

HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 4 June 2025 at 5.30 p.m.

Present: J Jamieson (Chairperson)
K McIntyre
S Niven
C Taylor
M Docherty
H Bremner
Provost G Renwick (Items 1-7)
Cllr C Smith (remote)

In Attendance: C McKiernan, Director
S Tait, Depute Director/Head of Assets
P McCann, Head of Housing Services
M White, Head of Corporate Services
K Tait, Finance & Corporate Services Assistant
P Long, FMD
O Gaffney, SHARE

1. APOLOGIES

Apologies were received from A Coll, G Jackson, M McIntyre, P O'Connell & R Smith.

2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

There were no declarations of interest.

3. MINUTES AND MATTERS ARISING

Management Committee Meeting 07/05/25

The minutes were proposed by K McIntyre & seconded by S Niven.

Matters Arising

There were no matters arising.

Health & Safety Sub-Committee Meeting 07/05/2025

The minutes were proposed by J Jamieson & seconded by C Taylor.

Matters Arising

There were no matters arising.

Office Bearers Meeting 21/05/2025

The minutes were proposed by S Niven & seconded by J Jamieson.

Action List

Committee noted the contents of the Action List from 7 May 2025.

4. Committee Appraisals questionnaire and process – Olwyn Gaffney – SHARE

O Gaffney of SHARE attended the meeting to give a presentation on the process of the upcoming Committee Appraisals. O Gaffney advised that she would also remain throughout the meeting as part of the assessment of Committee functioning. Committee were presented with a draft of the appraisal survey. Committee noted the contents of the presentation and approved the draft survey. O Gaffney confirmed that the survey would be issued to all members on 6 June 2025 for return by 20 June 2025. She further advised that she will arrange individual meetings with members after receipt of the returned surveys. Finally, she advised that she will attend the Management Committee meeting at the start of September to present the results of the appraisal.

5. Finance Reports

(I) Loan Portfolio Return

P Long presented the Loan Portfolio Annual Return 2024-25 which must be approved and submitted to SHR by 30 June 2025. P Long explained that the document was in the format required by SHR and some sections are not applicable to Hillhead. Committee noted the contents of the return and approved its submission to SHR.

(II) Treasury Management Report

P Long also introduced the Treasury Management Report to Committee. He advised that this report is similar to the Annual Loan Return but is for internal use and is more in depth than the Annual Loan Return. Provost Renwick asked for clarification on the different types of valuations detailed within the report. Committee noted the contents of the Treasury Management Report.

6. Directors Report and Notifiable events

(i) Directors Report

Notifiable Events

C McKiernan advised that there have been no new notifiable events.

Committee Membership

C McKiernan advised that following last month's meeting she has formally advised EDC that the Committee's strong preference is to still have EDC appointees whether that be one or two. EDC have responded to advise that they will take the matter to the next Council meeting on 19 June 2025.

Committee Training

C McKiernan reminded committee members of the SHARE E-learning training portal which allows Committee members to take part in small training courses related to housing. C McKiernan advised Committee if they have any queries with regards to the portal to get in touch with staff at the Association.

Cyber Security & IT

C McKiernan informed Committee that following recent cyber security breaches within well known businesses around the UK, the Association has implemented some more security features for extra protection.

Strategic Planning

C McKiernan advised that work on the Association's strategic planning continues following the strategy day held in March. A further day with Committee members and senior staff has been organised for Friday 29 August 2025.

Budget Update

Committee were advised that the Association has purchased a replacement tipper van for a cost of £24,140 which is under the approved budget for a replacement van of £35,000.

Annual Accounts and Audits

C McKiernan confirmed that work has began to prepare for the Association's annual audit by Cheine & Tait. The audit fieldwork is scheduled to take place week commencing 16 June 2025.

7. PROPERTY SERVICES REPORTS

Fauldhead Road Development Update

S Tait presented Committee with an update on the development at Fauldhead Road. As reported in previous months no changes have been made to any of the builds or any financial amendments. Works are still progressing well with block 2 & 3 almost complete. Blocks 1,2 and 3 handovers have been provisionally scheduled for 21 July 2025. However, a slight delay may occur at block 5 meaning the scheduled handover of late August is likely to be delayed. Works to the landscaping around the suds pond had been scheduled for May 2025 however these works had been delayed and should be completed at some point in June 2025.

A summary of community benefit activity was also presented to Committee.

Provost Renwick left the meeting.

8. Performance Reports

(i) Annual Return on the Charter (ARC)

C McKiernan advised that the Association's Office Bearers met on 21 May to approve the ARC submission. C McKiernan also advised that Scotland's Housing Network (SHN) had conducted an evaluation of the ARC return prior to submission to provide assurance on data accuracy.

C McKiernan confirmed that the ARC was submitted to the Regulator on 21 May 2025. C McKiernan then presented the Committee with a summary of the ARC highlighting key elements and some trend analysis.

(ii) Target Setting 2025/26

Committee were presented with a report detailing performance targets for the year 2025/26, including some benchmarking information with other associations. It was noted at November 2024 Management Committee meeting that the targets for the previous year had been carried over without review. P McCann further advised that the recent internal audit on Arrears Management had recommended that a target be set for former tenant arrears. Committee were asked to review the suite of existing targets and consider any changes, additions or deletions.

The majority of targets were unchanged. Committee also agree the following;

- Add FTA Target of <1%
- Retain performance reporting on refusals despite removal from ARC
- Add adaptations information to Quarterly performance report

9. Policies

(i) Annual Policy Update

C McKiernan presented Committee with the Annual Policy Update report. The purpose of this report is to give an update to Committee members on the status of all Association policies

Committee approved the removal of the Sustainability Policy from the Association's suite of policies, with elements moving to the Asset Management Strategy, Procurement Policy, ICT Security Policy, and Clear Desk & Screen Policy.

(ii) Policy Reviews

Committee Member Expenses Policy

C McKiernan advised that some minor amendments have been made to this policy. Committee approved the Committee Member Expenses Policy.

Environmental Information Regulations Policy

M White presented Committee with the Environmental Information Regulations Policy advising that there had been some minor amendments to the wording. Committee approved the Environmental Information Regulations Policy.

Procurement Policy

S Tait presented Committee with the Procurement Policy. Committee approved the Procurement Policy and the amendment of its review cycle to 3 yearly.

Neonatal Care Leave and Pay Policy

M White presented Committee with the Neonatal Care Leave and Pay Policy. It was advised that this is a new policy as a result of recent legislation and follows EVH's policy template. Committee approved the Neonatal Care Leave and Pay Policy.

It was suggested by some Committee members that the Association consider the introduction of a Menopause Policy in the future. Some discussion followed on menopause awareness training, and staff wellbeing more generally. Officers will take this forward and report back to Committee in due course.

10. HR Reports

Staff Absence Report 01/01/2025 – 31/03/2025

M White presented the staff absence report from the period 1 January 2025 to 31 March 2025. Committee noted the contents of the report.

EVH Terms Of Service

M White presented recent changes to EVH terms and conditions. Committee approved all the changes therein.

11. Tenant Scrutiny Exercise Proposal

P McCann took members through a proposal from TIS (Tenant Information Service) to assist tenants to more meaningfully engage with the Association. Members were very positive about the proposal and noted the benefits that an independent advisor could bring. M Docherty asked about support for tenants with additional needs e.g. literacy issues. P McCann advised that supporting tenants to overcome any barriers to participation was a key part of the proposal and TIS had detailed their experience in relation to facilitating additional support needs.

Committee approved the proposal and requested that P Cameron from TIS be taken up on his offer to attend a future Management Committee meeting.

12. A.O.C.B.

In recognition of Volunteers Week Catherine thanked members of the Association's Committee for their continued service.

13. Date of next meeting

Wednesday 6 August 2025 at 5.30 p.m.

Minutes prepared by K Tait, Finance & Corporate Services Assistant
Chairperson's Signature:

Date: 13/06/2025

Copies of the above reports are available on request.