

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 1 July 2020 at 5pm via Zoom

Present:

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| C Taylor | L Scott |
| Cllr S Murray | Cllr S McDonald |
| S Niven | W Hassan |
| G Jackson | |

In Attendance:

- S Macintyre, Director
- C McKiernan, Housing Manager / Depute Director
- S Tait, Head of Development & Property Services
- M White, Head of Corporate Services
- K Tait, Corporate Services Assistant
- Alex Cameron, Quinn Internal Auditors

1. APOLOGIES

Apologies were received from Cllr John Jamieson and David Wilson. M Docherty is on a continued leave of absence

2. DECLARATIONS OF INTEREST AND DEFERRED ITEMS AND ELECTION OF OFFICE BEARERS

Deferred Item – Whistleblowing Policy

Committee were asked to read over and approve the Whistleblowing Policy. S Macintyre advised that the only changes to the policy were the phone numbers and agencies on the back of the policy. S Niven referred to page 4 of the policy under outcome of the investigation where it states that the chair of the Audit Committee should not be an office bearer. It was noted that S Niven was the Chair of the Audit Committee and an office bearer and that this should then be amended, it was agreed that this be amended to show that the chair of the Audit Committee cannot be the chair of the Management Committee.

There were no declarations.

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Management Committee Meeting – 3 June 2020

These Minutes were approved by L Scott and seconded by Cllr S Murray.

4(i) DIRECTOR'S REPORT

1. Scottish Housing Regulator

S Macintyre informed Committee that the Association had submitted its monthly return to the Regulator for the month of May by the submission deadline date of the 7th of June. Committee noted that the Association's monthly return for June will be submitted by the submission deadline of 7 July 2020.

S Macintyre confirmed that the submission dates for the ARC and Loan Portfolio had been pushed back to 31 July 2020 and the 5 Year Financial Projections to 30 September 2020.

2. Recovery Planning – Post Lockdown

Committee noted that the return to work working group had held a meeting on Wednesday 1 July 2020. The group held discussions on how the Association can re-open the office on a partial service basis and have set a provisional date of either the end of July or start of August. The Association will have to look at how we will maintain social distancing in the office, how home visits would be managed and what would happen should someone working in the office come in contact with someone who has a confirmed case of Covid-19

3. Current Position

Committee noted that there are still 3 members of staff working in the office maintaining the phones so that tenants can keep in contact with the Association. It was also noted that M McDonald (Property Services Officer) has been present around the estate supervising the ongoing environmental improvement works

S Macintyre reminded the Committee that there are currently 3 members of staff who are furloughed.

3.1 Housing Management

Rent Arrears

C McKiernan advised Committee that due to it being the first day of the month the new rent charge has only just went on the Association's system and therefore she did not get an opportunity to have an in depth review of the arrears level for June. C McKiernan added however that on first look it appears that the arrears levels have stayed static.

Allocations & Voids

C McKiernan advised Committee that void works to properties for which tenants had previously been identified had resumed and that the Association will now look to progressing works in other void properties.

3.2 Property Services

Repairs Service

S Tait informed the Committee that Rodgers and Johnston had indicated to the Association that they are ready to take on urgent repairs along with emergency repairs as of Monday 6 July 2020.

Gas Servicing Works

S Tait confirmed that the Association has now reverted back to the standard letters to tenants regarding their gas service as means of obtaining more positive responses from tenants. S Tait added that there are still 12 properties with expired certificates; however those tenants have indicated that someone living in the household is shielding.

Fire Safety Regulations

S Tait explained to Committee that the Glasgow & West of Scotland Forum had informed the Association that the Scottish Government has confirmed that the February 2021 deadline will not be extended for these works to be completed. However if the Association is not able to achieve this the Association will have to provide an explanation as to how this is not achievable along with a plan to have the works completed for May 2021.

CALA Homes Development Site

S Tait informed Committee that he has not heard anything back from CALA homes. S Tait added that he had sent an email to Ian Conway at CALA Homes on 17 June and 30 June 2020 but has yet to hear back from Ian.

4. Finance & Corporate Services

S Macintyre informed Committee that the Association is now looking at moving the Association's Omniledger server to a "hosted server" which will save the capital cost of purchasing a new server as well as reducing our revenue costs for backups which are currently done remotely.

S Macintyre explained that during this quarter the Association's cash balances have remained strong and that planned repayments of capital and interest will be made in line with the Association's loan from RBS.

5. Strategic Planning

S Macintyre reported that there had been no change since this was last reported.

6. Internal Audit

Alex Cameron from Quinn Internal Auditors presented his ARC Verification for the Association to the Committee for approval. After the presentation Committee subsequently approved the ARC Verification Report subject to one minor change.

