committee updated.

Members enquired after M Docherty, who is currently on approved leave of absence.

10. DATE OF NEXT MEETING

Wednesday 6 May 2026 at 5.30 p.m.

Minutes prepared by M Wong, Finance & Corporate Services Assistant
Date: 09/04/2026

Chairperson's Signature:
Date:

Copies of the above reports are available on request.