HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 1 October 2025 at 5.30 p.m.

Present:	J Jamieson (Chair) C Taylor G Jackson S Niven M McIntyre P O'Connell
In Attendance:	C McKiernan, Director S Tait, Depute Director/Head of Assets M White, Head of Corporate Services J Dunsmore D Campbell, SHARE (Items 1-6)

J Jamieson welcomed Jack Dunsmore to the meeting and advised he was here to observe, with a view to being co-opted onto the Management Committee. Introductions took place accordingly.

1. APOLOGIES

Apologies were received from K McIntyre, Provost G Renwick and Cllr P Marshall.

2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

There were no Declarations of Interest or deferred items.

3. ELECTION OF OFFICE BEARERS AND SUB-COMMITTEE MEMBERSHIPS

C McKiernan took the Chair and invited nominations for Chairperson.

J Jamieson was nominated by C Taylor and this was seconded by G Jackson. 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 P O'Connell and this was seconded by J Jamieson. C McKiernan advised that although K McIntyre was not present at tonight's meeting, she had confirmed that she was happy to resume this position. K McIntyre was subsequently re-elected as Vice Chair.

For the position of Secretary, M McIntyre was nominated by J Jamieson and seconded by C Taylor. M McIntyre was re-elected as Secretary.

For the position of Treasurer, S Niven was nominated by C Taylor and seconded by M McIntyre. S Niven was re-elected as Treasurer.

The current Sub Committee composition was detailed in the papers and C McKiernan asked if there were any changes. J Jamieson was added to the Health & Safety Sub Committee. C McKiernan advised that members could be added to sub committees at any point throughout the year.

4. MINUTES AND MATTERS ARISING

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The minutes were proposed by S Niven and seconded by G Jackson.

Matters Arising

C McKiernan advised Committee that in relation to one of the requests to enforce decrees for eviction, [redacted] and that the eviction would not be going ahead. C McKiernan advised Committee that staff would continue to work with the tenant in managing the rent account. It was noted that the other eviction, which was largely around anti-social behaviour, would be going ahead this week.

Action List

Committee noted the contents of the Action List.

5. COMMITTEE APPRAISALS

(i) Committee Appraisal Feedback Report

D Campbell from SHARE presented the feedback report on the recent appraisals carried out with Committee Members on behalf of Olwyn Gaffney.

The report was extremely positive and reflected a Management Committee that is committed to supporting the Association, its tenants and the local community. D Campbell also highlighted the motivation of different members for joining the Committee.

Committee noted the four recommendations from the appraisal process, which were clearly linked to the SHR Regulatory Framework:

1) Committee discuss and agree on what more it could do to stay up to date with the needs, priorities, views and aspirations of tenants and other stakeholders so that these can influence the plans, strategies and decisions of the Association.

2) Committee and senior officers discuss succession planning, including ways to address diversity (and how these will be actioned).

3) The Association ensures that all Committee members understand the Annual Assurance Statement and their role in the process.

4) Committee and senior officers agree on a learning and development plan based on discussions with members and taking into account the results of the appraisal process.

(ii) Committee Learning & Development Plan

C McKiernan referred Committee to the Learning and Development Plan produced by Share as part of the appraisal process, and confirmed that M White would send out the individual learning plans to members.

There followed some discussion on training needs identified, and how to meet these, given the potential time that could be taken up. C McKiernan suggested that short sessions on some topics could be delivered by members of the Management Team prior to Committee meetings, to supplement individual e-learning via the Share portal. This approach was agreed.

(iii) Committee Succession Planning & Recruitment

Committee noted the information in the report relating to the existing Committee make-up and their length of time on Committee. The extracts from the Rules relating to Committee and Office Bearers were also noted.

C McKiernan highlighted the current number of tenants on the Committee is 3, one of whom has advised they would be stepping down in the relatively near future. The importance of the tenants’ voice on the Committee was agreed, and the need to recruit additional tenant members.

It was noted that the 2 recent tenant members who had been co-opted during the year had chosen not to stand for election at the Annual General Meeting. C McKiernan advised one was due to work commitments, however, feedback from the other member had not been received.

Committee noted suggested actions aimed at recruiting new tenant members, including holding welcome events for new tenants and targeting under-represented groups such as younger tenants and tenants from an ethnic minority background. It was noted that an advert for Committee members had been placed with EDVA, and C McKiernan highlighted that she was meeting with the elected Councillors outwith the Committee and would also be contacting our MP and MSP. Committee agreed that adverts be placed with EVH and Scottish Housing News. D Campbell also advised that an advert could be placed with Share’s Young Housing Professional Network.

Discussion took place on attracting tenant members onto the Committee. G Jackson highlighted that being a Committee Member was extremely beneficial for young peoples’ personal development and this was agreed. M McIntyre shared her experience in joining the Committee and also highlighted the fact that young adults may be living in our stock but their parent or other family member may be the tenant. It was agreed that we should look to identify and contact such young people.

C McKiernan referred to the section on Succession Planning for Office Bearers and there followed some discussion on the position of Chair, as this would be J Jamieson’s final year in the role. C McKiernan advised that some discussion had taken place with K McIntyre, Vice Chair, and it was noted that while she was keen to take up the role of Chair, it would depend on her work circumstances. P O’Connell advised that he would be happy to provide support to K McIntyre.

D Campbell left the meeting at this point and Committee thanked her for attending.

6. DEVELOPMENT REPORT

S Tait presented the update on the new build development at Fauldhead and noted that the handover for the four cottage flats had now been confirmed as 8 October 2025.

S Tait noted that additional fencing at the terraced houses had been provided and not billed, and that McTaggart Construction had also agreed to install 900mm high fencing at the site boundary near the suds pond next to the future playpark and also further fencing to the area of the site nearest the compound, as shown in the drawing presented with the report. This will be at no cost to the Association.

Committee noted that 13 properties were occupied and rental income was onstream for these ahead of the scheduled contract completion date.

The Extension of Time request previously agreed by Committee has been confirmed by the employers agent and McTaggart Construction notified.

7. DIRECTOR'S & NOTIFIABLE EVENTS REPORTS

Director's Report

C McKiernan presented the Director's Report to Committee.

7.1.1 Scottish Housing Regulator (SHR)

Notifiable Events

Committee noted that there had been no new notifiable events.

7.1.2 Governance

Committee Appraisals

Committee noted that this had been reported at Agenda Item 5.

Committee Training

Committee were reminded to take the short course on Health & Safety via Share's e-learning portal if they had not already done so.

Annual Accounts and Other Returns

Committee noted the annual accounts and various returns had been submitted to the relevant bodies well within timescales.

Assurance

Committee noted that a draft Annual Assurance Statement was included at Agenda Item 7.2 along with supporting evidence and covering paper.

Annual Compliance Checklist

C McKiernan referred Committee to the Compliance Checklist which showed the year to date activities.

7.2 Health & Safety

C McKiernan provided an update on staff training in relation to Health and Safety.

7.3 Cyber Security

Committee noted that our contract with Lugo ends on 28 February 2026, and C McKiernan advised that M Cameron had started work on the tender documentation.

C McKiernan highlighted to Committee the increased discussions around artificial intelligence and the use of this in the workplace. It was noted that where this is used in the workplace it must be used appropriately and securely. C McKiernan advised that reference to this was included in this year's review of the IT Policy.

7.4 Strategic Planning

Committee noted that the report from the most recent strategy day had not yet been received.

7.5 SHN Performance Analysis Visit

Committee noted that this was taking place on Wednesday 22 October at 3.30 p.m. C McKiernan advised that C Taylor and K McIntyre had previously confirmed that they would wish to attend, but if anyone else was interested, to let her know.

7.6 HR Update

C McKiernan highlighted the arrangements in place for the vacancies within each of the Association's sections.

C Taylor enquired as to the situation regarding first aiders, as both K Tait and L McDonald had been certificated. S Tait agreed to review this.

8. Assurance Statement

Committee noted that this was due to be submitted by 31 October and noted the regulatory requirements in this regard. C McKiernan highlighted the work undertaken throughout the year by the Audit Sub Committee in relation to reviewing the regulatory standards. It was agreed that this was an extremely useful exercise and clearly demonstrated that we have strong and relevant evidence across all legal and regulatory requirements,

Committee noted the evidence matrix and C McKiernan advised that all relevant documents had been uploaded to the Committee Portal.

C McKiernan highlighted the requirement to confirm all duties have been met in relation to tenant and resident safety.

There was some discussion around EICRs and the challenges that could arise if tenants failed to provide access. M McIntyre suggested that we check with our insurer to clarify their approach should an EICR have lapsed

Committee approved the Annual Assurance Statement.

8. HR REPORT

8.1 Staff Annual Leave Purchase Scheme

M White referred Committee to the report which outlined the proposal of implementing a scheme whereby staff could purchase additional annual leave days up to a maximum of one working week. She highlighted certain conditions and restrictions to the scheme and the primacy of business need for sufficient staff cover.

It was noted that this scheme, if approved, would be implemented from the next leave year, 2026, with staff having to apply to purchase leave by 31 October 2025. M White advised that she would also develop a procedure for staff detailing how the scheme would work and how deductions would be made from their salary. Committee noted that purchases would be made via the salary sacrifice scheme and reductions in staff pay would be spread over a 12 month period.

There followed some discussion on operation of the scheme and the benefits it could offer to current and future employees

Committee approved the implementation of a Staff Annual Leave Purchase Scheme as detailed in the report.

9. HOUSING MANAGEMENT REPORT

9.1 Write Off Report

C McKiernan presented the Write Off Report prepared by P McCann.

Committee noted the proposed write offs relating to unrecoverable arrears and sundry debts. C McKiernan also highlighted the proposed credit write offs.

Committee approved the write off of £15,719.02 debt, and £1591.25 of credit.

10. A.O.C.B

10.1 Following invitation from J Jamieson, J Dunsmore told Committee about his background and career in the legal profession. He expressed his interest in joining the Committee and how he felt this would be a beneficial opportunity both in terms of personal development, and also bringing a different set of knowledge and skills to the Committee.

Committee approved the co-option of J Dunsmore.

10.2 M McIntyre referred to the first meeting of the Tenant Scrutiny Panel which had taken place recently. She advised that unfortunately it had not been well attended. She expressed some concern that her being a Committee Member would be a conflict of interest if she was to participate in the scrutiny panel. She advised that she had declared this at the meeting.

C McKiernan advised that P McCann was working with P Cameron of Tenants Information Service (TIS) to look at ways of encouraging participation and attendance in order that the project could progress without Committee Members. She advised that P McCann would provide an update at the November Management Committee meeting.

10.3 [redacted]

13. DATE OF NEXT MEETING

Wednesday 5 November 2025 at 5.30 p.m.

Minutes prepared by	M White, Head of Corporate Services
Date	13 October 2025

Chairperson's Signature:

Date:

Copies of the above reports are available on request.