7. External Audit

S Macintyre informed Committee that work on the External Audit is progressing well and that he hopes to have a draft set of accounts made available shortly to be presented and approved at August's meeting.

4(ii) Loan Portfolio Return

S Macintyre presented the Loan Portfolio Return to Committee and asked them to take note of its contents. S Macintyre explained that the contents of the report was a summary of the Association's borrowings.

Committee noted that the Association currently has 2 loans that are split into facility A and facility B which total £17m; facility A is £9.5m of which £9.135m is still outstanding, and facility B is £7.48m which currently has £4.799m meaning the total amount still to be repaid is £13.934m.

Committee noted the contents of the Loan Portfolio Return and approved its submission to the Regulator.

4(iii) Rule Change Review

S Macintyre presented Committee with his report which had been prepared by the Association's solicitors and which recommended approval of a new set of Rules based on 2020 Model Rules with the existing Hillhead specific rules included. S Macintyre explained that the Regulator is expecting all RSL's to approve and adopt the new model rules in 2020. It was noted however that they are now willing to allow associations to defer adoption to 2021 if they are unable to hold an AGM this year due to COVID-19. S Macintyre however recommended to Committee that the Association adopt the new model rules this year and will see if it is possible to hold an AGM physically or remotely in the coming weeks.

S Macintyre also highlighted further changes to Rule 20 which the Regulator has just approved which would enable associations to host virtual AGM's in future years. S Macintyre added that there were a couple of minor rule changes to some Hillhead specific rules.

Cllr S McDonald highlighted point 12.5 on page 4 where it states that EDC is entitled to appoint one person to be its representative at any one time and asked if this was regarding the Management Committee. C McKiernan explained that this covered the AGM and not the Management Committee as the Management Committee requires two EDC representatives. Cllr S McDonald suggested that the rule be amended to show that one EDC member is required to be its representative at the AGM, Committee approved this.

Subject to the aforementioned amendments Committee subsequently approved the changes to the Association's Rules.

4(iv) Housing Management Staffing Report

C McKiernan asked Committee for approval to the Housing Management Staffing Report which was being presented. C McKiernan explained that K Wallace, Housing Assistant (4 days per week) is pregnant and due to start maternity leave on 14 September 2020 but because she has booked annual leave prior to this her last working day will be 27 August 2020. C McKiernan added that B Borland, Housing Officer (3 days per week) has informed the Association that she plans to retire in December 2020.

Committee noted that there is currently 7 days of Housing Assistant cover K Wallace working 4 days a week and H Robertson working 3 days a week. H Robertson is currently working full time 3 days as a Housing Assistant and 2 days as a Housing Officer, job sharing the role with B Borland.

C McKiernan looked for Committee approval to recruit a full time Housing Assistant to cover K Wallace's maternity leave, and when B Borland retires to appoint H Robertson to the post of full time Housing Officer. C McKiernan explained that this would mean for the first half of K Wallace's maternity leave the Association would have 8 days of Housing assistant cover (+1 day against budget) and for the second half 5 days cover (-2 days against budget) resulting in an overall saving for the Association.

S Niven asked if this would affect K Wallace's post at all due to K Wallace working 4 days per week and the post being advertised at 5 days per week. C McKiernan explained that the post is just temporary and will end when K Wallace indicates she is intending to return to work.

Committee subsequently approved the Housing Management Staffing Report.

5. Internal Audit Report – (ARC Validation Report is attached)

Committee approved the contents of this report as noted in Agenda item 4 Directors Report.

6. ARC 2019/20 Return (report attached)

S Macintyre Presented Committee with a summary report of the ARC return.

S Macintyre informed committee on the overall positive feedback on the ARC return Audit. Highlighting the Associations Repairs times and gas servicing along with the Association's low tenancy turnover, average time to re-let properties and a reduction in void loss for the year. S Macintyre did point out however that due to the COVID-19 pandemic there will be a big change in the Association's void loss and time taken to re-let properties.

Committee subsequent approved the ARC return to be submitted to the Regulator.

7. A.O.C.B

M White informed Committee that the furlough period for the 3 staff is due to end on 10 July. The Association's Management team will be having a meeting on what steps to take next regarding continuation of the furlough period for those staff affected.

8. DATE OF NEXT MEETING

Management Committee Meeting Wednesday 5 August 2020

Minutes prepared by; K. Tait, Corporate Services Assistant
3 July 2020

A handwritten signature in black ink, appearing to read 'Claire Taylor', written in a cursive style.

Chairperson's Signature:

Date:21/08/20

Copies of the above reports are available on request.