HILLHEAD HOUSING ASSOCIATION 2000

Minutes of the Management Committee Meeting held on Wednesday 5 August 2026 at 5.30 p.m.

Present:	J Jamieson (Chairperson) C Taylor P O'Connell M Docherty M McIntyre R Smith Provost G Renwick (remote) from Item 4 Cllr P Marshall (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 M Quinn, Finance & Corporate Services Assistant J McCann, Finance Assistant B Truswell, CT P Long, FMD

1. APOLOGIES

Apologies were received from J Dunsmore, R Gray, G Jackson, K McIntyre & S Niven.

2. DECLARATIONS OF INTEREST / DEFFERED ITEMS

There were no deferred items.

3.1 MINUTES AND MATTERS ARISING

Management Committee Meeting 03/06/26

The minutes were proposed by J Jamieson & seconded by P O'Connell.

Matters Arising

There were no matters arising.

3.2 Action List

Committee noted the contents of the Action List from 3 June 2026.

4. FINANCE REPORTS

4.2 Audit Summary Report (Management Letter)

B Truswell from CT Accountants was in attendance to confirm the annual accounts to March 2026 and to present an Audit Summary Report for the Committee.

B Truswell stated that the audit had been completed in accordance with the agreed audit plan and no issues had been identified. Members noted that no audit adjustments were required other than minor presentational amendments and that no significant control weaknesses had arisen during the audit. He confirmed that CT proposed giving an unqualified opinion on the annual financial statements.

The Committee noted that there were no concerns regarding the Association's ongoing financial viability or governance arrangements.

Committee noted the contents of the Audit Summary Report and welcomed the fact that there were no follow up actions required.

4.1 Annual Accounts to 31 March 2026

B Truswell presented headline information from the annual accounts for the year to 31 March 2026, noting that rental income and operating costs were both up and that the Association had ended the year with a healthy surplus. P Long confirmed that the accounts were as expected.

Committee approved the annual accounts up to 31 March 2026.

4.3 Management Letter Response

C McKiernan referred Committee to the draft Management Letter Response, and this was approved by Committee.

4.4 Letter of Representation

C McKiernan advised that this letter is also required to be returned to the auditors on behalf of the Committee and this was approved.

4.5 RSL Technical Update Document June 2026

B Truswell confirmed that forthcoming changes to accounting standards were not expected to have a significant impact on the Association.

B Truswell left the meeting.

4.6 Surplus Reconciliation Report to 31 March 2026

P Long explained the movement from the surplus of £407k reported within the March 2026 management accounts to the final audited surplus of £547k.

Members noted that the variance reflected year-end accounting adjustments, including additional invoices identified following preparation of the management accounts, adjustments to depreciation and pension-related movements.

4.7 Management Accounts to 30 June 2026

Statement of Comprehensive Income for the period to 30 June 2026

P Long advised that operating surplus at the quarter end was ahead of budget, reflecting lower than anticipated expenditure. Interest received remained above budget due to higher cash balances, while pension deficit contributions had recommenced this year.

Various maintenance and planned expenditure budgets remained underspent at the quarter end, largely due to timing differences and outstanding invoices. It was anticipated that expenditure would increase during the remainder of the financial year.

Statement of Financial Position

P Long then talked Committee through the Statement of Financial Position and the detail behind the figures, as well as running through the Cashflow Statement and Management Expenses.

Loan balances continued to reduce through scheduled repayments and all banking covenants continued to be met with comfortable headroom.

Forecasts to March 2027 indicated that cash balances would remain higher than originally budgeted despite anticipated expenditure on planned maintenance and capital investment programmes.

Committee approved the Management Accounts to 30 June 2026.

5 DEVELOPMENT REPORT

5.1 Fauldhead Phase 2

C McKiernan presented a report providing an update on the proposed Fauldhead Road Phase 2 development.

Members noted that discussions had taken place with C~urb and the Scottish Government regarding grant funding. [redacted]

[redacted]

[redacted]

Committee discussed the wider benefits of the development, including the provision of additional affordable homes to meet local housing need. Members also noted that the development would incorporate zero-carbon heating technology in line with current building standards.

[redacted] Subject to approvals, the earliest anticipated site start date would be November 2026.

