

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 3 March 2021 at 5pm via Zoom

Present:

C Taylor	S Niven
L Scott	Cllr S MacDonald
Cllr S Murray	R Smith
Cllr J Jamieson	G Jackson
M Docherty	D Wilson
W Hassan	

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
- P Long, FMD Financial Services (Agenda Item 5)

1. APOLOGIES

There were no apologies received

2. DECLARATIONS OF INTEREST AND MEMBERSHIP OF SUB COMMITTEE

C Taylor declared an interest in Agenda Item 4.6 in relation to Glasgow and West of Scotland Forum, due to her position of Vice Chair.

3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS

Special Management Committee Meeting – 27 January 2021

S Macintyre asked Committee to allow the Association to defer the appraisal report to a later date. S Macintyre also asked Committee for permission to redact specific items of a confidential nature from the minutes of the meetings that are uploaded to the website. Committee approved this.

Committee were asked if they were comfortable with their names being attributed to specific points which are raised in the course of the discussions that are minuted in the published document onto the website. Committee agreed that they were happy for their names to be present on the minutes that are uploaded to the Association's website.

The minutes were approved by Stuart Niven and seconded by Susan Murray.

Management Committee Meeting – 3 February 2021

Cllr S MacDonald highlighted that he was unable to join this meeting until agenda item 5, and this was duly noted.

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S Macintyre advised that CALA Homes have been in contact with the Association to advise that they are moving forward with the planning application and that they plan to submit this within the month. It was noted that CALA are aiming to make a site start in March 2022. However S Macintyre added that the Association is to learn if it will be CALA who build the homes for the Association or if the construction work will be sub-contracted.

R Smith joined the meeting at this point.

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S Macintyre advised that the papers stated that this meeting was meant to include approval of the final budget. However as there were no amendments made to the draft budget which was approved at last month's meeting and it was agreed that the draft would be the final approved budget and consequently was no longer required to be approved again at this meeting.

The minutes were approved by L Scott and seconded by J Jamieson

Audit Committee – 10 February 2021

S Macintyre informed Committee that he is arranging a call with Alex Cameron on Tuesday 9 March at 4pm to review the Audit plan for the next year. C Taylor asked if the other members of the Management Committee who aren't part of the sub-committee could also be included. This was agreed.

S Macintyre reminded members they are welcome to join other sub-committees.

These Minutes were approved by J Jamieson and seconded by L Scott

4(i) DIRECTOR'S REPORT

Scottish Housing Regulator

The monthly return to the regulator for January was submitted by 8 February 2021 with the February return due to be submitted by March 8 2021.

Committee noted that in the month of February 2021 the Association submitted a notifiable event to the regulator updating the situation regarding the amount of gas servicing fails due to covid restrictions.

Corona Virus Report

S Macintyre advised that although the Scottish Government published its roadmap out of the current national restrictions there are no real immediate changes that will affect the Association.

Strategic Plan

Committee noted that work on a revised strategic plan is now progressing and a draft of the summary was included at agenda item 5 with a full draft version to be presented at April's meeting for Committee to consider.

Cyber Security/IT Support

S Macintyre advised that Lugo had commenced their contract with the Association on Monday 1 March 2021.

Glasgow and West of Scotland Forum (GWSF)

S Macintyre asked for Committee approval to renew the Associations membership with the Glasgow and West of Scotland Forum. It was noted that the annual price had gone up by £18 to £1,234 however this still represents good value for money. Committee subsequently approved for the Association to renew its membership with the GWSF.

Committee Biographies

S Macintyre advised Committee that their biographies have now been uploaded to the website and are ready to view.

Tenant Feedback – Two Stars and a Wish

S Macintyre informed Committee of a recent survey carried out by the Association and its findings. The survey which was circulated to tenants within the annual report asked them for two positive things they think the Association is doing and one thing they would like to see improved. It was noted that the feedback from tenants overall was very positive.

Tenant Feedback – Impact of Corona Virus

Committee noted that the Association carried out a telephone survey in November and December with the aim of recording surveys from 10% of tenants which the Association achieved by surveying 83 tenants. Tenants were asked questions regarding their satisfaction level with the Association's overall service with 81 of the 83 tenants surveyed indicating either very or fairly satisfied. Other questions the tenants are asked included satisfaction with the repairs service and the satisfaction with the Associations performance during the period of lockdown restrictions, all of which was reviewed positively by tenants.

Policy review meeting

S Macintyre advised that there will be a Policy Review Committee on Wednesday 24 March at 5PM.

5. Strategic Plan – Draft

S Macintyre presented Committee with the Summary of the Draft Strategic Plan. Committee noted that the plan is two parts which consists of a summary and a full plan. The Committee noted that the summary will be the part of the Plan that will be published for a wider audience to view. The detailed version of the Draft Strategic Plan will be presented at the April Management Committee meeting.

S Macintyre reminded Committee that the origins of the plan was the outcome of a Strategy Day which was took place late in 2019 and which was attended by members of the Management Committee and the Association's Management team. The plan lays out the Association's strategic objectives over the next 5 years. Some of the Association's objectives include, "to enhance our customer services." And to "To improve quality of life locally."

S Niven highlighted the reference to the word "ambitious" within the Association's vision statement and asked if there is anyway this could be changed as it did not seem to sit well with him. Committee agreed with this and C Taylor did point out that this was an issue that was also debated a lot at the strategy day. Following discussion Committee agreed to change the statement to read "A great community with a strong sense of belonging"

Following discussion Committee subsequently approved the draft strategic plan summary subject to the aforementioned amendment.

6. Write Offs

C McKiernan presented Committee with the write off report with the recommendation for the listed write offs to be approved.

Committee were asked to approve to write off former tenant arrears and sundry debts. It was noted that sundry debts are made up of rechargeable repairs and court costs awarded in legal action cases.

C McKiernan did advise that if former tenant arrears are written off and the former tenant re-appears then the Association will seek to arrange a repayment agreement so these costs are paid and will then be written back on.

The Committee noted that the total amount to be written off is £27,881.21. Of this £18,205.50 relates to former tenant arrears and £9,675.71 relates to former tenant sundry debts.

Committee subsequently approved these write offs.

7. A.O.C.B

S Tait updated the Committee on the procurement of the gas servicing contract. S Tait explained that from the 8 expressions of interest received with 6 companies were being invited to submit a tender. S Tait advised that due to the pandemic it would not be wise to invite a member of the Management Committee to view and score the tenders which would normally happen; instead he and another member of the property services team would carry out the scoring alongside the Association's procurement consultant. S Tait added that a Committee member would then be invited to sit in on the remote interviews that would take place if required.

G Jackson volunteered to sit in on the interviews for the contract subject to there not being any conflict of interest. S Tait did advise that the appointment of the contractor would have to be approved before the next Management Committee meeting due to take place on 7 April 2021. It was therefore agreed that a meeting of the office bearers would be given delegated authority to meet and confirm the appointment in the interim period.

S Murray asked if the Association is doing everything it can to advise staff on the importance of depositing money into the Association's pension scheme. S Macintyre advised that the staff who don't contribute to the scheme are added to the auto enrolment scheme. However he highlighted that staff can opt out of this scheme after a month although they would be automatically re-enrolled the following year. C McKiernan added that the Association has in the past run a pension seminar for staff which detailed the importance of it.

8. DATE OF NEXT MEETING

Wednesday 7 April 2021

Minutes prepared by; K. Tait, Corporate Services Assistant
04/03/21

Chairperson's Signature:

Date:

Copies of the above reports are available on request.