

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 1 August 2018 at 6.30 pm in the Association's offices at 2 Meiklehill Road

Present: C Taylor (Chairperson) L Scott
S Niven Cllr S MacDonald
Cllr S Murray C McKay-McCann
D Wilson

In Attendance: S Macintyre, Director
M White, Corporate Services Manager
E Sharkey, Housing Manager

1. APOLOGIES

Apologies were received from R Smith, M Docherty and Cllr Jamieson.

2. DECLARATIONS OF INTEREST AND DEFERRED ITEMS

There were no declarations of interest and no deferred items.

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Management Committee Meeting held on 6 June 2018

Page 1: Item 3 – Landscape Maintenance Contract

S Macintyre advised that the work to the area at Waverley Crescent had been delayed due to the recent dry weather, but would now be progressing.

Page 1: Item 3 – Estate Based Regeneration Strategy

S Niven enquired as to progress with this and S Macintyre advised that S Tait would now be taking this forward as he was now back from leave. Committee noted the likelihood that cost savings would be required and it was agreed the main priority was fencing.

Page 2: Item 3 – Cycle Project

S Macintyre advised Committee of the ongoing funding difficulties with this project. It was noted that discussions were taking place with Sustrans and the Council, and that Sustrans were currently looking at match funding against the Council investment. S Macintyre advised that the earliest procurement would be reached was probably towards the end of the year.

Page 2: Item 3 – Canal Swing Bridge

C Taylor enquired as to progress with this, and S Macintyre advised he was waiting to hear from Scottish Canals regarding the sign design.

Cllr Murray joined the meeting at this point.

The minutes were approved by L Scott and seconded by S Niven.

Special Management Committee Meeting held on 27 June 2018

Page 2: Item 3 – Committee Appraisal Effectiveness Review

S Macintyre advised that he was waiting to hear back from the Solicitors in relation to the position with elected members exceeding 9 years service on the Committee.

Page 3: Item 4(iv) - 30 Year Projections Return

S Macintyre advised that he and F McDonald had met with the Royal Bank of Scotland yesterday and that they were satisfied with the 30 year plan. He further advised that the current development plans had been discussed and the Bank were keen to continue supporting the Association.

There followed some discussion on the Regulator's plans to review their risk assessment process from high, medium and low engagement levels to possibly linking it more to the level of compliance being achieved.

The minutes were approved by L Scott and seconded by D Wilson.

Human Resources Sub Committee Meeting held on 30 May 2018

Page 2: Item 4.3 – Temporary Receptionist

M White confirmed that the above position had been advertised through EVH, S1 jobs and via the Association's website and facebook page, and that a good response had already been received.

Page 2: Item 4.4 – Development Services

Committee noted that John Mulholland would be providing development services initially until the end of March 2019. S Macintyre agreed to invite him to the next meeting to which a development report was being presented.

The minutes were approved by C Taylor and seconded by L Scott.

Community Garden Sub Committee Meeting held on 1 June 2018

Page 2: Item 10 – Community Litter Pick

S Macintyre advised that the next canal based litter pick would take place on 15 August.

C McKay-McCann offered to make contact with Merkland School in relation to arranging a litter pick.

There followed some discussion over the difficulty in achieving a quorum at these sub committee meetings, and S Macintyre suggested that Committee may wish to consider formation of a Wider Role Sub Committee where all wider role activities could be discussed. S Macintyre agreed to prepare a report on this for the next Committee Meeting. It was also agreed that this could be discussed at the Committee Away Day.

The minutes were approved by L Scott and seconded by C Taylor.

4. DIRECTOR'S REPORT

1. Organisational Review

S Macintyre advised that 2 firms of consultants had agreed to submit proposals for the review, and that these proposals were to be submitted by 17 August 2018. Committee noted that it was hoped the review would be completed mid October, and S Macintyre agreed to present a report to Committee on outcomes and recommendations.

Committee noted the areas where proposals were required.

2. Business Planning Away Day

Some discussion took place on dates for the above day. C McKay-McCann advised she was unable to attend between 18 September and 4 October, and S Niven advised he was unable to attend between 11 and 23 September.

Committee agreed a weekday was preferable and S Macintyre agreed to look at suitable dates.

3. Staff Leaving Presentation – Friday 10 August 2018

Committee noted a presentation would be taking place in the office on Friday 10 August to mark G Watson and G Sherriff leaving the Association, and that Committee Members were invited to attend.

4. Service Improvement Panel

Committee noted that the panel's draft report had been received and reviewed by staff in advance of the meeting on 15 August, facilitated by Tony Kelly from TPAS.

S Macintyre highlighted that following this meeting, a final report would be prepared for presentation to Committee.

4i) **Internal Management Plan: Business Objectives 2018/2019**

S Macintyre referred Committee to the 16 key business objectives for the year and the progress made against each objective. Committee noted the impact on progress against objectives 2, 6, 7 and 9 caused by the timing of Braes o'Yetts, the funding issue with the Canal Path, the delay of National Standards accreditation and lengthy void works affecting relet times.

5. **MANAGEMENT ACCOUNTS TO 30 JUNE 2018**

P Long presented the quarterly Management Accounts for the period to 30 June 2018, and highlighted the introduction of a traffic light system against accounts information.

Statement of Comprehensive Income

P Long highlighted the actual turnover to date against the estimated turnover, as well as estimated and actual operating costs. He explained that the variance against the operating costs was due to works on the environmental project not commencing yet. He also highlighted that overall costs in this area may end up being higher than estimated.

Committee noted the variance in Right to Buy Sales and P Long advised the £65,000 in the budget related to a house sale which was in the pipeline, however this was now not taking place.