Members discussed the balance between continuing investment in existing housing stock and the opportunity to increase the supply of affordable housing. It was noted that progressing to the next stage would not commit the Association to the development but would allow further detailed information to be obtained to support future decision-making.

Committee agreed that officers should progress the proposal to the next stage and arrange for C~urb to attend a future meeting to provide further detail on the development and associated pre-contract process.

P Long & J McCann left the meeting.

6. DIRECTOR'S & NOTIFIABLE EVENTS REPORTS

6.1 Director's Report

6.1.1 Notifiable Events & ARC Submission

C McKiernan presented the Director's Report and members were informed of an update that had been provided to SHR regarding the ongoing notifiable event and that monitoring arrangements remained under review.

Committee acknowledged correspondence from SHR in relation to the Association's ARC submission, specifically the damp and mould indicators. A response had been submitted outlining the Association's proactive approach to identifying and managing cases and receipt had been acknowledged by the Regulator.

6.1.2 Governance

Members heard arrangements for the forthcoming Committee Training Day, progress on Committee Appraisals and ongoing assurance work undertaken by the Audit Sub-Committee.

6.1.3 Cyber Security

Committee noted that the Association had successfully renewed its Cyber Essentials accreditation and preparations were underway for the Cyber Essentials Plus assessment due on Friday 14 August. Members noted that the assessment process had become increasingly stringent, particularly in relation to software patching and multi-factor authentication, and that significant work by M Cameron had been undertaken to ensure compliance. Assurance was provided that the Association continued to perform strongly in independent cyber security reviews via Lugo.

6.1.4 Strategic Planning

The Committee also noted that the new Strategic Plan had been discussed in detail with staff and that implementation work was underway. Members agreed that annual reporting on progress would be sufficient and that no additional reporting was required at this stage.

6.1.5 [redacted]

[redacted]

6.1.6 Insurance

Members heard that significant savings had been achieved through the renewal of the Association's insurance arrangements, including a three-year agreement for our property insurance and a reduction in broker fees. Estate inspection training had also been secured as part of the arrangement.

6.1.7 Insignis Update

An update was provided on the Insignis application.

6.1.8 Internal Audit

Committee noted that Internal Audit fieldwork was underway this week for audits of Risk Management and Fire Safety.

6.1.9 Tenant Engagement

The Committee welcomed the success of the recent tenant engagement event and recorded its thanks to the staff involved and supporting partners and contractors for their contributions. Members noted that the event had been well attended and had provided valuable opportunities for informal engagement with tenants.

7. MEMBERSHIP REPORT

Committee approved the 3 shareholder applications from tenants.

8. AGM REPORT

M White presented a report on arrangements for the AGM scheduled for 16 September 2026. Members noted the AGM would be conducted in accordance with the Association's Rules and Standing Orders. The Committee noted that J Jamieson, S Niven and K McIntyre would retire by rotation and be eligible for re-election. Co-opted members J Dunsmore and R Gray would also stand down and be eligible for election to vacant positions.

Members noted that nomination papers would be issued to members in advance of the AGM and that the election of Office Bearers and Sub-Committee members would take place at the first Management Committee meeting following the AGM.

The draft AGM agenda was considered. It was reported that efforts were continuing to secure a guest speaker, with several suggestions discussed by members.

Rule 68 Declaration

It was confirmed that Rules 62 to 67 have been followed in the past year.

9 POLICY REVIEWS

9.1 ICT Security Policy

C McKiernan stated that the policy is reviewed annually to reflect the rapidly changing cyber security environment. The only proposed policy amendment related to the use of WhatsApp on work mobile phones. Several updates had also been made to the supporting appendices to ensure documentation remained current and aligned with cyber security and insurance requirements.

Committee approved the revised ICT Security Policy.

9.2 Domestic Abuse Policy

P McCann advised that this policy had been drafted to reflect changes arising from the Housing (Scotland) Act and domestic abuse legislation. As part of the policy development, consultation with specialist organisations was carried out. However feedback had been received too late to implement in time for legislative deadline of 1st August 2026. Feedback was documented within the policy cover report.

