

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 2 August 2017 at 6.30 pm in the Association's offices at 2 Meiklehill Road

Present: C Taylor L Scott
S Niven M Docherty
Cllr S MacDonald Cllr S Murray

In Attendance: S Macintyre, Director
S Tait, Property Services Co-ordinator

1. APOLOGIES

Received from J Shovlin, R Smith & D Wilson.

2. DECLARATIONS OF INTEREST AND DEFERRED ITEMS

Cllr S MacDonald declared an interest in matters relating to Antonine Housing Association.

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Management Committee Meeting 7 June 2017

Page 2, Item 3: Matters Arising – Joint Integration Health & Social Care Board

S Macintyre stated that the meeting with Susan Manion had not yet taken place. The next scheduled meeting of the group is due to take place on 15 August 2017. S Macintyre will try to catch up with S Manion on a one to one basis then.

Page 3/4, Item 4: Scottish Housing Regulator Returns – 5 Year Financial Projections to the Scottish Housing Regulator

Cllr McDonald enquired if there was an update as to why the pension liability was showing as a nil figure each year. S Macintyre agreed that he would request an update from G Watson, Finance Officer.

Page 5, Item 5: SHARE AGM

S Macintyre confirmed that L Scott nomination to join the board of SHARE had been accepted and L Scott was duly appointed to the board. Congratulations were offered to Lisa.

Page 6, Item 6(i): Property Services Report, Maintenance Report – Landscape Maintenance

C Taylor requested an update regarding the issue of Brown Tail Moths discovered on some fruit trees in the area. S Tait confirmed that an article had been issued in the most recent newsletter alerting tenants to this issue and asking them to be vigilant and contact the Association should they be aware of any other trees suffering from the infestation. To date we have not received any contact from tenants or residents regarding this issue and have not been made aware of any incidents where the infestation have caused any issues to health (skin irritation).

Page 7, Item 6(i): Property Services Report, Maintenance Report – Insurance Claims

S Tait confirmed that both claims relating to the fire houses had now been accepted by the insurers (39 Highfield Crescent & 83 Friars Croft). Tender prices are due back on 11 August 2017 and works are expected to commence soon after.

Page 8, Item 6(ii): Property Services Report, Development Report – Feasibility Study, Newdyke Road Parking

Cllr McDonald thanked HHA for passing the survey information to EDC. Iram Mohammed of EDC will now look to provide an alternative proposal, perhaps on a smaller scale if feasible. Cllr McDonald stressed that any proposal will be budget dependant and they may need to move swiftly to secure the necessary funds.

Page 8, Item 6(ii): Property Services Report, Development Report – Estate Based Regeneration Strategy

S Macintyre confirmed that the working party will be arranged by G Sherriff on her return from holiday.

The minutes of the meeting were approved by L Scott and seconded by M Docherty.

Special Management Committee Meeting 28 June 2017

Page 1, Item 3: Antonine Housing Association

It was agreed this would be discussed at item 5, Directors Report

Page 1, Item 4: Mortgage to Rent, 22 Doon Way, Harestanes

S Macintyre stated that no further progress had been made and we were awaiting an update from Scottish Government.

The minutes of the meeting were approved by L Scott and seconded by M Docherty.

Human Resources Sub Committee Meeting 20 June 2017

Page 1, Item 4(i): Property Services, Staffing and Resources –Resourcing and Structure within Property Services Team – Estate Officer

It was confirmed that 16 applications had been received for the post of Estates Officer. The closing date had now passed and short listing was due to be completed by 3 August 2017.

Page 3, Item 4(iii): Property Services, Staffing and Resources - Position of Community Growing Officer

S Macintyre confirmed that R Louth (Community Growing Officer), contract will terminate on 8 September 2017 and a termination notice has been issued.

- **Blank out name on public version please.**

Page 4, Item 6: Any Other Business – Phase 1 Playpark Vandalism

S Tait stated that the play park had been closed for Health and Safety reasons due to continued vandalism. Following advice from our insurance company condition photos were taken and signage erected. The gates were padlocked.

It is recognised that the fencing is only around 900mm high and children could still climb over and access the park, however to install temporary security fencing is unsightly and could cause more of a hazard.

S Macintyre confirmed that P.C. Tobin is arranging for the mobile CCTV to be mounted in this area.

Cllr McDonald suggested considering an educational programme in partnership with the local schools.

Some further discussion took place in relation to alternative ground surfaces. This will be discussed in greater detail with the Customer Care Working Group.

The Minutes of the meeting were approved by L Scott and seconded by M Docherty.

4. ANNUAL GENERAL MEETING 2017 REPORT

The committee noted the contents of the report and the requirement for a 1/3 of the committee to retire. C Taylor and M Docherty agreed to stand down and seek re-election. S Niven also agreed that he would be stand down and would seek re-election as a full member.

S Macintyre agreed to check rules in relation to the requirement for EDC appointed Members to be in attendance at the AGM but his recollection is that this is not now a requirement for the purposes of meeting a quorum.

It was noted that the Annual Performance Report to tenants is due to be issued September/October 2017.

S Macintyre also mentioned that a representative from the Waterways Trust has agreed to attend the next Customer Care Working Group meeting which will take place on 30 August 2017.

Committee duly approved the draft agenda, and noted that AGM papers will be issued 14 days prior to the AGM on 20 September 2017.

5. DIRECTOR'S REPORT

1) Antonine Housing Association

Cllr S MacDonald declared an interest in this item.

S Macintyre confirmed that the Association's proposal had now been submitted and Committee referred to the enclosed copy of the full submission.

S Macintyre stated, if HHA were to be appointed, the timescale to complete the full process would take around 1 year.

Some discussion took place regarding the committee set up if appointed and S Macintyre explained that there would be only one committee that would oversee the whole enlarged organisation with a Management Committee of 15 members.

2) Tenant Participation Annual Report

S Macintyre referred Committee to the report and the content was duly noted. Committee noted that the Association's expenditure in relation to the promotion and support of tenant involvement is quite substantial.

3) Business Plan Review 2017/18

Committee agreed this item be deferred to the Management Committee meeting scheduled for 30 August 2017.

4) Hillhead Place – Community Action Plan

S Macintyre summarised the content of the plan and stated that Hillhead Housing Association have been asked to provide input to the plan in relation to Housing issues. This was duly noted.

5) Aspiring Communities Fund – Post of Community Development Officer

It was noted that the funding application for this post was not successful.

6) Allocations Policy Review

It was agreed that C Taylor, L Scott & M Docherty would form a sub group to review the draft policy that has been prepared. Copies of the draft policy will also be issued to S Niven and Cllr Murray.

5 i) INTERNAL MANAGEMENT PLAN – Q1 BUSINESS OBJECTIVES

S Macintyre summarised the content of the report and progress made relating to the 17 key business objectives which are outlined in the table.

Discussion took place regarding the content of the report:-

- Repairs Performance timescales Achieved
- Canal Cycle Path Project – 50% Sustrans funding achieved, LEADER funding application progressing. No longer a requirement to commit HHA funds
- Re let void times – S Macintyre explained that timescales had increased due to changes by SHR in relation to exempt periods for example when removing

asbestos. This work is no longer exempted and must be included in the void period.

- Rent Arrears has increased, mainly due to Universal Credit payment delays. It was noted that Moira Escreet, Welfare Rights Officer is now a member of the DWP Landlords Working Group. It was noted that the Association is participating in a Universal Credit case study being carried out by Glasgow and West of Scotland Forum and that the results are due to be published soon.
- Universal Credit Monitoring Systems – Advice pro system has now been set up.
- Tenancy Support – S Macintyre explained the reasons behind the jump in the number of tenants who are receiving support through this service.
- Succession Planning Strategy – it was confirmed that this relates to Committee Member succession planning.

5 ii) COMMITTEE EFFECTIVENESS REVIEW and APPRAISAL REPORT

S Macintyre summarised the content of the report and discussion took place on the findings with the main focus being on training and how it might be best delivered. The Committee agreed that it is keen to take part in relevant training and indicated that where possible “in house” training would be particularly worthwhile.

It was agreed that S Macintyre would prepare Training Plans for each Member and that all Members would be provided with an overview of training opportunities, e.g. circulation of the on line SHARE training calendar. C Taylor advised that Committee members can also attend Glasgow & West of Scotland Forum monthly meetings.

The Committee noted the Committee Appraisal Report in relation to those Members with more than 9 years continuous service and noted the invaluable contribution and experience that the members bring to the Association.

S Macintyre advised that the Scottish Federation of Housing Associations has recently appointed a new Chief Executive and that the Committee may wish to reconsider affiliation to the SFHA in the future. This was noted.

5 iii) RISK MANAGEMENT REPORT

It was agreed to defer this item to 30 August 2017 meeting.

6. POLICY REVIEWS – DATA RETENTION

S Macintyre referred to previously circulated report. L Scott suggested that the glossary of terms be placed to the front of the policy rather than the back. This was agreed

It was noted that there would be changes in relation to Data Protection legislation which are due to be implemented in 2018 would likely result in a further review of this policy becoming necessary.

Committee duly approved the data retention policy.

7. MEMBERSHIP APPLICATIONS

The content of the report was considered and all new member applications were duly approved by the committee.

8. ANY OTHER BUSINESS

Cllr Murray asked for clarification of when Management Committee Meetings normally take place. It was confirmed they take place on the first Wednesday of the month except during January and July when committee is in recess. The September scheduled meeting has however been brought forward to 30 August 2017.

8. DATE OF NEXT MEETING

30 August 2017 at 6.30pm.

Minuted by: S Tait, Property Services Co-ordinator

7 August 2017

Chairperson's Signature:

Date: