

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Management Committee Meeting held on Wednesday 4 March 2020 at 6.30 pm in the Association's offices at 2 Meiklehill Road

**Present:** C Taylor L Scott  
M Docherty Cllr J Jamieson  
Cllr S McDonald Cllr S Murray

**In Attendance:** S Macintyre, Director  
C McKiernan, Housing Manager / Depute Director  
K Tait, Corporate Services Assistant  
P Long, FMD

S Macintyre began the meeting by informing Committee of the passing of Committee member Catherine McKay-McCann. Committee agreed to donate some money to charity in her honour.

#### 1. APOLOGIES

Apologies were received from W Hassan, D Wilson, S Niven and W Hassan

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

C Taylor declared an interest in Agenda Item 4 Directors Report, 5.0 Glasgow & West of Scotland Forum.

##### Deferred Items

##### Rent and Service Charge Policy

C McKiernan informed Committee that the above policy is due for review and is presented largely unchanged. C McKiernan advised that Section 4 had been updated to reflect current best practice in measuring and assessing affordability. C McKiernan also informed Committee of an amendment to Section 8.4 to allow for consideration of various measures of inflation e.g. RPI and CPI.

Cllr S McDonald expressed concern in relation to the consideration of various means of inflation. There followed lengthy discussion on this, and it was noted that future consideration of measures of inflation had been discussed and agreed at the Special Management Committee Meeting on 29 January 2020.

Committee subsequently approved the Rent and Service Charge Policy.

##### Anti-Social Behaviour Policy

C McKiernan introduced this new policy to Committee for approval. C McKiernan explained that Anti-Social behaviour was previously contained within in the Estate

Management policy. She advised that she felt it more appropriate to have a separate policy for anti-social behaviour.

R Smith highlighted point 3 of page 3 in relation to drug related activity and suggested it may be amended and not include alcohol abuse alongside drug related activity. Following some discussion C McKiernan agreed to amend this point in the policy.

Committee subsequently approved the Anti-Social Behaviour Policy subject to the agreed amendments.

### Hillhead Equality Impact Assessment Record

C McKiernan presented the draft Equalities Impact Assessment along with the Anti-Social Behaviour Policy. This Assessment is a standard template which could be adopted across all key policies within the Association and will also tie in with the Association's assurance statement. Committee were asked to provide feedback on what they thought of the general template and the Anti-Social Behaviour Policy in general.

There then followed some discussion where it was agreed to use the Equality Impact Assessment Record's across the Associations key policies.

### Procurement Policy

Committee noted that the above policy is due for review. Some amendments had been made in order to reflect changes in OJEU thresholds. Committee also noted that Future amendments may be required when/if we leave the EU.

Committee subsequently approved the Procurement Policy.

### Committee Code of Conduct

C McKiernan advised Committee the above report was up for renewal. C McKiernan also advised Committee that this policy was based on SFHA's Model Code of Conduct for 2017. It was noted that the previous policy was based on the 2013 SFHA model and other than some formatting and one small amendment to page 12.

C Taylor asked if an amendment can be made to reword page 2 item 1.1, C McKiernan agreed to this amendment.

Committee subsequently approved the Committee Code of Conduct subject to agreed amendments.

### Succession Policy and Training Plan 2019/20

Committee noted that this is a new policy for approval. It was noted that this policy is a regulatory requirement to ensure that housing associations have a succession plan in place. It was also noted that the Association has worked with SHARE to develop a plan appropriate to the needs of Hillhead.

Committee highlighted pages 5 & 6 of this policy showing a profile of the Associations Committee members and provided updates on their profiles. S Macintyre noted these updates and informed Committee that he would amend the policy to show the updates provided in the Committee members profiles.

Committee subsequently approved the Succession Policy and Training Plan 2019/20 subject to agreed amendments.

### **3. MINUTES AND MATTERS ARISING FROM PREVIOUS MEETINGS**

#### **Special Management Committee Meeting – 29 January 2020**

After reading over these minutes they were approved by L Scott and seconded by M Docherty.

#### **Management Committee Meeting – 5 February 2020**

##### **Page 2 – Item 3 Minutes and Matters Arising from Previous Meetings**

C Taylor asked if there had been any word back from East Dunbartonshire Council in regards to the Association's nomination policy. C McKiernan advised that the Association had not yet heard back from East Dunbartonshire Council. The Association has heard back from other RSL's regarding this subject and a report will be presented at the April Management Committee Meeting.

##### **Page 3 – item 4.4 Cycle Path**

S Macintyre confirmed to Committee that a new planning application for the cycle path will be submitted at the end of next week.

##### **Page 3 – item 4.8 Scottish Social Security Benefits Take Up Fund**

S Macintyre also confirmed to Committee that the Association's application for the Scottish Social Security Benefits Take up Fund had been unsuccessful.

##### **Page 6 – item 6 Development Report – Cala Homes Fauldhead & Chryston Road**

S Macintyre advised Committee that Cala Homes had been in contact regarding the above development. S Macintyre confirmed that a meeting will take place between Cala Homes and the Association next week. Cala have advised that they hope to submit their plans for this development in either May or June with a start date on site after that.

##### **Page 9 – Item 6ii Maintenance report – Electrical Testing**

C Taylor asked if the Association offers owners in the community the chance to have an electrical test and a gas service. It was confirmed that the Association does not offer these services to owners. C Taylor was advised that if owners would like these services the Association's contractors do offer private contracts which cover breakdowns, servicing and testing.

## **4(i) DIRECTOR'S REPORT**

### **1. Scottish Housing Regulator**

S Macintyre advised Committee that the Regulator is currently reviewing the Association's Risk Assessment, he added that the Regulator has requested the Association to provide an update on its current and future development's. S Macintyre also advised that he expects all housing associations and council landlords to receive their Annual Engagement Plans by the end of March.

S Macintyre confirmed that the Regulator will be publishing a report on the first year of annual assurance statements. It is expected that there will be a number of events taking place around this. S Macintyre informed Committee that SHARE have a Bite Size Briefing Session planned for 2 April 2020 and advised Committee to inform the Association if they would be interested in attending.

### **2. Strategy Planning**

S Macintyre informed Committee that staff are now working on the draft for the Association's new strategic plan. Committee were provided with a template which the Association plans to follow and asked to note that the plan is split into 2 documents, one for external readers and the financial plan which is an internal document.

S Macintyre added that a report is currently being drafted, this report will be presented at the April meeting.

### **3. SFHA Membership**

Committee noted that a Lorna Wilson Head of Membership, Policy and Innovation at SFHA attended a meeting with Stephen, Catherine, Claire and Lisa on 14 February 2020. S Macintyre recommended to Committee that following the meeting and after considering the reduced affiliation fee, Committee agree to affiliate for one year until March 2021. This will allow Staff and Committee to experience the benefits of a membership before deciding on any long term commitment.

It was noted that the price of the membership for one year until March 2021 is £8,690, this figure has already been included in the revised budget for the year 2020/21.

There then followed some discussion amongst Committee where it was agreed to become a member of SFHA for one year until March 2021.

### **4. Scottish Social Security Benefit Take Up Fund**

As noted previously the Association was unsuccessful in its application for the Scottish Social Security Benefit Take up Fund.

### **5. Glasgow & West of Scotland Forum**

Committee were asked to approve the renewal of a year's membership with the forum. It was noted that the cost for one year would be £1,216 which had been included in the draft budget for 2020/21, Committee subsequently gave their approval to renew the Association's membership with Glasgow & West of Scotland Forum for the year 2020/21.

#### **4(ii) Benchmarking Report 1 September to 31 December 2019**

S Macintyre presented this report to Committee highlighting the performance of the Association compared to members of the Millennium Benchmarking Group up to the period for 31 December 2019. Some areas that were highlighted included:

##### Governing Body membership and attendance

The percentage for attendance dropped from %70 at end of September to %66 at end of December. The club average was 65.78%

##### Average Re-let Times

The Associations re-let time for the third quarter was 16 days compared to a club average of 16.33 days.

##### Staff Attendance

Staff absence at the end of December has risen from 2.6% to 4.7%. The club's average was 2.7%

##### Rent Arrears

The Association's rent arrears dropped from 4.93% at the end of September to 4.17% at the end of December. The Club's average for rent arrears was 3.52%

##### Voids

Rent loss due to voids stood at .79% at the end of December compared to a club average of 1%

##### Turnover

The Percentage of lettable houses that became available for let within the Association stood at 1.93% at the end of quarter 3. This compares to the benchmarking clubs figure of 2.35%.

##### Value for Money

S Macintyre informed Committee that the Associations Value for Money return had been submitted to the network in August 2019 with a follow up session taking place in December 2019. A final report has been received and will be discussed at a future meeting, it will then be discussed how the findings of the report can be included in consultations with tenants.

#### **4(iii) Committee Succession Policy**

This policy was covered in Item 2 Deferred items and was approved by Committee.

#### **4(iv) Reactive & Void Maintenance Contract**

Committee were presented with this report detailing the outcome of the procurement procedure for the Reactive and Void Maintenance Contract. Committee noted that the

contract had been advertised on Public Contracts Scotland. The contract was advertised for a period of 5 years, running for an initial 36 months with the option to extend the contract for two further 12 month periods. A total of 3 bidders made a submission to the Association for the contract. Committee noted that due to this procurement exercise being a joint exercise between Hillhead and Abronhill HA the procurement panel was made up of one Staff member and one Committee member from each Association. Douglas Gold of Gold Consultancy was also present on the panel to provide guidance on the procurement process.

Following the conclusion of the procurement process it was recognised that Rodgers and Johnston scored the highest overall score for quality and price. It was noted that as Rodgers and Johnston are the current contract holders for the Association an interview process was not necessary. It was also noted that the 2 unsuccessful bidders have been notified and now a mandatory standstill period has begun allowing the bidders to lodge appeals. Should no appeals be made the standstill period will end on March 9 with Rodgers and Johnston's new contract beginning on March 10.

Committee were asked to accept Rodgers and Johnston's tender in the national sum of £858,344.70 excluding VAT in the case of no objections being made in the Standstill period. There then followed some discussion where it was agreed to accept Rodgers and Johnson's tender for the Reactive and Void Maintenance contract.

## **5. FINANCE REPORTS**

### Revised Draft Budget 2020/21

P Long of FMD Financial Services was in attendance to present the revised draft budget for 2020/21.

P Long advised of changes to the budget which included changes in staff structure of £7,700, along with additional costs for major repairs totalling £52,000. It was also noted there would be additional overhead costs of £3000 and additional depreciation costs of £4000. Committee noted that there would be a cost of £12,000 to cover Additional Fixed Assets. P Long advised that there would be additional Grant Income received meaning a saving of £26,000, there will also be a saving of £69,600 due to the reduction in cost of heat detectors.

Committee noted the findings of the Statement of Comprehensive Income. It was noted that turnover will increase be £26,000 to £4,326,919. Operating costs will also increase by £66,700 to £3,254,600, with the net surplus decreasing by £40,700 to £352,219.

An update was also provided on the Association's Statement of Comprehensive Income. Committee noted the net value of other fixed assets will increase by £8,000 to £1,031,611. Cash balances will also increase by £20,900 to £1,574,197. However the reserves will decrease by £40,700 to £352,219.

P Long confirmed that the Association will still be able to comply with the Covenants in the loan agreement with the Royal Bank of Scotland.

Committee subsequently approved the Association's revised draft budget for 2020/21.

## 6. Write Offs

C McKiernan presented Committee with this report looking for approval for write offs on Rent arrears and sales ledger charges.

Committee noted that the figures that are to be written off consist of former tenant arrears and recharges where the tenants are either unable to trace or it is uneconomic to pursue. The write offs also consist of credits where there are small overpayments on recharges or small credits on the rent accounts, it was also requested to write off credits where those owed are untraceable. Committee were also asked to approve write offs to the rent accounts and recharges for current tenants who have been sequestered or entered into a trust deed.

After taking note of this report Committee subsequently agreed to write off the figures included.

## 7. A.O.C.B

There was no other business.

## 8. DATE OF NEXT MEETING

Management Committee Meeting Wednesday 6 April 2020

Minutes prepared by; K. Tait, Corporate Services Assistant  
6 March 2020



Chairperson's Signature

Date: 6 May 2020

Copies of the above reports are available on request.