It was noted that the policy had been implemented to meet the legislative requirements, but a final version incorporating the consultation feedback is to be presented at the next meeting. Members welcomed the positive feedback received from consultees and noted that staff training would be provided to support implementation of the policy.

Committee approved the Domestic Abuse Policy, subject to final amendments being reported to the next meeting.

9.3 Damp & Mould Strategy

S Tait highlighted that the Strategy had been updated to reflect the requirements of the Housing (Scotland) Act 2025, including revised timescales for investigating reported cases, commencing remedial works and providing written outcomes to tenants. The Committee also noted the introduction of compensation arrangements where statutory timescales are not met.

It was reported that most amendments related to legislative compliance, with the remainder of the Strategy remaining largely unchanged.

Committee approved the revised Damp and Mould Strategy.

9.4 Revision to Asset Management Strategy re stock condition surveys

S Tait explained that the Strategy had been updated following discussion at the previous meeting regarding stock condition surveys. The revised Strategy set out how future surveys would take account of factors including property age, component lifecycles, construction type and known defects.

It was noted that a stock condition survey of 20% of the stock is due to be undertaken this year. It was agreed that this be instructed now and further consideration could be given to conducting a further 20% in the next financial year.

Members discussed issues identified within some older properties, including the condition of plasterwork and communal areas, and noted that these matters would continue to be monitored through ongoing asset management activities.

Committee approved the revision to the Asset Management Strategy.

10. PERFORMANCE REPORTS

10.1 Q1 Performance Report

S Tait presented the quarterly Repairs Performance Report. He highlighted that emergency repairs completed within target timescales had reduced slightly to 91.95%, while non-emergency repairs completed within target timescales had reduced to 90.42%. It was reported that discussions had taken place with contractors regarding performance and measures were being implemented to improve scheduling, monitoring and completion rates.

[redacted]

Members also noted updates relating to damp and mould cases, void performance, adaptations and tenant satisfaction with repairs. Repair satisfaction remained high, with most tenants reporting that they were satisfied with the service received.

P McCann presented the Housing Management Performance Report. She highlighted that 17 properties had been let during Q1 and that the average re-let time of 28.8 days achieved the revised target approved by the Committee. Rent arrears and former tenant arrears remained stable, while 18 anti-social behaviour complaints had been received, the majority relating to environmental nuisance.

Members welcomed financial gains of over £150k achieved through the Welfare Rights Service and noted that tenancy support activity continued to focus on welfare benefits, utility costs and mental health support.

M White presented the Complaints, FOI and Data Protection Report. Complaint levels remained low, with the majority relating to repairs and contractor delays. Most complaints had been responded to within target timescales.

The Committee also noted that all Freedom of Information requests had been responded to within statutory timescales and that no Subject Access Requests or data breaches had been recorded during the quarter.

10.2 <u>Q1 Tenant & Resident Safety Report</u>

S Tait advised that compliance levels remained very high across statutory safety programmes. He highlighted that one overdue gas safety inspection related to the previous reporting period and would be removed from future reports. Ten properties continued to have capped gas supplies and were subject to regular monitoring. Committee were advised that a small number of outstanding electrical safety inspections and smoke alarm replacements remained due to difficulties in gaining access to properties. Officers continued to pursue access to allow these works to be completed.

Members noted that compliance had been achieved in relation to legionella management, fire safety and asbestos requirements. Discussion also took place regarding home fire safety visits and the positive working relationship with the Scottish Fire and Rescue Service and local community safety teams.

11. AOB

C McKiernan reported that an application had been received to the Chair's Fund from the family of a tenant seeking support towards football club costs for their autistic son. She explained that this was the first application received during the current year and Committee welcomed the opportunity to support participation in activities that contribute to young people's development and wellbeing. Committee approved the application and noted that officers would continue to promote the Fund to encourage further applications.

Members also discussed the forthcoming EVH Conference. C Taylor expressed an interest in attending and it was agreed that feedback from any future conferences or training events attended by Committee members would be reported back to the Committee.

12. DATE OF NEXT MEETING

Wednesday 2 September 2026 at 5.30 p.m.

Minutes prepared by	M Quinn, Finance & Corporate Services Assistant
Date:	11th August 2026

Chairperson’s Signature:
Date:

Copies of the above reports are available on request.