Income and Expenditure

P Long referred to income and expenditure against lettings and other activities. He highlighted the large underspend for major repairs and advised this was due to the delay in environmental project works.

Committee noted the positive variance relating to wider action grant income and P Long explained this related to grant income for the cycle project which had not been included in the budget. P Long also highlighted the negative variance relating to income from services to other RSL and advised less had been received from Linthouse Housing Association. S Macintyre explained the income was based on valuation of works, and advised that one of the projects had been delayed.

P Long highlighted the income and expenditure analysis to Committee, the details of which were duly noted.

Committee noted the right to buy analysis and the previously explained variance against the house still which did not go ahead. Committee also noted the information relating to interest payments, receipts and other charges.

Statement of Financial Position

Committee noted the figures relating to non current and current assets, and it was noted that the higher amount of money in the bank was again mainly due to no expenditure incurred yet on the environmental project.

Committee noted the details relating to pension deficits and there followed some discussion on this area. P Long advised that the Association would become aware of how much the pension liability is in time for the Annual Accounts, and as yet it was unclear how this would affect the accounts. He further advised that The Pensions Trust would be issuing relevant reports in this respect, which the auditors would be expecting the Association to have in their possession. It was however noted that these reports would cost between £1500 and £1900. P Long advised that the Bank was aware of this situation.

Comments (Balance Sheet Items)

Committee noted the information relating to Housing Capital Expenditure/Income as well as other fixed assets and bank account balances.

P Long highlighted the highest amount showing in the creditors analysis was against the Purchase Ledger which reflected payments made to suppliers.

Committee noted that more detailed information relating to rent arrears figures would be shown in housing management reports.

Cashflow Statement

P Long referred Committee to the cashflow statement for the period, the contents of which were duly noted.

Management Expenses

Committee referred to the management expenses and the variance analysis in this respect. P Long highlighted the amber signs against the staff costs and explained the various elements contributing to this, including the extension of the Estates Officer post, G Watson's recent resignation, the recruitment of a temporary receptionist and the upcoming organisational review. He also highlighted that finance services would continue to see an overspend for a period of time until the Finance Officer position is filled.

Committee noted the variance analysis in relation to cyclical maintenance and major repairs.

Ratio Analysis

Committee noted the details contained in the ratio analysis, and P Long highlighted the gross and net surplus variances being due to a knock on effect of the major repairs variance.

Covenant Analysis

P Long referred Committee to the covenant analysis details and confirmed that the Association was comfortably satisfying all covenants.

Committee subsequently approved the management accounts for the period to 30 June 2018.

P Long left the meeting at this point.

6. ANNUAL GENERAL MEETING 19 SEPTEMBER 2018

S Macintyre referred Committee to the previously distributed report containing details of this year's Annual General Meeting (AGM) within the Community Centre. It was noted that representatives from both The Simon Community and Our Power would be in attendance.

S Macintyre referred to the members requiring to retire and it was noted these were L Scott and D Wilson. He also highlighted that C McKay-McAnn and J Jamieson would require to stand down as co-opted members. He confirmed that all members were able to seek re-election without nomination.

Committee noted that the Annual Accounts would be presented for approval prior to seeking formal approval from Members at the AGM, and that Members would receive an extract of the Accounts within their papers for the AGM.

There followed some discussion on ideas for generating attendance at AGM, and S Macintyre and M White agreed to look into possibilities, including perhaps arranging a prize raffle for the event.

Committee subsequently approved the Agenda for the AGM.

7. DEVELOPMENT REPORT

S Macintyre referred Committee to the above report.

Grant Planning Target

Committee noted that the Association's Programme Agreement issued by Scottish Government had contained incorrect figures relating to the required allocation for Braes O'Yetts for this financial year. S Macintyre advised that the Programme Agreement was to be re-issued in this respect.

Braes O'Yetts

Committee noted that this development had been brought forward, with the Association's units progressing much sooner than is shown in the build programme. It was further noted that this resulted in spend implications, the knock-on effects of which were currently being determined. S Macintyre advised that Barratts were at the stage of laying foundations and once complete this would trigger the first payment.

Committee enquired as to whether the development being brought forward would cause any difficulty in the clerk of works duties, given that C Douglas was still providing services to Linthouse Housing Association 2 days a week. S Macintyre advised this did not currently appear to be an issue, however the situation would continue to be monitored.

Committee noted that the additional 2 units previously identified as a possibility for acquisition were being sold privately.

S Macintyre advised that the Association was currently awaiting a revised build programme to be issued.

Potential Joint Venture with Cala Developments

S Macintyre advised that, since the time of issuing the report, the number of units available had increased at both sites.

Committee noted the preferred housing mix issued to Cala from the Association, and Cala's response in this respect.

There followed some discussion on challenges faced in managing closes and communal areas. However Committee also agreed the Association should continue to strive to be a developing association.

Following some further discussion it was agreed that the Association continue to progress with Cala and if possible maximise houses and minimise closes.

S Macintyre highlighted that a further meeting with Cala would be taking place the following week.

S Macintyre also advised that the Association would be discussing the current nominations agreement with the Council, particularly in regard to new build properties.

Development of Affordable Housing in Scotland Thematic Inquiry

S Macintyre referred to the above document issued by the Scottish Housing Regulator in March 2017. He highlighted that the Association's letter of engagement had included the requirement for this to be undertaken for the development of new housing.

Committee referred to the report prepared by G Sherriff in this respect and in relation to the Braes O'Yetts development. It was agreed that this was a very thorough document and Committee asked that thanks be passed to G Sherriff for producing this.

8. ANY OTHER BUSINESS

There was no other business.

9. DATE OF NEXT MEETING

5 September 2018 (Property Services)

Minuted by: M White, Corporate Services Manager
7 August 2018

Chairperson's Signature:

Date: